
ANNIE BATTLE

MINISTRY | HUMAN SERVICES

HIGHLY DEPENDABLE AND INTELLIGENT PROFESSIONAL LOOKING TO SHARPEN AND UTILIZE THE TRANSFERABLE SKILLS ACQUIRED OVER MANY YEARS OF PROVIDING CUSTOMER-BASED AND PERSON-FORWARD SERVICES.

THROUGHOUT THE PROGRESSION OF MY CAREER, I HAVE GAINED EDUCATION AND EXPERIENCE THAT HAS BEEN UTILIZED THROUGH MULTIPLE FACETS OF LIFE AND PROFESSIONAL GROWTH. APPLYING SHARPENED AND DEVELOPED VITAL SKILLS I HAVE SERVED AS A PATRON AND PILLAR OF MY COMMUNITY. WITH COMBINED EXPERIENCE AND KNOWLEDGE MY SERVICES WILL CONTRIBUTE WELL AS PART OF ANY ORGANIZATION DEMONSTRATING PROSPEROUS LONG-TERM COMMITMENT.

SKILLS / ABILITIES

- ❖ PERSON - FIRST / CUSTOMER SERVICE
- ❖ EFFECTIVE COMMUNICATION
- ❖ ACTIVE LISTENING
- ❖ LEADERSHIP
- ❖ PHILANTHROPY
- ❖ MINISTRY
- ❖ STRESS TOLERANCE
- ❖ PERSON ORIENTED
- ❖ DETAIL ORIENTED / ORGANIZATION
- ❖ APPOINTMENT SCHEDULING
- ❖ BOOK-KEEPING
- ❖ PAYROLL SERVICES
- ❖ COMMUNITY DEVELOPMENT

EDUCATION & ACCOLADES

- COSMOTOLOGY – FLORIDA JUNIOR COLLEGE, JACKSONVILLE, FL.
- NURSING – FLORIDA JUNIOR COLLEGE, JACKSONVILLE, FL.
- DIPLOMA – WILLIAM M. RAINES HIGH SCHOOL, JACKSONVILLE, FL.

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- EVANGELIST – BETHEL MISSIONARY BAPTIST CHURCH (PASTOR BISHOP R. MCKISSICK JR.)
 - MINISTRY LEADER - JESUS CHRIST MINISTRY
 - COVERFEATURE - MAJESTY NOW MAGAZINE
 - 1ST LADY PRESIDENTIAL HOSTESS, 2011
 - PUBLIC SPEAKER / MOTIVATIONIST
 - POLITICAL FIGURE & COMMUNITY ACTIVIST
 - PUBLISHED BOOK AUTHOR

CONTACT

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References Made Upon Request.

EXPERIENCE

Bethel Missionary Baptist Church – Community Rehabilitation Services

- Prepare and maintain records and case files, including documentation, such as clients' personal and eligibility info., services provided, narratives of client contacts, or relevant correspondence.
- Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed services can be developed.
- Develop rehabilitation plans that fit clients' aptitudes, education levels, physical abilities, and career goals.
- Locate barriers to client employment, such as inaccessible work sites, inflexible schedules, or transportation problems, and work with clients to develop strategies for overcoming these barriers.
- Monitor and record clients' progress to ensure that goals and objectives are met.

Helping Hands Ministry – Homeless Services

- Provide effective and immediate crisis intervention and safety planning for our clients.
- Prepare and provide healthy sustainable meal options.
- Develop professional relationships with our clients by treating them with respect and fairness and consistently implementing professional boundaries.
- Monitor individual progress toward goals and facilitate support groups.
- Monitor clients' ongoing physical and emotional wellbeing to make sure goals and needs are consistently met.
- Provide resources for food services, mental health / substance abuse and other beneficial services.

Henderson Cleaning Services – Payroll Clerk

- Verify attendance, hours worked, and pay adjustments, and post information onto designated records.
- Process and issue employee paychecks and statements of earnings and deductions.
- Compute wages and deductions and enter data into computers.
- Process paperwork for new employees and enter employee information into the payroll system.
- Prepare and balance period-end reports and reconcile issued payrolls to bank statements.

Professional Cosmetology - Stylist

- Provide quality customer service.
- Gain and maintain a rapport with clientele.
- Market/advertise styles, skills and availability.
- Communicate and work based off client need and/or request.
- Schedule client appointments.
- Maintain all records and bookkeeping of completed services.
- Update and maintain customer information records, such as beauty services provided.
- Keep workstations clean and sanitize tools, such as scissors and combs.
- Bleach, dye, or tint hair, using applicator or brush.
- Cut, trim and shape hair or hairpieces, based on customers' instructions, hair type, and facial features, using clippers, scissors, trimmers and razors.
- Possess a strong sense of fashion style and knowledge of new and changing trends.