NOLAN-AMORY KINGSTON

OBJECTIVE

To find employment close to home that can accommodate for my physical disability and serious mental illness.

HIGHLIGHT OF QUALIFICATIONS

- About 15 years experience supervising, managing, and coordinating special projects and training office personnel in administrative and accounting practices namely special projects, customer operations, proposals, contracts, and software for engineering, financial, and educational industries.
- Software Literate: Word • Excel • PowerPoint • Internet • Accounting Software; some AS400
- Very competent accounting/research, organizational/project management, and editing/proofing skills
- Self-starter•Able to assume responsibility without direct supervision•Determined to get the job done
- Detail and results oriented•Able to make decisions within the scope of given jurisdiction
- Bi-Lingual (Speaking) Japanese

PROFESSIONAL EXPERIENCE

- Provided administrative, secretarial, and accounting support to clients by
  - Successfully producing charts, graphs, systems of production, and easy-to-follow reports assisting clients in their vision toward higher profits with above highlighted skills and qualifications.
  - Successfully setting up audit trails to guide clients through rapid growth, to find ways to enhance revenues, and to position their companies for future business opportunities, reconciling accounts, doing journal entries, etc.
- Assisted in numerous paradigm shifts and managed/coordinated many administrative and office special projects.

PROFESSIONAL CONTRACTING HISTORY

THE RESPONSIBILITIES IN THE POSITIONS BELOW CONSISTED OF THOSE FOUND IN HIGHLIGHT OF QUALIFICATIONS AND AS PRESENTED IN MY PROFESSIONAL EXPERIENCE.

AUG 1988 – DEC 2003 Office Consultant and Support Specialist
Professional Independent Contractor (On Referral Basis) ....Los Angeles Co., CA

EMPLOYMENT HISTORY

NOV 1994 – NOV 1995 Customer Care Manager
Western Energy and Communications Association, Inc...... Burbank, CA

JAN 2005 – FEB 2007 CTEC Registered Tax Preparer
Liberty Tax Service ..... Southern CA

CURRENT EXTRACURRICULAR ACTIVITIES

JAN 2007 - CURRENT Commissioner
Tri-City Mental Health Commission ..... Pomona, CA

JUN 2007 – CURRENT Director, Southern California Region
California Association of Local Mental Health Boards and Commissions
..... Sacramento, CA

EDUCATION

Pasadena City College, Pasadena, CA
George Roger Clark College, Indianapolis, IN
Ricks College, Rexburg, ID

- Business Administration/Psychology
- Business Administration/Accounting
- Psychology

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