

**TOWANDA DENISE BATTLE**  
300 Herrington Drive  
Upper Marlboro, Maryland 20774  
(301) 351-6442

## **EMPLOYMENT OBJECTIVE**

Seeking a remote part-time position.

## **EDUCATION AND TRAINING**

**The Professional Development Institute**, Wheaton, Maryland 20902  
Certification of Completion of Mortgage Originator Pre-Licensing Course, June, 2007

**Strayer College**, Alexandria Campus, Alexandria, Virginia 22314  
Bachelor of Science Degree in Computer Information Systems, June, 1997  
Diploma in Computer Information Systems, December, 1993

**Library of Congress Affirmative Action Intern Program**  
Completed a highly competitive training program designed to move staff into professional positions. October, 1994 - October, 1996.

**Nash Community College**, Rocky Mount, North Carolina 27801  
Associates Degree in General Office Technology, June, 1989

## **WORK EXPERIENCES**

Library of Congress, Information Technology Services, 101 Independence Avenue SE,  
Washington, DC 20540

**Administrative Officer (Finance)**, October, 1994 - Present

Assist in the implementation and make daily use of Momentum online procurement system to approve office supplies, equipment, software, and maintenance. Utilize the Library of Congress Infoview federal financial and reports management systems for retrieval of financial data. Maintain a \$23.5 million budget containing over 35 budget object classes. Service unit liaison for accounting, budget, and procurement. Coordinate work assignments and provide information on LC Regulations for office staff. Indirectly supervise the staff assistance with maintaining files, ordering of office supplies, and general day to day tasks to run the office efficiently.

**Secretary to the Resources Manager**, July, 1991 - October, 1994

Organized, modified, and managed the daily schedule of the Resources Manager. Made all arrangements for meetings, responded to telephone inquiries, electronic mail, and requests for information. Made travel arrangements for the Resources Management Staff. Maintained time and attendance records and transmitted payroll to National Finance Center. Provided assistance to the Director of Information Technology Services and his Management Team.

**REFERENCES** Will be given upon request.