

PERSONAL RESUME

Linda A. Barker
10429 Barada Road
Oak Hills, Ca. 92344
760-669-8381

EXPERIENCE:

1994 to present:

Trinity Concepts Inc. 3312 Snowline Dr. Pinon Hills, Ca. 92372

Treasurer: of a non-profit, federal funding foundation. In general, I perform all duties incident to the office and other duties as required by law, by the Articles of Incorporation which may be assigned to me by the Board of Directors.

July 19, 2005 to February 23, 2007:

Sentry Tech Systems LLC, 14050 Cherry Ave R-28 Fontana, Ca 92337 661-944-1870

Accounting and Customer Service: I was in charge of accounts receivable and payroll, customer relations, set appointments for owners, take messages and audit their books.

April 1, 1994 to July 15, 2005:

Silver Leaf Organics, 10429 Barada Rd. Hesperia, Ca. 92345

Owner/Operator: Landscape designs and installation.

1999

U.S. Census

Enumerator

February 1981 thru January 1994:

General Dynamics/Hughes Missile Systems, 10900 E. 4th Street, Ontario, Ca.

Supervisor/Technical Consultant: I managed the production and test of the Seeker Head (Gyro Optics) department. I was responsible for the performance of 45 employees. My duties included: interview, hire and train employees. Manage inventory using JIT process control method. Interface with outside vendors and other departments to insure parts and sub-assemblies were delivered on time and met quality requirements. Provide technical support, design production tooling, determine test parameters and write technical manuals. Generate and maintain proper documentation required by the military. I traveled to Switzerland on two occasions, to inspect the operations of the Swiss manufacturing of the Seeker Head for NATO.

EDUCATION:

Victor Valley Community College, Victorville, Ca.

National Management Association, Certified Manager

Arroyo High School, El Monte, Ca. Diploma

