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| [**AZILEE BILLY**](https://jobs.scworks.org/vosnet/Resume/resumecontactinfo.aspx?enc=eYdbGfeMlRipfJbxJtTS+CHG/bHLbQQiNrp4nR7zV5cPtxoIF736kC46HToKRImz)  |
| 890 WHATLEY STSUMTER, SC 29154  |
| Phone: (803) 795-2902  |
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| [**Objective**](https://jobs.scworks.org/vosnet/Resume/IndObjective.aspx?enc=eYdbGfeMlRipfJbxJtTS+CHG/bHLbQQiNrp4nR7zV5cPtxoIF736kC46HToKRImz)  |

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| To obtain a career in administrative work that involves serving my communities and having contact with the public. I would like to utilize my best attributes which is great customer service, attention to details, project management, technical, and accounting skills. I am innovative, reliable, honest, and hard-working.  |

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| [**Employment History**](https://jobs.scworks.org/vosnet/ind/indemphistory.aspx?enc=eNc8+oUC/GQ40fdZ3VfT9xtt8ylkuS1aN4UJh18JGpE=)  |

**Envoy – Flight Attendant** 2022 – 2023 First Responder onboard commercial airlines certified with the FAA

**AC Disaster Consulting - Incident Commander** 2022

I was responsible for compliance, safety, logistics, and supervision of the covid 19 mobile vaccine sites.

