

BOBBIE J. COMBS

240-691-8979

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CAREER OBJECTIVE

Enthusiastic with good leadership and multitasking skills. Familiar with different instructional approaches and technology options such as smart boards used in many offices. Looking to obtain a position where I can enhance my knowledge and apply my relevant experience and current knowledge to create a stimulating and supportive environment for all.

WORK EXPERIENCE

U.S. House of Representatives, Washington, DC

March 2002 – December 2023

Appointments Desk Assistant

- Assigned to various locations within the Capitol, CVC, and House Office Buildings where Official Business Visitors badges are issued, and Gallery passes, and special event tickets are distributed to all Member offices.
- Supports the daily operation of the Appointments Desks located in the U.S. Capitol, Rayburn, Cannon House Office Buildings, and the Capitol Visitor Center.
- Knowledgeable of the Office of the Sergeant at Arms daily responsibilities in order to assist the Members, Staff, and visitors, regarding House Rules, Committee, and Sergeant at Arms policies.
- Verifies appointments of official business visitors.
- Issues visitor badges to individuals on confirmed official business.
- Ensures official business visitor policies are followed.
- Maintains log of official business visitor badges issued.
- Serves as liaison between United States Capitol Police (USCP) and official business visitors.
- Challenge unauthorized visitors seeking admittance to the Capitol.
- Provides information to constituents and visitors regarding the location of Member offices and committee hearings by directing them to appropriate offices.
- Assists with special events as needed.
- Serves as Assistant to the Deputy Assistant Sergeant at Arms for the Appointments Desk.
- Provides training to new Appointments Desk Assistants.
- Assists with inventory of supplies and orders additional materials as needed.
- Assists the Office Emergency Coordinator to help facilitate the safe evacuation of Appointments Desk personnel and visitors.

EDUCATION

Gwynn Park High School

General Studies 3.5gpa

SKILLS

Microsoft Excel, PowerPoint, Microsoft Teams, Word, Outlook, One Note, Office, etc.

20 years' experience in clerical/office administration; answering of multiline telephone system, knowledge of copiers, fax, printer, scanners, and much more.

Excellent customer service skills. First Aid Certified CPR/AED Certified