

LATOSHA LOWE-GOODER

P.O. BOX 1871, WEST PALM BEACH, FL 33402
FUTURE ADDRESS: 15810 HUMMINGBIRD LANE, WESTLAKE, FL 33470
PHONE 561-951-3653 • E-MAIL TLOWE1100@GMAIL.COM

OBJECTIVE

My objective is to secure a position in a professional organization that will best utilize my experience, background and personal qualities.

EDUCATION

May 2008-February 2015 University of Phoenix-Online Florida
▪ *B.S./Criminal Justice*

1994-1996 Florida Atlantic University Boca Raton, FL
Business Administration
▪ Undergraduate studies in Business

1990-1994 Suncoast High School Riviera Beach, FL
Diploma
▪ Achieved additional certificate for Introduction to Business

WORK EXPERIENCE

1993-Present Office Of The State Attorney, 15th Judicial Circuit
West Palm Beach, FL

Executive Secretary to State Attorney Dave Aronberg

- Maintain all appointments and schedules pertaining to the State Attorney for Palm Beach County.
- Conduct management meetings for division managers and lead staff.

Public Information Assistant/Prosecution Support Specialist II (Felony Intake Supervisor)

- Served as a conduit between the public, law enforcement and the State Attorneys Office in regards to public information and public records requests while maintaining strict confidentiality of operations and conversations within the office.
- Supervised the Felony Intake division which consists of 10 employees. I helped maintain consistency in the flow of operations for attorneys in each Felony, Misdemeanor and Specialty Division within the office.
- Researched and resolved matters arising from cases throughout the office while performing and completing multiple tasks in a timely manner. I also can type approx. 45-60 wpm.
- Experience and skill in programs such as Microsoft Office, Quicken,

PALMS (PBSO), Excel and WordPerfect (all applications).

Feb. 2009-2016 Palm Beach Gardens Medical Center PBG, FL
Communications Officer-PBX Per Diem

REFERENCES

AVAILABLE UPON REQUEST

COMMUNITY ACTIVITIES

- Active member of the National Coalition of 100 Black Women, South Palm Beach County Chapter.
- Active member of the Women's Ministry through Mount Calvary Baptist Church. Our organization does outreach to rehabilitating women and young girls throughout the community.

PROFESSIONAL MEMBERSHIPS

- Member of Alpha Phi Sigma, Criminal Justice Honor Society
- Florida Registered Paralegal with The Florida Bar
- Notary Public in the State of Florida
- Member of The Urban League Young Professionals of Palm Beach County, a non-profit member organization for individuals ages 20-40.
- Active member of the cooperation operation (Co-Op) for Public Information Officers in Broward, Palm Beach, St. Lucie and Martin counties

CERTIFICATES & TRAINING

- Basic Public Information Officer Certificate from Division of Emergency Management (March 18-19, 2008).
- Training Completion Certificate from Florida Department of Law Enforcement at the 2007 CJIS Users' Conference.
- Completion Certificate from Florida Department of State Library and Archives at the 2006 Records Management Seminar.
- Completion Certificate for Public Safety Media Relations from Palm Beach Community College Criminal Justice Institute (June, 27, 2006).