

The New York State Department of Labor

THE PRIME OBJECTIVE



***A Guide to Preparing the
Job Seeking Ex-Offender***

George E. Pataki, Governor

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INTRODUCTION

In many ways, being released from prison can be an overwhelming experience. Finding a place to live, re-establishing family relationships, and dealing with old temptations are but a few of the issues you will have to face.

One of the most important issues facing you is finding employment. Statistics compiled by the Division of Parole for New York State show that 89% of parolees who violated parole, were not employed at the time of that violation. Therefore, employment can be a key factor in your success while on parole or probation.

The Prime Objective is a resource booklet designed to help you as an ex-offender with your job search and reintegration into society. Although compiled by the New York State Department of Labor, a number of sources need to be credited. Without their valuable input and expertise, this booklet would not exist! They are:

- The Legal Action Center of New York City
- New York State Division of Parole
- New York State Department of Correctional Services
- Green Haven Correctional Facility Vets Self-Help Group
- Wallkill Correctional Facility Pre-Release Staff
- Woodbourne Correctional Facility Pre-Release Staff
- New York State Division of Veterans Affairs

I - PREPARATION DOCUMENTS

You will need to gather up the following documents. Many will be required before you can get a job.

- **Social Security Card** (Are you using a different name than the one originally listed on your social security card? Make certain to change your social security card to the name you want to use.) If you are using a name that is different from the one on your social security card, contact the social security office nearest you to change the name on the card to the name you are now using.
- **Birth Certificate**
- **Release Papers** (Given to you upon your release)
- **Military Discharge Papers** (For Veterans)
- **Proof of education** (High School Diploma, G.E.D., apprenticeship certification, transcript of college courses)
- **Alien Registration Card** (For non-citizens)
- **Certificate of Relief From Disability, or**
- **Certificate of Good Conduct**

If you are still incarcerated, pre-release centers, community preparation centers and veterans self-help programs will be able to help you obtain social security cards, birth certificates and military discharge papers.

If you are on the street, here is where you check to obtain the documents.

- **Social Security Card** - Call your closest Social Security Administration office, listed under United States Government Offices in your telephone book.
- **Birth Certificate** - Call or write to the Bureau of Vital Statistics in the city in which you were born.
- **Military Discharge Papers** - See Section IV.
- **Alien Registration cards** - Call the local INS (Immigration and Naturalization Services) office.
- **Certificates of Relief from Disability or of Good Conduct** - See Section II.

HELPFUL INFORMATION

Although not required, the following items are very helpful:

- **Letters of Reference** (from corrections counselors, vocational teachers, former employers, clergy, etc.)
- **Resumes** (see Section 10).
- **Fact Sheets** (if you don't have a resume, prepare a sheet with addresses and phone numbers of former employers, dates employed, etc.).
- **Certificates or Awards** received for completion of vocational or special programs.

II.- CERTIFICATES FROM PAROLE BOARD

As a result of felony convictions, there are certain legal bars to licenses and employment. Although it would be impossible to list every type of employment, some examples would be:

- licenses to sell liquor wholesale or retail
- licenses for real estate brokers
- positions as security guards or private investigators

The Parole Board can restore certain legal rights by issuing two types of certificates. One is a Certificate of Relief from Disabilities and the other is a Certificate of Good Conduct.

CERTIFICATE OF RELIEF FROM DISABILITIES

If you have only one felony conviction and/or any number of misdemeanors, you are eligible for this certificate. Technically, two or more felony convictions resulting from the same indictment count as one felony. Two or more convictions stemming from two or more separate indictments filed in the same court prior to conviction under any of them also count as one felony.

This certificate may be issued to you upon release from prison or after you have been out for several months. While you are still under parole supervision, the certificate is temporary. When you are discharged from parole supervision, the certificate will become permanent (unless you receive another felony conviction).

CERTIFICATE OF GOOD CONDUCT

You are eligible for the Certificate of Good Conduct if you have been convicted of more than one felony no matter how long ago. The difference between the two certificates is the time that has to elapse from the date of your conviction, or if incarcerated, from the date of unrevoked release from custody by parole or from the date of the termination of your sentence.

- When the most serious conviction is a C, D, or E felony, the minimum period of time required before a Certificate of Good Conduct will be considered is 3 years.
- When the most serious conviction is a class A or B felony the minimum period of time before a Certificate of Good Conduct can be considered is 5 years.

