



MAURICE J. DRAKE

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OBJECTIVE

Seeking an opportunity in a company that enables me to improve my skills, increase my practical experience, fulfill my personal ambitions and expand my knowledge.

SKILLS

Proficient in Microsoft Office including Word, Excel, PowerPoint etc. I am also proficient in Adobe including Photoshop and InDesign.

EXPERIENCE

TALENT ACQUISITION SPECIALIST • NEWCONFIG LLC. •
JANUARY 2018 – PRESENT

NEWCONFIG IS A PHILADELPHIA-BASED EXECUTIVE STAFFING COMPANY THAT SPECIALIZES IN IT, MEDICAL, AND FINANCIAL RECRUITMENT. FOR OVER TEN YEARS, OUR PARTNERS HAVE THRIVED IN EXECUTIVE, FINANCIAL, HEALTHCARE, AND IT POSITIONS. NOW WE APPLY OUR SPECIALIZED INDUSTRY KNOWLEDGE TO EXECUTIVE, MEDICAL, FINANCIAL, AND IT RECRUITMENT, MATCHING ENTERPRISING BUSINESSES WITH QUALIFIED, TALENTED INDIVIDUALS.

ADMINISTRATIVE & CREDENTIALS (HUMAN RESOURCES)
• US MEDICAL STAFFING INC. • FEBRUARY 2017 –
JANUARY 2018

My duties are to run the front desk by taking documents and credentials from contractors during interviews and as requested by the company. I log in files as the contractors become affiliated with the company. I also make sure payroll is issued out after be processed by the payroll department. I also work closely to the President of the company.

SCHOOL CLIMATE STAFF • SCHOOL DISTRICT OF
PHILADELPHIA/EDWIN M. STANTON ELEMENTARY
SCHOOL • SEPTEMBER 2016 – FEBRUARY 2017
My duties were to maintain order in the school with the students during class time and lunch time. I monitored the students by making sure all school rules were followed. I also worked one on one with a student with special behavioral needs making sure the student stayed on tasks during school hours.

COURTESY TECHNICIAN • JIFFY LUBE • APRIL 2014 –
SEPTEMBER 2014

My duties were to vacuum the interior and clean the exterior windows of the cars while they were being serviced. I also worked in the office filing paperwork and ringing out the customers upon completion of the work on their cars. I made phone calls to other car shops and mechanics regarding merchandise needed

for work on the cars. I kept record of all cars worked on by way of Microsoft Excel and the company's program for important documents.

CUSTOMER SERVICE REPRESENTATIVE · FAMILY DOLLAR
· OCTOBER 2013 – APRIL 2014

My duties were to assist customers during their shopping experience with any questions they had. I also unloaded stock from the trucks and stocked them onto the shelves. Lastly, I worked the register cashing out customers on the register systems.

PACKAGE UNLOADER · UNITED PARCEL SERVICE (UPS) ·
SEPTEMBER 2010 – FEBRUARY 2011

My duties were to unload packages from incoming feeder trucks onto conveyor belts to be processed and delivered or to be shipped to their next destination.

EDUCATION

BACHELORS OF SCIENCE – BUSINESS COMMUNICATIONS

• PRESENT – MAY 2018 • CHESTNUT HILL COLLEGE
3.2 GPA

ASSOCIATES OF COMMUNICATION ARTS – MASS MEDIA •
MAY 2016 • COMMUNITY COLLEGE OF PHILADELPHIA

DIPLOMA · JUNE 2009 · THE PHILADELPHIA HIGH SCHOOL
FOR THE CREATIVE AND PERFORMING ARTS

VOLUNTEER EXPERIENCE

I volunteered at Jefferson Hospital in the summers of 2006 & 2007, my duties were in the dental office where I had to use my proficient skills in Microsoft Office by scheduling appointments and adding information to patient's charts and files. I also worked with patients by transporting them from their rooms to different areas of the hospital (i.e. the OR and to x-ray areas). I volunteered as a teacher for three (3) consecutive summers at my church teaching children for Vacation Bible School working in English, art and the bible.

