

❖ Rhonda Eaton, LPI, CFI-FTER ❖

Minuteman Investigations

565 Elm Street

Telephone:

(978)333-1498

Marlborough, MA. 01752

Email:

RhondaEaton11@gmail.com

Employment:

Private Investigator	Self Employed	<i>Marlborough, MA</i>	<i>2014-Present</i>
<ul style="list-style-type: none"> Licensed Massachusetts Professional Investigator Board Certified Criminal Defense Investigator (CCDI) Board Certified Criminal Forensic Science Investigator (CFSI) Board Certified Forensic Interviewer, Forensic Testimonial Evidence Recovery Method (CFI-FTER) Expert in Criminal Defense Investigation specializing in capital case mitigation, sexual assault, Family law. Human Resources/Benefits Coordinator/Company Liaison for Employees/Recruitment and Training Travel Coordination/Expense Accounts/Purchasing Advocate for Child Support/Divorce/Child Custody and Visitation Cases in The Commonwealth 			
Operations Manager	Pleasant Street Garage	<i>Marlborough, MA</i>	<i>2009 - 2014</i>
Manage Daily Operation of a Full Service Garage – Responsibilities Included: <ul style="list-style-type: none"> Customer Service and Invoices / Technician Assignments/ Payroll and Performance Advertising and Community Relations / Marketing and Purchasing Quarterly Tax and Financial Reports / Yearly Revenue and Deduction Reports 			
Founder	RAM Automotive	<i>Marlborough, MA</i>	<i>2006 – 2008</i>
Owned and Operated a Repair and Maintenance Automotive Shop <ul style="list-style-type: none"> Customer Service / Technician Assignments/ Payroll and Performance Marketing/Community Relations / Purchasing Quarterly and Yearly Tax Returns 			
Founder / Principal	Ameri/Can Construction	<i>Framingham, MA.</i>	<i>1999 – 2006</i>
Owned and Operated a Small Construction Company <ul style="list-style-type: none"> Customer Service / Human Resources / Job Outsourcing Advertising and Community Relations / Marketing and Purchasing Quarterly Tax and Financial Reports / Yearly Revenue and Deduction Reports 			
Legal Assistant	O'Keefe & Gale Law Offices	<i>Natick, MA.</i>	<i>2001 – 2003</i>
Review and Verify Claims, References Prepared for Court Proceedings: <ul style="list-style-type: none"> Small Claims/ Civil Liabilities/ District and Superior Court Cases License Revocation and Reinstatement/ Defendant Accountability and Location Detailed Business Records/ Billing and Collection Records/ Client Locations and Settlements 			

Education:

Eastern Nazarene College

SHRM Certification

Quincy, MA.

2003

Keefe Technical College
Lawrence High School

Accounting
Business

Framingham, MA.
Fairfield, ME.

2001
1987

[References Available Upon Request]