

Antoinette Harris
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Objective

My goal is to work independently, with others, be a team player, always treat every person with dignity and respect. I am interested in longevity and retirement if allotted this opportunity you will find that I am of value.

Work Experience

Insight
Global/Maxwell Air
Force Base
March 19, 2019 to
Present
Rosellia Murell 334-
294-0635

- Data Entry &
Digitizing
for The
Fairchild
Research
Information
Center.

Campaign Manager/ Volunteered

The Committee To Elect Deborah Anthony State Senate District 26
September 2017 to December 2017

- Senior Manager
- All Executive duties of the Candidate
- Prepare radio, newspaper and local news interviews
- Prepare home and community visits of constituents

- Prepare Memorabilia for campaign
- Order and Purchase campaign necessities
- Prep Candidate for debates and interviews
- Conversed with constituents at each polling location about the candidate
- Converse with the constituents about candidate during/after canvassing
- Saw campaign until the actual end

GSA TIER 2F

Agent/DXC

Technologies

formally HP

BCForward Agency First/Hewlett-Packard - Montgomery, AL

July 2014 to October 2017

John Meeks 3344674185

- * Assist Citizen's/Government users on how to report required information (Awarded Federal Money/Grants & Contracts) in the appropriate government reporting system per the General Service's Administration (GSA).
- * Independently learned remaining government systems needed to assist Vendor's/Citizen's and/or Buyer's/Engineer's with reporting documentation when a certain amount of funds have/has been utilized.
- * Assisted vendors and buyers with their computer technical issues as well.
- * Assisted vendors and buyers with reported the correct funds are and additional awards (funds)appropriately as set forth by the government.
- * Maintain the security and integrity of the customers account, opportunity, and funds.

Education

Associate in Social Science

Troy University - May 2015

Montgomery, AL

Bachelor of Science

in Political Science in

w/ International

Relation Conc

Troy University - July 2016

Montgomery, AL

Master in Criminal Justice
ETROY/ Troy University -
May 19, 2019

Cosmetology Diploma - 2004
H. Councill Trenholm State
Technical College

Skills/Other

Microsoft Office 13 Programs (Word, Publisher, Excel, Outlook, OneNote, Teams, PowerPoint, IT Tech by human nature, Blackboard, Canvas, Researcher, Campaign Manager, Public Speaking, Public Relations, Interview Image Prep, etc., Financial Skills, various computer communication skills (chatting, web-forms, and/or self-service forms). Instruct end-users on how to capture their screen so that I can assist with technical issues. Active listening, ethical decision making, and attention to detail.

Troy's Provost List/Who's Who.

*Volunteered with House to House Thru Troy University Social Science Dept.

*Volunteered with Biology Dept. To Plant A Garden for The Elderly on The West Side Community Center.

Student Leader's Forum with The Chamber of Commerce through Troy University.

SGA Executive Assistant/Treasurer for 3 yrs.

*Volunteered to Hold a Voters Registration Drive with the SGA Dept.

Certifications/Licenses

FEMA

August 2017 to Present

Student FEMA/EMA Certification

ABOC License