HOW TO GET THESE CERTIFICATES

If you have not completed your sentence, or completed it in another state or country, you cannot apply directly for a Certificate of Relief from Disabilities or Certificate of Good Conduct. The application is submitted to the Board of Parole by parole staff. See your Parole Officer.

If you have completed your sentence, you may apply directly to the

NYS Division of Parole
97 Central Avenue
Albany, NY 12206
(518) 474-2121

Or, you may ask your parole officer for assistance.

WHY GET CERTIFICATES?

Both Certificates of Relief from Disabilities and Good Conduct can generally do three things:

- First, both Certificates can be used as evidence of your rehabilitation from your past convictions. When received they will be listed right on your Rap Sheet.
- Second, they will *usually* act to remove the bars to employment or occupational licenses. The only exception to removing bars to employment would be positions considered to be “public offices”, such as law enforcement jobs, and certain appointed offices. (NOTE: You can work in a civil service job for the city, county, state or federal government as long as they are not the above-listed positions). The bar to office of notary public can be removed by the Board of Parole but only by making a request specifically for that purpose.
- Third, your right to vote is automatically restored upon attainment of your certificate. Be certain to register to vote as soon as possible after release from incarceration.

IMPORTANT NOTE: A driver’s license can be obtained without a certificate, but if your condition of parole stipulates you cannot have a license because of a conviction such as vehicular manslaughter or driving while intoxicated (DWI) then do not attempt to obtain one until your parole has ended.

III - A WORD ABOUT RAP SHEETS AND CONSUMER CREDIT REPORTS

If you have never seen a copy of your Rap Sheet, it is imperative that you get hold of it to review the information before an employer sees it.

WHICH EMPLOYERS CAN SEE IT?

The employing government agency for any civil service position (city, state, county, federal) can get a Rap Sheet, but only law enforcement agencies are entitled to see sealed information. Private employers who can obtain Rap Sheets include hospitals, banks, museums, child care agencies and nursing homes. For over a hundred jobs requiring a state or municipal license, occupational licensing agencies will receive a sealed copy of your Rap Sheet upon request.

WHY SHOULD I SEE A COPY OF MY RAP SHEET?

First, although there are limitations on who can see your Rap Sheet, you should know what your record reveals about your criminal history. This way you can be prepared to report your history accurately.

Second, Rap Sheets are often incomplete and may contain mistakes which can upset your job prospects. The kinds of common mistakes might be:

- Incomplete entries where arrests are reported without showing the final outcome. This can be particularly damaging if you were acquitted or convicted of less serious charges.
- Incorrect entries where someone has put incorrect information into a computer, turning a simple conviction into a very serious felony.

- Double entries/multiple listings of the same offense to an untrained reader of a Rap Sheet can look like many separate convictions.
- Sealed information not listed as such.

HOW CAN I OBTAIN MY RAP SHEET?

The best time to obtain your Rap Sheet is when you are still incarcerated. Go through the Pre-Release center at your facility.

If you are not incarcerated and live outside New York City clients can obtain their rap sheets at the offices of the Division of Criminal Justice Services (DCJS) in Albany. One must file a formal "Request for Record Review" form with DCJS, along with a complete set of fingerprints (which can be obtained from a local law enforcement agency). The individual (including those in jail or prison) must pay \$25 fee. Only U.S. Postal Service, American Express or Traveler's Express money orders will be accepted as payment. The application fee can be waived if the client can demonstrate that he or she suffers a "financial hardship." In most cases, a public assistance benefits card or Medicaid card should be enough to show an inability to pay.

Clients can get the "Request for Record Review" form by calling or writing the DCJS Record Review Unit. The client's completed request form; fingerprints and payment (or proof of "financial hardship") should be sent to:

New York State Division of Criminal Justice Services
Record Review Unit
4 Tower Place
Albany, New York 12203
(518) 485-7675

The Record Review Unit will then send a copy of his or her rap sheet along with a "Statement of Challenge" form that can be used to ask DCJS to correct any mistakes or problems that are found on the rap sheet. DCJS removes the individual's name and other identifying information from the copy of the rap sheets it sends to people who want to review their own rap sheets. This is to protect the client's privacy and assure that the rap sheet is not misused.

In New York City, you can go directly to Police Department at One Police Plaza in Manhattan. There they will be fingerprinted for a \$40.00 charge, and their records will be sent directly to them.