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| **Emergency Manager/Logistics** **, Quality Control Analysts**  |
| 04/2016 - 2020 | US Dept. of Homeland Security/ Fema | 500 C Street, Washington, DC |
| I was the first contact for egress and to negotiate contracts for private and commercial parks with county approval. My duties were to create mapping for temporary housing for survivors of a disaster. I provided temporary housing for flood victims by surveying land, locating, and mark the placement for delivery according to municipal ordnances and HUD guidelines. I was responsible for ordering, insuring delivery, monitoring installation, and licensing in the survivors into their new homes.  |
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| **Mail Carrier** **, Postal Service Clerks**  |
| 05/2013 - 08/2015 | US POSTAL SERVICE | 511 Main St, Sumter, SC |
| I was responsible for delivering mail and packages to private residences and businesses while providing customer service and sales of products and goods.  |
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| **Realestate Agent** **, Real Estate Sales Agents**  |
| 01/2011 - 01/2013 | RUSSELL & JEFFCOAT | 1223 Alice Drive, Sumter, SC |
| I represented my clients who rent, buy, or sell property. I performed duties such as property preparation, advertising, study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts with vendors and agents who represents a buyer. |
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| **Transportation Officer** **, Police Patrol Officers**  |
| 05/2010 - 04/2011 | US DEPT OF HOMELAND SECURITY/TSA | 5300 INTERNATIONAL BLD, CHARLESTON, SC |
| I was responsible for screening all luggage and passengers before traveling by air to prevent and deter terrorist attacks on our transportation system. I provided law enforcement duties such as investigating abnormal behaviors. I screened suspects through questioning and body searches. I patrolled the airport parameters and inspected planes before the boarding of passengers.  |
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| **Field Operations Manager** **, Social and Community Service Managers**  |
| 02/2010 - 05/2010 | US CENSUS BUREAU | COLUMBIA, SC |
| I created plans, directed, and coordinate the activities of the community outreach program of the organization. Duties included oversite of the program's budget and policies regarding participant involvement, program requirements, and benefits. Work involved direct contact with the public. I supervised over 51 employees in the field. |
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| **Correctional Officers and Jailers** **, Correctional Officers and Jailers**  |
| 09/2007 - 10/2009 | SUMTER LEE DETENTIONAL CENTER | SUMTER, SC |
| I was responsible for controlling inmates in a rehabilitative institutions in accordance with established policies and procedures. I retained prisoners in transit between jail, courtroom, or medical facilities. My ultimate duties were to protect the public, employees, and other inmates by preventing further crimes and escape. |
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| **Medical Records Assistant** **, Medical Records and Health Information Technicians**  |
| 02/2005 - 04/2007 | NHC HEALTHCARE | Guignard Drive, Sumter, SC |
| I maintained accurate files that pertained to all patients for treatment and insurance billing purposes. I organized and protected privacy of the patients according to HIPAA rules and regulations. I researched previous medical data for physicians, attorneys, and healthcare administrators. I utilized ICD9 coding for patient charts that coincide with medical history of illnesses and procedures performed. I provided customer service with a professional and friendly manner. I delivered and retrieved urgent documents for signatures. I delivered lab specimens to hospitals and insured completion of documentation and proper routing procedures. I assisted the human resource manager with various duties. It included background checks, fingerprint preparations, and license checks. I assisted the book keeper with billing, filing, spreadsheet reports, reviewing eligibility status for Medicaid and Medicare.  |
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| **Vocational Counselor** **, Rehabilitation Counselors**  |
| 07/2004 - 02/2006 | SUMTER COUNTY DSN | 750 electric drive, SUMTER, SC |
| I was a vocational trainer for clients with disabilities. I was responsible for teaching the clients occupational skills that could lead to employment in the public workforce. I was responsible for teaching microsoft word, access, and excel. I was responsible for accurate and detailed reports of all van mileage used by the organization. I was responsible for creating and implementing fundraising projects and events. I utilized accounting skills by remaining within a budget and insuring a profit was achieved for all projects. I kept accurate records of all progress and accomplishments and goals of each client. I was trained and certified at tuomey hospital to perform physical therapy to certain clients during my shift. I provided emotional counseling as trained by my organization. I assisted with teaching industrial assembly skills to other clients and sponsored field trips throughout the community.  |
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| **Casino Supervisor**  |
| 11/1990 - 02/2003 | SANDS HOTEL & CASINO | Pacific and Illinois Ave, Atlantic City, NJ |
| I was responsible for the supervision of casino table games. I supervised up to 15 dealers at a time I was responsible for accounting duties of large sums of money in a high-volume atmosphere. I was responsible for surveillance coordinating with security and law enforcement in reference to illegal activities in a gaming facility. I was responsible for monitoring customers casino play and providing rewards as accumulated. I utilized the intranet to keep accurate records of activities during the shift. I was a liaison for the shift Manager and Casino Manager while providing professional customer service skills to table game patrons.  |
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| **Claims Examiner** **, Claims Examiners, Property and Casualty Insurance**  |
| 09/1988 - 03/1990 | CIGNA INSURANCE CO | 600 Vine St, Cinci, OH |
| I evaluated and determined decisions for processing claims. I utilized skilled knowledge of ICD-9 and surgical codes. I established strong client relations. I processed payment by utilizing correct CPT codes and provided EOB. I performed medical abstract duties for physicians and affiliated companies. I kept accurate files of all payments and documents according to company guidelines. I also assisted with property and casualty claims.  |
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| **Administrative Assistant, Administrative Services Managers**  |
| 05/1985 - 08/1988 | OJERKIS SUPPLY CO. | Washington St, Pleasantville, NJ |
| I planned, directed, and coordinated administrative services for the organization, such as records and information management, mail distribution, accounts payable and receivable. Additional office support services such as filing, typing, routing calls and copying.**Administrative Clerk Asst.**05/ 1984 – 10/1984. Linwood City Hall Linwood, New Jersey 08231I was the administrative assistant for the mayor’s office at city hall. My duties were filing, typing, receptionist, inbound calls, meetings appointment coordination. Mail correspondence, awards and event planning assistant, and errands. I was an assistant for the clerk of court Mary Boileau  |
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| [**Education History**](https://jobs.scworks.org/vosnet/ind/indeducation.aspx?enc=eNc8+oUC/GQ40fdZ3VfT9xtt8ylkuS1aN4UJh18JGpE=)  |

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| **Completion Date**  | **Issuing Institution**  | **Location**  | **Degree Received**  | **Course of Study**  |
| 2005-2015 | Central Carolina  | SC  | Community College/PT | Criminal Justice  |
|  SCDP Treasurer 2017- Present Computer Technology Criminal Justice Academy James E Clyburn Fellowship Guardian Ad Litem Certification Emergency Management Certification Harvard Business School  Ecornell Online   |  |