

CDS STAFF SCHEDULE (2011)

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	Gina		
9.00 AM	Sheena	Maria			Elena	Cordeliah	Gina		
9.30 AM	Sheena	Maria			Elena	Cordeliah	Gina		
10.00 AM	Sheena	Maria			Elena	Cordeliah	Gina		
10.30 AM	Maria	Patrizia		Sheena (15 mins. Break#1-10:30-10:45)	Elena	Cordeliah	Gina		
10.45 AM	Sheena	Patrizia		Maria(10 mins. Break#1- 10:45-10:55)	Elena	Cordeliah	Gina		
11.00 AM	Sheena	Maria			Elena	Cordeliah	Gina		
11.30 AM	Sheena	Maria		Elena	Cordeliah	Gina			
12.00 PM	Maria	Patrizia		Elena/Sheena	Cordeliah	Gina			
12.30 PM	Sheena	Patrizia		Gina/Evangeline/Maria(12:30-1:10pm)	Cordeliah	Elena			
1.00 PM	Sheena	Patrizia		Gina/Evangeline	Cordeliah	Elena			
1.30 PM	Sheena	Maria		Cordeliah/Riolita/Patrizia	Gina	Elena			
2.00 PM	Sheena	Maria		Cordeliah/Riolita/Patrizia	Gina	Elena			
2.30 PM	Sheena	Maria			Cordeliah	Gina			
3.00 PM	Maria	Patrizia		Sheena (Break #2 15 Mins(3:00 -3:15pm)	Cordeliah	Gina			
3.30 PM	Sheena	Patrizia		Maria(10 mins. Break #2- 3:30 -3:40pm)	Gina	No		Cordeliah	
4.00 PM	Sheena	Maria			Gina	Backup		Cordeliah	
4.30 PM	Sheena	Maria			Gina	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				
Evangeline	12:30 PM	1:30 PM			* Patrizia - Mail Drop Off at 4:45 PM Daily				
Gina	12:30 PM	1:30 PM							

