

ANGELA WATERMAN

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Portfolio: www.awatermanportfolio.com

OBJECTIVE: To obtain a technical writing position where I can apply my knowledge and skills.

EDUCATION: **University of Maine at Augusta**, Mar 2021 – Dec 2022

B.A.S, Business Administration, 3.38/4.0 Final GPA

- Successfully completed of professional-based writing classes that included: Professional Writing, Grant Writing, Technical Writing, and Digital Writing.
- Successful completion of business management courses that included: Organizational Behavior, Marketing, HR Management, Financial Management, Principles of Management and Communication in Groups and Organizations.

Kaplan University, 2010

A.A.S., Computer Information Systems, 3.82/4.0 Final GPA

PROFESSIONAL SKILLS: **Writing:** Professional and Creative Writing Skills, Proofreading, and Copyediting

Customer Service & Leadership: Providing leadership through guidance and team work; explaining and teaching how to complete job tasks

Computer Expertise: Windows OS, MS Office (Excel, Word, PowerPoint) and Outlook, Database management, Canva experience; Ability to learn programs quickly and efficiently

Training Experience: Developed a training structure, conducted training classes, created training materials, 1-o-1 guidance and training

Logistics: Planning, Scheduling, and Inventory Control

MILITARY SERVICE: **USAF - RC135 Jet Engine Mechanic (1997-2001)** Honorable Discharge, Offutt AFB, NE

PREVIOUS EXPERIENCES: **Inside Receiver (2018–2022)** Hammond Lumber Company, Belfast, ME

- Managed incoming/outgoing inventory, verified costs, inspected product, submitted vendor claims, managed purchase orders, and worked closely with accounts payable. Prepared end-of-month management reports. Assisted customers with orders and arranged deliveries.

Business Partner (2011-2019) Waterman Power Washing & Lawn Care, Belfast, ME

- Performed required tasks at jobs, managed business website and tax records.

Bonney Staffing Temp (2018, Jan–Sept) athenaHealth Clinicals Team, Belfast, ME

- Maintained Clinical Provider Database using athenaNet and athenaError queues.

Logistics Coordinator (2010-2011) Advanced Technology Recycling, Pontiac, IL

- Scheduled and coordinated e-recycling into inventory and database cleanup.

Consultant/DCC Coordinator (2006 – 2008) ACCS at Caterpillar, Mossville, IL

- SME at Caterpillar with successful employee training and user support with the DCC system (web-based design center for engineers). Assisted Tier I and II Help Desk with DCC issues and user needs.