

# Carolina Johnson

## **Community Services Worker - New Castle County Government**

Wilmington, DE 19809

[ryder0703@gmail.com](mailto:ryder0703@gmail.com)

302-384-5598

## Work Experience

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### **Community Services Worker**

New Castle County Government - Wilmington, DE

May 2017 to Present

Responsibilities:

- Shelves all library materials and ensure materials are in proper order;
- Collects, sorts materials;
- Assists with set up of meeting room space for programs;
- Assists with projects such as inventory;
- Requires work on a computer.

### **Teacher**

Home School - Wilmington, DE

August 2007 to June 2017

Home School

Location: Home

Subjects:

- Language Arts (Grammar, Writing/Composition, Reading, Spelling and Poetry)
- Math
- Science
- History and Geography

### **Investment Specialist**

PFPC (PNC Global Investment Servicing) - Wilmington, DE

July 2001 to July 2003

Responsibilities:

- Process and verify through quality control the daily shareholder requests for purchases, redemptions, exchanges, reversals and accounts maintenance/corrections using AFS/FSR systems;
- Perform quality control/verification of entries made for the Series Trust Fund;
- Enter/input price data for cash fund transactions on a daily basis;
- Prepare Status Reports using MS Excel a weekly basis;
- Prepare communications using MS Word from time to time.

### **Church Secretary (Part Time)**

Grace Church - Wilmington, DE

August 2000 to July 2002

Responsibilities:

- Prepare, finalize and reproduce church bulletins on a weekly basis;
- Sort and distribute incoming mails to appropriate persons;
- Keep bulletin board updated, neat and organized;
- Order office supplies as needed;
- Keep updated record of member directory and similar information;
- Performs other administrative functions such as taking minutes of meetings; sending Thank You cards/notes to first time visitors; sending Get Well cards/notes when necessary; updating membership files from time to time; coordinating with the church Pastor and officers pertaining to church related issues.

### **Data Encoder**

COMMISSION ON AUDIT - Quezon City

March 1985 to April 2000

Responsibilities:

- Establish coding scheme and classify items for assigning codes,
- Input coded data using FoxPro data entry program;
- Check for accuracy of encoded data from source documents;
- Process and generate appropriate reports.

Duration: March 1985 - April 2000

Reason for leaving: Migrated to the USA

## Education

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### **Bachelor in Economics in Economics in Economics**

Far Eastern University - Manila

### **Master in Accountancy in Accountancy in Accountancy**

Polytechnic University of the Philippines

## Skills

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Excel, Ms office, Powerpoint, Ms word, Word, Organizational skills, Teaching

## Additional Information

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- Proficient in the use of MS Office software such as MS Word, Excel and PowerPoint;
- Ability to establish synthesis/reorganization of information to get a better approach to problems or tasks on hand;
- Ability to find ways and means to structure and classify multiple pieces of information;
- Ability to perform multi tasks whenever necessary.