**Michela Marie Spicer**

19 Winsor Road

Billerica, MA 01821

978-578-4392

[Michela.spicer@yahoo.com](mailto:Michela.spicer@yahoo.com)

***Education***

**Bachelor of Science in Business Administration** 2018

Major in Accounting with a minor in Criminal Justice

The University of Alabama, Tuscaloosa, Alabama

**High School Diploma** 2014

Billerica Memorial High School, Billerica, Massachusetts

***Career Experience***

**Per-Diem Administrative Assistant**  2014-Present

Ocean States Investigative Group, LLC, Beverly, Massachusetts

Performed general clerical duties including photocopying, mail distribution, filing, data entry and general coordination. Created and modified various documents using Microsoft Office.

**Per-Diem Private Investigator** 2014- Present

Ocean States Investigative Group, LLC, Beverly, Massachusetts

Conducted surveillance and undercover investigations. Engaged in pretexting as part of an investigation. Wrote reports on such investigations. Assisted in plain clothing security.

**Student Intern** 2014-2017

Middlesex County Sheriff’s Department, Medford, Massachusetts

Reported to Human Resources Director. Performed general clerical duties including, but not limited to, photocopying, faxing, mail distribution, filing, and general coordination. Created and modified various documents using Microsoft Office. Answered phones promptly and used good judgment to prioritize the distribution of messages in a timely manner. Took part in organizing and scheduling candidates to enter into the annual Correctional Officer Training Academy.

***Awards***

Intellenet Scholarship, 2017

IAABO Scholarship, 2016

LPDAM Scholarship, 2015

***Professional Certifications***

**Basic Private Investigations**

PI Institute of Training

**BLAST Deception Expert**

Whetstone Security Group, Inc.

***Community Associations***

Culverhouse LIFT Team Leader and Volunteer, 2017

Project Purple Volunteer, 2013

***References***

MBTA Police Lt (Ret) Kenneth Berg, 617-719-0396

Newburyport Police City Marshal (Ret) Thomas Howard, 978-423-2067

Essex County Sherriff (Ret) Frank Cousins, 508-527-2077