

CASSANDRA L. BROOKS

2000 N. Halyard St.
Milwaukee, WI 53205

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EDUCATION:

1967 – 1969 Milwaukee Area Technical College, Milwaukee, WI
Completed courses in Real Estate
Graduated from the Dental Assistant Program

1966 – 1967 University of Wisconsin – Whitewater, Whitewater, WI
Major: Business Administration

1964 – 1966 North Division High School, Milwaukee, WI
Graduated: January 27, 1966

EMPLOYMENT HISTORY:

September 9, 1985 to June 30, 2011
(Retired) Word Processing Technician
Milwaukee Area Technical College
700 W. State Street
Milwaukee, WI 53233

Responsibilities: I worked in Technical Services area of the Library at MATC. I was responsible for processing new books that were ordered for the Library and for downloading and overlaying bib records for the books using Online Computer Library Center (OCLC) and Millennium integrated library system. Duties included using the personal computer and word processing software.

January 28, 1974 to November 1984
Associate Engineering Document Technician
Johnson Controls, Inc.
507 E. Michigan St.
Milwaukee, WI 53201

Responsibilities: I was responsible for the preparation of engineering purchase specifications, and the performance of various engineering specification function tasks. Duties included preparing specifications text utilizing word processing equipment per marked or hand written copy. Preparing specification pictorial drawing requirements from vendors catalog drawing, marked copy, or sketches utilizing conventional drafting equipment.

1969 to January 28, 1974 Dental Assistant
James Cahlammer, DDS
238 W. Wisconsin Ave.
Milwaukee, WI

Responsibilities: I was one of Dr. Cahlammer's dental assistants. I was responsible for chair side assisting the doctor as he performed oral surgery.

SKILLS:

Microsoft Office Suite
Windows 7 & 8
Internet Explorer, Mozilla Firefox

MEMBERSHIPS:

African American Genealogy Society of Milwaukee – Life Member
Afro-American Historical and Genealogical Society, Inc. – Life Member
International Society of Sons and Daughters of Slave Ancestry
Milwaukee Art Museum
Milwaukee County Genealogical Society, Inc.
National Association for the Advancement of Colored People – Life Member
National Breast Cancer Coalition
Wisconsin Breast Cancer Coalition

References will be furnished upon request