

SOLRAY B. DUNCAN



Employment History

Receptionist
12/1015-present

Easter Seals Hawaii, Kapolei Napuakea Service Center
Kapolei, HI

- Perform general clerical work; data entry and answer phones.

Parking Auditor
4/2008 – 12/2008

Republic Parking Northwest, Inc. Honolulu, HI

- Examine and evaluate the total number of tickets issued daily for use of all parking lots owned by Republic Parking Northwest, Inc.
- Managed financial record of daily earnings for use of all parking lots owned by Republic Parking Northwest, Inc.

Internship
6/2002 – 12/2002

Kapiolani Travel Agency Honolulu, HI

- Made copies of documents and reports, file brochures
- Passenger reservation training
- Transcribed financial data into computer
- Audit sales reports, prepare deposit slips, deliver tickets to customers

Precinct Official
9/1994 – 11/2002

State of Hawaii Office of Elections Honolulu, HI

- Guided voters through the election process
- Works at primary and general elections every two years.

Custodian/Cleaning Assistant
6/1997 – 7/1997

Kohala High School Employment

Kapaau, HI

- Janitorial duties to include sweeping, mopping, dust, vacuum, take out trash

Education History

[REDACTED]	Issuing Institution	Qualification	Course of Study
[REDACTED]	Honolulu Community College	Unknown Level	Travel Tourism
[REDACTED]	Kapiolani Community College	Associates Degree	Science-Travel Tourism

Honors

- Special Olympics
- Track
- Basketball
- Softball

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]