

CDS STAFF SCHEDULE (2011)

Gina Willmore: Away

Eleanor Welch: Away

	FRONT RECEPTION	BACK RECEPTION	Office Assist	Lunch	1st CREDIT RELEASE	2nd CREDIT RELEASE	3rd CREDIT RELEASE	USA Invoicing	BANK	
7.00 AM	Elena 7AM - 3:30PM	-	-	-	Elena 7AM - 3:30PM	-	-	-	-	-
7.30 AM	Elena 7AM - 3:30PM	-	-	-	Elena 7AM - 3:30PM	-	-	-	-	-
8.00 AM	Elena 7AM - 3:30PM	-	-	-	Elena 7AM - 3:30PM	-	-	-	-	-
8.30 AM	Sheena	Maria			Elena	Cordeliah				
9.00 AM	Sheena	Maria			Elena	Cordeliah				
9.30 AM	Sheena	Maria			Elena	Cordeliah				
10.00 AM	Sheena	Maria			Elena	Cordeliah				
10.30 AM	Maria	Patrizia		Sheena (15 mins. Break#1-10:30-10:45)	Elena	Cordeliah				
10.45 AM	Sheena	Patrizia		Maria(10 mins. Break#1- 10:45-10:55)	Elena	Cordeliah				
11.00 AM	Sheena	Maria			Elena	Cordeliah				
11.30 AM	Sheena	Maria		Elena	Cordeliah	No Backup				
12.00 PM	Maria	Patrizia		Elena/Sheena	Cordeliah	No Backup				
12.30 PM	Sheena	Patrizia		Evangeline/Maria(12:30-1:10pm)	Cordeliah	Elena				
1.00 PM	Sheena	Patrizia		Evangeline	Cordeliah	Elena				
1.30 PM	Sheena	Maria		Cordeliah/Riolita/Patrizia	Elena	No Backup				
2.00 PM	Sheena	Maria		Cordeliah/Riolita/Patrizia	Elena	No Backup				
2.30 PM	Sheena	Maria			Cordeliah	Elena				
3.00 PM	Maria	Patrizia		Sheena (Break #2 15 Mins(3:00 -3:15pm)	Cordeliah	Elena			Patrizia	
3.30 PM	Sheena	Patrizia		Maria(10 mins. Break #2- 3:30 -3:40pm)	Elena	Cordeliah				
4.00 PM	Sheena	Maria			Elena	No Backup		Cordeliah		
4.30 PM	Sheena	Maria			Elena	No Backup		Cordeliah		
5:00-5:15PM		-			Cordeliah	-	-			
Daily Lunch Schedule -										
Cordeliah	1:30 PM	2:30 PM								* Elena- Bank Deposit at 3:00 PM Daily
Elena	11:30 AM	12:30 PM								* Patrizia/Eleanor - Pick Up Mail at 11:00 AM Daily

