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## **Candice M. Flores**

Office Manager  
cmf@mdseng.com

### **Employment History**

Mechanical Design Services, Inc. (12/17/2015 – Present)

#### **Huntsville, Alabama**

In responsible charge of maintaining office services by: organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems; and reviewing and approving supply requisitions.

### **Education**

College/University

Athens State University (01/2004 - 12/2010)

Athens, Alabama

Degree: Bachelors of Science in English – Major: English, Minor: Secondary Education

College/University

Calhoun Community College (01/2005 - 12/2006)

Huntsville, Alabama

Degree: Associates of Science in Secondary Teacher Education