

# CASSANDRA L. BROOKS

2000 N. Halyard St.  
Milwaukee, WI 53205

(414) 562-7381 (H)  
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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)	<u>Word Processing Technician</u> Milwaukee Area Technical College 700 W. State Street Milwaukee, WI 53233
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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	<u>Associate Engineering Document Technician</u> Johnson Controls, Inc. 507 E. Michigan St. Milwaukee, WI 53201
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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	<u>Dental Assistant</u> James Cahlamers, DDS 238 W. Wisconsin Ave. Milwaukee, WI
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Responsibilities: I was one of Dr. Cahlamers' 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**