

## CDS STAFF SCHEDULE (2011)

	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	Eleanor			Elena	Cordeliah	Gina		
9.00 AM	Sheena	Eleanor			Elena	Cordeliah	Gina		
9.30 AM	Sheena	Eleanor			Elena	Cordeliah	Gina		
10.00 AM	Sheena	Eleanor			Elena	Cordeliah	Gina		
10.30 AM	Elenor	Maria		Sheena(15 mins Break #1 - 10:30 - 10:45am)	Cordeliah	Elena	Gina		
10.45 AM	Sheena	Eleanor		Maria(10 mins. Break#1- 10:45-10:55)	Cordeliah	Elena	Gina		
11.00 AM	Sheena	Eleanor			Cordeliah	Elena	Gina		
11.30 AM	Sheena	Eleanor		Elena	Cordeliah	Gina	No Backup		
12.00 PM	Eleanor	Maria		Elena/(Sheena-12:00-12:30)	Cordeliah	Gina	No Backup		
12.30 PM	Sheena	Maria		Gina/Evangeline/Eleanor/Patrizia	Cordeliah	Elena	No Backup		
1.00 PM	Sheena	Maria		Gina/Evangeline/Eleanor/Patrizia	Cordeliah	Elena	No Backup		
1.30 PM	Sheena	Eleanor		Cordeliah/Riolita/(Maria-1:30-2:10)	Gina	Elena	No Backup		
2.00 PM	Sheena	Eleanor		Cordeliah/Riolita	Gina	Elena	No Backup		
2.30 PM	Sheena	Eleanor			Cordeliah	Gina	No Backup		
3.00 PM	Eleanor	Maria		Sheena(15 mins Break #2 - 3:00-3:15pm)	Cordeliah	Gina	No Backup	Patrizia	
3.30 PM	Sheena	Eleanor		Maria(10 mins. Break #2- 3:30 -3:40pm)	Gina	No Backup	No Backup	Cordeliah	
4.00 PM	Sheena	Eleanor			Gina	No Backup	No Backup	Cordeliah	
4.30 PM	Sheena	Eleanor			Gina	No Backup	No Backup	Cordeliah	
5:00-5:15PM		-			Cordeliah	-	-	-	
<b>Daily Lunch Schedule -</b>									
Cordeliah	1:30 PM	2:30 PM			* Elena- Bank Deposit at 3:00 PM Daily				
Elena	11:30 AM	12:30 PM			* Eleanor/Patrizia - Pick Up Mail at 11:00 AM Daily				
Evangeline	12:30 PM	1.30 PM			* Patrizia/Shanel - Mail Drop Off at 4:45 PM Daily				
Gina	12:30 PM	1:30 PM							
Eleanor	12:30 PM	1:30 PM			* Elena Opens 7AM (Eff. Nov 23, 2009)				
Sheena	12:00 PM	12:30 PM			* Elena: (AR / Credit Dept.) -- as of Nov 23, 2009				

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<b>Maria</b>	1:30PM	2:10PM							
<b>Patrizia</b>	12:30PM	1:30PM							
<b>Riolita</b>	1:30pm	2:30pm							
<b>Olena</b>	12:00 PM	1:00 PM							
<b>Shanel</b>	1:30 PM	2:30 PM							
<b>Sherry</b>	1:00 PM	2:00 PM							
<b>Customer Service: Lunch Schedule</b>									
<b>Christine</b>	12:30 PM	1:30 PM	Work Hours: 8:15 AM - 5:15 PM						
<b>Duncan</b>	1:30 PM	2:30 PM	Work Hours: 8:00 AM - 5:00 PM						
<b>Katerina</b>	11:30 AM	12:30 PM	Work Hours: 6:45 AM - 3:45 PM						
<b>Reeya</b>	1:30 PM	2:30 PM	Work Hours: 8:15 AM - 5:15 PM						
<b>Sean</b>	12:30 PM	1:30 PM	Work Hours: 7:30 AM - 4:30 PM						
<b>Shipping/Receiving: Lunch Schedule</b>									
<b>Keith</b>	11:30 AM	12:30 PM	Work Hours: 6:45 AM - 3:45 PM						
<b>Richard</b>	12:30 PM	1:30 PM	Work Hours: 8:00 AM - 5:00 PM						