In Buffalo and Erie County area, one can obtain the forms necessary to review a copy of their rap sheet through the Erie County Central Police Services. The first step is to call (716) 858-6760 to arrange an appointment where they will be given a record review request form and a fingerprint card, which they can take to a local police office for fingerprinting.

HOW CAN I CLEAN UP MY RAP SHEET?

The best resource for assistance in cleaning up a Rap Sheet is the Legal Action Center at 153 Waverly Place, New York, N.Y. 10014. If you do not live in NYC, you can write to them for a booklet.

WHAT ABOUT CONSUMER CREDIT REPORTS?

Some employers routinely screen prospective employees by obtaining background investigation reports from a consumer-reporting agency. "Consumer reporting agencies" (also known as credit reporting or background investigation agencies) are firms that prepare reports on individuals for employment, credit or insurance purposes. Their reports often contain information about the individual's criminal record, employment history, credit rating, and sometimes past drug or alcohol problems. The agencies gather this information by checking public records (such as court records) and by talking to former employers and others about the person.

Consumer reporting agencies are regulated by the New York State Credit Reporting Act and a similar, but somewhat less strict, federal law, the Federal Fair Credit Reporting Act. These laws limit the information that can be included in a "consumer report" about an individual's criminal record for substance abuse history.

The New York Fair Credit Reporting Act sometimes prohibits the reporting of criminal convictions and other adverse information more than seven years old. Consumer reports cannot contain information about "records of conviction of crime which, from date of disposition, release, or parole, antedate the report by more than seven years," information relating to "drug or alcoholic addition" that ended more than seven years ago, or "any other adverse information" more than seven years old. However, these restrictions on reporting old information do not apply if the employment in question would involve an annual salary of \$25,000 or more.

Like the New York State Law, the Federal Fair Credit Reporting Act sometimes forbid the reporting of negative information that is more than seven years old. The federal law's restriction on reporting this information does not apply if the job has an annual salary of \$20,000 or more.

Both the New York and Federal Credit Reporting Acts contain protections against inaccurate reports. It is a violation of the New York law for a consumer-reporting agency to report any information, including information about convictions which it has reason to know is inaccurate. The federal law similarly requires that agencies "follow reasonable procedures to assure maximum possible accuracy of the information concerning the individual . . ."

Before requesting a report about a job applicant from a consumer-reporting agency, an employer must notify the applicant that a report may be requested. If an "investigative consumer report" is to be obtained, the applicant must first sign a written authorization consenting to the preparation of the report. If an employer does obtain a consumer report, the employer must provide the individual with the consumer reporting agency's name and address upon written request. The person can then contact the consumer reporting agency, which is required to provide the individual with a copy of the report and any other information in the agency's files concerning that individual.

IV - VETERANS - DON'T OVERLOOK BENEFITS FROM MILITARY SERVICE

VETERANS BENEFITS

Men and women who served in the nation's armed forces may be eligible for a variety of economic, medical and social benefits provided by the federal, state and local government.

Most - but not all - of these benefits are offered to veterans who served during a period of war-time and who were discharged from the military under conditions other than dishonorable.

Benefits available to veterans and certain dependents include:

- Compensation for service-connected injuries or disease
- Disability Pension for those permanently disabled after discharge from service and with limited income
- Health and Mental Health Care at Veterans Affairs Medical Centers and Vet Centers
- Education and Vocational Rehabilitation, including benefits for children of certain disabled veterans
- Employment and Training
- Civil Service Credits on competitive examinations; job retention; and hiring preference for the disabled
- Blind Annuity for eligible visually impaired veterans
- VA Home Loan Guarantee
- Property Tax Exemption
- Surviving Spouse Pension

HELP AVAILABLE

Veterans' benefits are not automatic - they must be applied for by the veteran, spouse or dependent. In New York State, the Division of Veterans' Affairs provides a veterans network of professional state veteran counselors - each a veteran - to assist individuals in obtaining federal, state or local benefits to which they are entitled. State veteran counselors help in obtaining supporting documents, filing claims and, when necessary, appealing unfavorable decisions.

State veteran counseling centers are located throughout the state. The address and telephone number can be found in telephone directories under "New York State" or "Veterans" or the Division of Veterans' Affairs toll-free referral hotline by calling:

1-800-635-6534

WAR-TIME SERVICE DATES

Eligibility for veterans benefits often require at least a portion of an individual's active duty to have occurred during a time of war or hostility. Dates recognized as "time of war" are:

- World War I: April 6, 1917 - Nov. 11, 1918
- World War II: Dec. 7, 1941 - Dec. 31, 1946
- Korea: June 27, 1950 - Jan. 31, 1955
- Vietnam: Jan. 1, 1963 - May 7, 1975
(*Eligibility for federal benefits starts Aug. 5, 1964*)
- Persian Gulf: Aug. 2, 1990 - no closing date as of 2/8/95.

