

## **Christina Moore's Bio**

Christina Moore is BACH's Administrative Assistant. Her strengths include writing, having attention to detail, and organizational skills. Her career in the administration field started at a private I.T. government contractor company where she worked as an office assistant as well as created and routinely distributed the company's first eNewsletter. She had previously been published internationally for her writing in poetry. Later, she went on to have a couple of articles published by the Baltimore Examiner. Eventually, she decided to use her attention to detail and analytical nature to try a career in pharmacy. She successfully completed training in the pharmacy technician program, through the Caroline Center, as one of the top in her class.

After working in the pharmacy for a short while, she decided that working in an office setting is what best suited her. She then participated in the 1B4J administrative training program at Humanim, through which she received the Professional Administrative Certification of Excellence (P.A.C.E), accredited by the American Society of Administrative Professionals, and graduated once again as one of the top in her class. During the program, she also received special training through BCCC on Microsoft Office and received official certification from Microsoft as an Outlook Specialist. Now, she proudly contributes her writing, organizational, and analytical skills to the BACH team performing various supportive task for BACH's Executive Director and employees.