



Vivian A. Thomas Minor, a native of Florence, South Carolina, moved two years after graduating (1966) from Wilson High School, to Richmond, Virginia. In Florence, worked for the law firm of William W. Bennett, Esq. (deceased) as a legal secretary. Parents and all eight siblings deceased.

Work Experience:

Telephone operator, teacher's aide, legal secretary, senior administrative assistant; stenographer, administrative services coordinator/customer service supervisor, and member of the Customer Service Team for the City of Richmond (responsible for providing customer service training to City employees); independent sales representative (Avon); insurance sales support associate (Banc of America).

Retirement

City of Richmond. Richmond Bureau of Police (22 years) and Richmond Real Estate Assessor's Office (11 years), retired 2001; Bank of America (5 years), retired 2010.

Courses of Study

Secretarial classes (high school); clerical classes offered through the City of Richmond; Moseley-Flint Schools of Real Estate; J. Sargeant Reynolds Community College (Real Estate Appraisal); Virginia Commonwealth University-- course study to obtain the designation of Certified Administrative Professional (CAP) with the International Association of Administrative Professionals, 1998; Virginia Department of Taxation.

Current Affiliations

National Organization of Black Law Enforcement Executives (NOBLE) – Central Virginia Chapter (Recording Secretary); Delver Woman's Club, Inc. (Recording Secretary) and Music Interest Group Chair; Parliamentary Law Club-Richmond, Virginia (Assistant Recording Secretary); Virginia State Association of Parliamentarians (Editor-in-Chief of Gavelletter); Richmond North Chapter #5356, AARP, Inc. (President, and newsletter editor); Living the Dream, Inc. (Board Member/Treasurer); Southern Christian Leadership Conference (SCLC).

Former affiliations

Sisters United of Richmond, Virginia; Richmond Black Police Officers Association (RBPOA); Virginia Military Institute Keydet Club; Order of Eastern Star, Henrico Chapter #78; United Order of Tents, Purple Orchid Tent #795, Past Senior Matron; NAACP.

Church Affiliation

Rising Mount Zion Baptist Church – Senior Ushers Ministry; Pastor's Aide Ministry; Women's Ministry; Social Justice Ministry; Senior of Zion Ministry.

Hobbies

Reading, traveling, word search puzzles, computer typeset designs

Family

Two sons, Timothy S. T. (deceased) and Ralph T. (Terry), two daughters-in-law, nine grandchildren, and 15 plus 4 great-grandchildren.