Benefits also are available to those veterans who were awarded expeditionary medals for service in:

- Lebanon: June 1, 1983 - Dec. 1, 1987
- Grenada: Oct. 23, 1983 - Nov. 21, 1983
- Panama: Dec. 20, 1989 - Jan 31, 1990

DISCHARGE UPGRADES

A veteran may be denied benefits - or a prospective employer may refuse to hire - because the veteran's discharge was "less than honorable".

Any person who leaves military service with "less than an honorable" discharge can file an application for a discharge upgrade with his or her appropriate branch of service.

Discharge upgrades, however, are complicated and difficult to obtain, and require substantial documentation supporting the individual's appeal. When proceeding for an upgrade, the veteran should seek the assistance of a state veteran counselor or other professional veteran's advocate. An incomplete or ill-prepared discharge up-grade appeal will result in denial. State veteran counselors can assist the veteran in obtaining military records and other essential supporting documents and will accompany the veteran in presenting the appeal before a discharge review board.

V - USING NEW YORK STATE DEPARTMENT OF LABOR

A major resource as you begin your job search is in the New York State Department of Labor (NYSDOL). The features of the NYSDOL include:

- No fees charged.
- More job listings in more occupational categories than any other single source.
- A knowledge of job openings, even among employers who have not listed openings with the NYSDOL.
- Convenient local offices in all regions of the State of New York.
- Computerized job listings.
- Employment counseling and career consultation.
- Daily employer contacts.
- Special ex-offender programs, depending on funding, in certain regions of the State.
- Knowledge of other sources useful in your job search.
- Special staff to serve those with veteran status.
- Civil Service job listings.
- Group workshops dealing with job search, job orientation, and other employment related topics.

VI - PROGRAMS WHICH APPLY TO EX-OFFENDERS

There are many incentive programs for an employer to hire you. These incentives can apply to ex-offenders among other special customer groups. Being an ex-offender, you would qualify under a special applicant group category. Examples are:

- **Federal Bonding Program** - This program is for individuals who cannot be bonded by an employer's private bonding company.

Bonds are either \$5,000 or \$10,000. Bonds are automatically issued for \$5,000, unless the State Bonding Coordinator, or his designee, approves the local office request for \$10,000. The State of New York has only a limited amount of funds for fidelity bonds.

An individual or employer can contact the NYSDOL for information on how to start the process. A bond can be written to cover the individual as of the first day of work. The only factor which would disqualify you from the Federal Bonding Program is a previous default on a bond issued by this program. (Defaults on other bonds are *not* counted.)

- **W.O.T.C. (Work Opportunity Tax Credit)** - For these qualified ex-felons who meet the income guideline, the hiring employer is eligible to receive up to 40% of the first \$6,000 (for a maximum of \$2,400) in wages paid to that employee. Contact either NYSDOL or your Parole Officer for assistance.

- **O.J.T. (On-The-Job-Training)** - The NYSDOL can inform you where OJT opportunities might exist in your area. You still need to be certified and will need the documents mentioned in Chapter I. OJT jobs have the advantage of offering marketable experience in a job you may have done while incarcerated but are having difficulty securing on the street.
- **Dislocated Worker** - Check with your local NYSDOL to see if you are entitled to training opportunities for dislocated workers. They might be able to offer you training in a new field.
- **V.E.S.I.D. (Vocational Educational Services for Individuals With Disabilities)** - If you have a physical or mental disability that prevents you from doing your previous line of work, you may be eligible for VESID services. VESID has resources to pay for training programs and schooling. VESID is listed under the NYS Department of Education in the telephone book or you may also check with the NYSDOL for that information.

VII - PLANNING YOUR JOB SEARCH

Here are some suggestions that may help you plan your time for an effective job search:

- Begin your search as soon as you hit the streets, or as soon as you lose a job.
- Make your job hunting a full-time project.
- Apply early enough in the day to allow time for multiple interviews, tests, or other hiring procedures that may be required.
- Be on time for appointments.
- Before approaching a company, try to learn the best time and day of the week to apply for a job.
- Follow up leads right away. If you learn of a job opening, call the firm to arrange an appointment for the next day, if possible.

