

JANICE C. SPELLS
4639 A Street, S.E.
Washington, DC 20019
202-584-7234 (Home)

ADDENDUM TO RESUME

EXPERIENCE

6/96 - 1/97 -- TAC TEMPS

Administrative/clerical assignments at various organizations. (Assigned to ARRB July/August 1996 and October, 96 - January 97)

1/97 - Present -- Assassinations Records Review Board

Receptionist/Administrative Assistant

Provided administrative/clerical assistance as needed to staff members on various projects. Manned telephone system consisting of 12 phone lines with 30 extensions. Processed incoming and outgoing mail. Responsible for arranging courier service, scheduling conference room usage, making service calls and maintaining logs for Fed/Ex shipments, collect calls, and service calls.