

Gladys Williams

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in <https://tinyurl.com/gw7615>

☎ 256-527-8635

Employment History

- 2021 –  **Court Magistrate**, City of Madison Municipal Court.
- 2020 – 2021  **Records Clerk**, City of Madison Police Department.
- 2016 – 2018  **Accounts Receivable Rep**, Media Solutions LLC.

Education

- 2022 – current  **Bachelor's Degree, Southern New Hampshire University** Criminal Justice.
(expected completion in August, 2023)
- 2018 – 2022  **Associates Degree, Southern New Hampshire University** Associate of Arts.

Skills

- Languages  Strong reading, writing and speaking competencies for English and Spanish.
- Typing  Able to type 55 words per minute.
- Microsoft  Proficient in Word, Excel, Outlook and PowerPoint.
- Office Experience  Customer service skills, multi-tasking, great attention to detail, impeccable work ethic.
- Misc.  Self-motivated, great at time-management, quick to look for solutions to problems.

Miscellaneous Experience

Cerfication

-  **NCIC**, National Crime Information Center.

Web Resources

-  **TLO**, Proficient in TLO online investigative systems.
-  **Five Points**, Proficient in Five Point payment portal.
-  **IntelliPay**, Proficient in IntelliPay debit/credit card processing portal.

Programs

-  **MSG**, Data entry program.
-  **Flex**, Motorola Flex program connects Madison County, Huntsville City and Madison City.

References

Available on Request