VIII - SOURCES OF JOB INFORMATION

There are several sources you might try:

- Your friends, neighbors and relatives
- Your Parole Officer
- The NYSDOL
- Want ads in newspapers
- School placement services
- Rehab agency placement services
- City or county personnel offices
- Unions
- Private employment agencies
- The Yellow pages of your local telephone book
- Chamber of Commerce lists

IX - FILLING OUT APPLICATIONS

As an ex-offender, the key to filling out an application is to remember not to volunteer any more information than you have to.

Employers are not allowed to ask about arrests not resulting in convictions. However, they can ask about felony and misdemeanor convictions, in addition to violations.

DO not lie on an application. In the case of government applications, lying can at worst lead to losing your job and being brought up on misdemeanor charges. In addition, if you are terminated for lying to Civil Service, you forfeit the opportunity for any future position. In some cases, you might choose to leave the question blank and deal with it during the interview. A caution, however, if you do not answer "yes" or "no" and do not deal with it at the interview, if it is found out by the employer that you have convictions, you could lose your job for not being truthful. There is no time limit on job applications - dismissal for lying can occur at any point in a worker's career.

Here are some other tips on filling out applications:

- If you received a GED while incarcerated, indicate 12 years as highest grade completed.
- Under employment history consider listing the work you did while incarcerated. This can be very valuable work experience.
- When dealing with the question of salary requested, it is generally best to put "open" or "willing to negotiate" on the form.
- If a secretary takes your completed application and tells you they will be in touch, be courteous and pleasant, then follow-up several days later.

X - PREPARING A RESUME

Many ex-offenders do not think a resume would be helpful in their situations; yet a resume can be your best means of portraying positive information. It is often a good idea to get expert help. If you are still incarcerated, the Pre-Release Center or Community Preparation Center can assist you. If you are out, NYSDOL has employment counseling services available. Although employment counselors will not write the resume for you, they provide guidelines and booklets for preparing the best resume in your case. See pages 24-25 for sample resumes of ex-offenders.

XI - THE INTERVIEW

A job interview is where you can show an employer your best side. Planning the interview, performing well on the interview and following up after the interview are therefore important.

BEFORE THE INTERVIEW

- Learning about the company to which you are applying will be to your benefit. Find out what they make, what services they provide, how long they have been in business, what shifts are available, etc. Knowing this information ahead of time will impress the interviewer.
- Be prepared to answer questions regarding what kind of job you want and why you want to work for this particular firm.
- Also, be prepared to deal with questions regarding incarceration in a positive way. Have certificates of rehabilitation with you.

AT THE INTERVIEW

- Come alone. If someone has given you a ride, have them go for coffee or wait in the car.
- Dress neatly and conservatively.
- Be pleasant and friendly but businesslike.
- Answer questions but do not go on and on.
- Do not discuss your personal problems.
- When you discuss former jobs, avoid criticizing former employers or fellow workers.
- It is common for an employer to ask you to return for another interview. Don't be put off by that.
- If the employer does not offer you a job, ask what the next step will be. Ask if you may call in several days to follow-up. In some instances, a follow-up thank-you letter to the employer could be helpful.
- Thank the employer for their time and interest.

AFTER THE INTERVIEW

Ask yourself the following questions:

- 1) How did the interview go?
- 2) How can I improve my next interview?
- 3) What do I need to bring that I forgot?

XII - YOUR RIGHTS AS AN EX-OFFENDER

As an ex-offender in New York State, there are certain things you need to know regarding your employment rights:

- Employers can ask about convictions, but not about arrests.
- Employers who cannot get your Rap Sheet are allowed to request job applicants to submit disposition slips as part of the application process.
- Whether you are an ex-offender or not, a new federal law bans employers from using polygraph tests as a basis for employment. Polygraph (lie detector) tests can be given once on the job if a specific incident has arisen. Even then, employees must receive written notice of the incident and of the date, time and location of the polygraph test 48 hours prior to being tested.
- Employers are not allowed to discriminate against ex-offenders, unless, as noted before, the employment relates to your felony conviction. However, proving such discrimination is difficult. If you feel that you have been discriminated against solely on the basis of being an ex-offender, you may contact either the Legal Action Center in New York City or the New York State Division of Human Rights.
- Ex-offenders are entitled to written reasons as to why they were denied a position even if unrelated to their history of conviction. This information could be helpful in future job interviews.
- As covered in Chapter II, obtaining Certificates of Relief and Good Conduct are your best bets for restoring your legal rights. See that chapter for what rights will be restored to you.

