

# Harold Moore

San Francisco, California • (615) 414-9926 • haroldmoore822@gmail.com

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## Summary of Qualifications

- Articulate and Good Interpersonal Skills
- Positive Spirit and Attitude
- Works well with Diverse Populations
- Eager and willing to learn anything
- Self-motivated and works well on teams
- Determined with great follow-through

## Experience

### **Youth Counseling**

- San Quentin Squires Program – working with delinquent youth so that they can change their path and not end up in prison
- Vacaville Prison Project Last Chance (PLC) – working with youth that have been involved with the criminal justice system to provide guidance, hope, and support.

### **Clerical Roles**

- Processed Special Purchase Orders
- Communicated assertively and used active listening
- Disseminated and explained information, answered questions
- Type 70 wpm
- Bookkeeping and Accounting
- Addressed Inquiries and resolved complaints
- Trained co-workers

### **Food Service**

- Prepped and Cooked Food
- Served Food
- Washed Dishes

### **Janitorial**

- Cleaned Bathrooms, following all safety guidelines
- Cleaned Offices, Classrooms, and Housing Units

## Education

Bay View High School | High School Diploma | San Rafael, California | 1983

College of Marin | San Rafael, California | 6 credit units | 1983

Introduction to Computers, Social Science, Psychology

Chapman University | Orange, California | 12 credit units | 1986

English 101 Written Communication, Oral Communication 101, Social Science, Industrial Psychology,  
English – Freshman Rhetoric

Solano Community College | Vacaville, California | 9 credit units | 1987 – 1989

Introduction to Business – Business I, Fundamentals of Speech, Information Processing, Business II

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## Classes Completed

- Denial Management
- Cognitive Behavioral Interaction
- Victim Impact
- Creative Conflict Resolution
- Advanced Creative Conflict Resolution
- Restorative Justice Circle Participation
- Criminal Thinking
- Substance Abuse Treatment Groups Completion
- Anger Management
- Advanced Anger Management
- Family Relationships
- Parenting Inside Out
- Gang Intervention/Prevention Program (30 hour)
- Victim Awareness
- Non-Violent Conflict Resolution
- Father's Group Excellence
- Music Relaxation
- Advanced Music Relaxation
- Emotional Maturity
- Success Ahead
- Stress Management
- Creative Writing
- Effective Reformation – Life Skills
- Sexually Transmitted Diseases
- HIV/AIDS
- Tuberculosis
- Hepatitis
- Vocational Office Services
- Business Principles and Management
- Accounting
- Job Preparation / Career Exploration
- Small Business / Light Industry Education
- Office Services and Related Technologies – Advanced
- Office Services and Related Technologies – Intermediate
- Business Law
- Business and Management
- Business Mathematics
- General Business
- Business English
- Proofreading, Punctuation, & Spelling
- Volunteer Tutor Workshop
- Shop and Site Safety