

Diana L. Patton

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Education:

Bachelor of Science Degree, in Economics Crime Investigation
Hilbert College, Hamburg NY, Graduation Date May 2012

Related Course Work:

Public Speaking
Technical Writing
Introduction to Criminal Justice
Accounting I
Financial Investigations
Computer Networking and Security
Introduction to Spanish
Environmental Ethics and Investigation
Forensic Tool Kit

Law of Economic Crime
Interpersonal Communications
Microsoft Access
Leadership Principles
Computer Forensic Tools
Microsoft Excel
Interpersonal Communications
Professional and Technical Writing

Computer Skills:

Windows
Microsoft Excel
Microsoft Word
Microsoft Access
Microsoft Home Publishing
ArcSoft PhotoImpression
ArcSoft VideoImpression
Investigative Software Tools

Investigative Software Tools (IDEA,Text Chart)
Computer Networking and Security
Information Security
Microsoft PowerPoint
Information Security
Microsoft Excel and Access
Intelligence Research Methods

Work Experience by Relevance:

Pride Center of WNY – February 2012 – Current (Part Time)

Administrative Assistant

- Manage Microsoft Access Files
- Create Electronic Files, Forms, Data
- Aires Program
- Assist in everyday office operations
- Take Care of Client Needs
- Tracking of Client Services

Tops – Hamburg, NY - October 2009 – October 2010

Seafood/Meat/Deli Clerk

- Food Preparation
- Received and organized stock then filled shelves to optimal levels
- Performed excellent customer service
- Clean tools and machines to exact specifications
- Trained new employees
- Cut and weighed deli meats to customer specifications

