

Laurenda (White MacWilliams) Kurosz
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Objective: Being a productive deaf employee by multitasking to perform office duties and/or to serve different functions for both deaf and hearing communities.

Skills: Adding machine, binding machine, calculator, computer, copy machine, deaf phone relay service, deaf phone video service, doing basic 941 quarterly and TWC's monthly taxes, Excel, fax machine, folding machine, postage machine, Quicken, scanning machine, updating web sites, and Word programs.

Interests/Volunteers: Willing to gain more knowledge of computer applications and machine skills. Continuing to be deaf advocator and ministering in deaf ministry.

Fluent Language Other Than English: Sign Language, American, excellent, read, write, and speak

Administrative Assistant:

- Assisting owners with their various businesses, personal, and family business, depositing and receiving the checks in various banks and getting cash when needed, entering data on Quicken program, filing, greeting the subcontractors, handling the mail and going to Post Office daily, operating Word Processing, running office errands, shopping for supplies when needed, working on Excel as needed, and writing checks to pay subcontractors and bills.
- Greeting the customers for inquiries on the granites, custom homes, purchase lands, and other businesses.
- Performing duties to work alone whenever bosses are out of office and/or out of town.
- Reorganizing granite shop business.

Office Manager:

- Started out as contract laborer: Cleaned storage units, took items to trash, recycling center, and charity organizations, when needed.
- Promoted to office manager in September 2009: Current duties were depositing cash and checks, getting cash when needed, filing, greeting customers, preparing rental contracts, processing mail, paying bills, and refunding renters if applicable, and updating Excel and Quicken programs.
- Coordinated with owners, Robert and Susan Pages sold this business in October 2011 with new owners, BAZ Properties and I helped them out until December 2011.

Office Assistant:

- Helped staff to make copies of materials and mail out letters, created brochures, flyers and newsletters, handled mail at post office, made event programs and tickets, set up basic Excel program, sorted and stuffed mail for special events and fundraising, updated Excel program, and used folding and postage machines.

Special Education Deaf Education Teacher's Aide:

- Assisted deaf students with their teachers and hearing students.
- Being role model for them.
- Communicated with their parents and/or guardians.

Volunteer in Deaf Community:

- Advocating for deaf's needs.
- Hosting deaf events.
- Ministering in deaf churches.
- Training deaf persons in various skills.

Education:

San Angelo Central High School, San Angelo, TX 76901
High School Diploma
Graduated in 1978

Christ for the Nations, Institute, Dallas, TX 75376
AA in Bible Studies
Graduated in 1980

References:

David R. and Loretta Currie
Cornerstone Builders
Bosses and co-owners
PO Box 3300
San Angelo, TX 76902
325.659.1652
Known over 15 years

Gary Heumier
Friend and former co-worker
222 Nottingham
San Angelo, TX 76902
325-277-1114
Known over 10 years

Charlotte Caffey
Friend and former co-worker
P.O. 1403
San Angelo TX 76902
325-374-2682
Known over 20 years