XIII - ONCE YOU GET THAT JOB

- **BE ON TIME!** This is the single most important piece of advice. Employers have little patience for people who are continually late. If you have to be late, call and let them know.
- **DON'T COP AN ATTITUDE!** When you are the new kid on the block, sometimes it takes a while to settle in with your co-workers and boss. It's easy at first to feel alone and become defensive, but you need that job. If you still feel that the problems are not being resolved, sit down with your supervisor and talk about it.
- **BE RELIABLE!** An employer needs somebody who will work every day - not every other day.
- **DO YOUR JOB!** It can be tempting to sit and chat with co-workers when the supervisor is not around. It can be tempting to extend your breaks from 15 minutes to 20 minutes or lunches from 30 minutes to 35 or 40 minutes. Don't do it! During those first few months, nothing goes unnoticed. Your employer needs someone who is dependable, responsible and motivated.
- **COMMUNICATE!** If you have obtained a job where the employer does not know you are on parole - let your Parole Officer know. Verification of employment does not have to jeopardize your job. For example, observation and pay stubs can serve the purpose as well as direct contact with the employer. Try to work things out.

XIV - IF YOU LOSE YOUR JOB

If you are laid off or fired from your job - immediately check with your local unemployment office to see if you are eligible for benefits. Then you need to begin your job search effort all over again.

SAMPLE RESUME I

JOSE RODRIQUEZ

15 60th Ave.
Bronx, New York
(212)631-7470

EDUCATION:

MERCY COLLEGE, 555 BROADWAY, DOBBS FERRY, N.Y.
CERTIFICATE IN HUMAN BEHAVIOR

EXPERIENCE:

A.B.C. SECURITY, 3rd AVE., BRONX. N.Y.
EMPLOYED AS SECURITY GUARD

SUTTON DEPT. STORES, 3rd AVE., BRONX, N.Y.
EMPLOYED AS A SALESMAN

LERMAT FASHIONS, CONDADO AVE., SANTRUCE, P.R.
EMPLOYED AS A CUTTER.

MILITARY:

HONORABLE DISCHARGE, U.S. ARMY 1980
MOS INFANTRYMAN.

SPECIAL SKILLS:

BI-LINGUAL ENGLISH/SPANISH
HORSE TRAINING

EXTRACURRICULAR ACTIVITIES:

BODYBUILDING, READING, JOGGING.

PERSONAL:

HEALTH: EXCELLENT
WILLING TO TRAVEL AND RELOCATE.

REFERENCES:

FURNISHED UPON REQUEST.

SAMPLE RESUME II

JOHN J. BONIZO
123 2nd Ave.
New York, NY

Tel.: (212)- 123-4567

EMPLOYMENT OBJECTIVE: To obtain a managerial position enabling the development of skills in business management, finance or sales.

EDUCATION:

1991-Present

**State University of New York
Empire State College**
B.S. (anticipated May 1993)
Major: Business Administration

1989-1991

Sullivan County Community College
A.A.S. Business Administration
Certificate: Computer Operator
Graduated Highest Honors, GPA 4.0

Areas of Concentration

Business Policy & Strategic Management
Labor/Management Relations
Business & Interpersonal Communication
Organizational Behavior
Marketing Management
Organization & Management
Finance & Accounting (4 levels)

1974 - 1978

Cardinal Hayes High School, Bronx, New York; Regents
Diploma

Experience:

1984-1988

XYZ Contracting Co., Flushing, New York; Sales Manager for
general contractor.

1981 - 1984

Eyewear Fashion Dept., New York, NY; Laboratory Manager;
also performed purchasing and sales functions

1978 - 1981

XYZ Optical Co., Bronx, New York; Lab Technician &
Ophthalmologist

ADDITIONAL EXPERIENCE:

Served as Director of a prison Pre-Release Counseling Center
in practicum with Empire State College.

LICENSES & CERTIFICATES:

License: Ophthalmic (NYS Education Department)
Certificate: Automotive Technician (NIASE)
License: Auto Safety Inspector (NYS Department of Motor Vehicles)
Certificate: Counseling Aide (NYS Department of Labor)
Certificate: Conflict Resolution Group Facilitator

SPECIAL SKILLS:

Public Speaking
Computer Operation & Programming
Formal Proposal Preparation

REFERENCES:

Furnished upon request.