**Profile of Patience D. Biddle**

**Full Name:** Patience D. Biddle
**Gender:** Female
**Nationality:** Liberian
**Date of Birth:** July 5, 1998
**Place of Birth:** Tapatta, Nimba County

**Educational Background:**

Patience D. Biddle has pursued a diverse educational path to equip herself with a broad range of skills. She earned a diploma in Secretary Science from Pronowinnie Technical Institute, which provided her with essential administrative, clerical, and organizational skills necessary for supporting office operations. Additionally, she completed a diploma in Interior Decoration at MKS Institute, showcasing her creative abilities and understanding of interior design principles. Her high school education was completed at St Mary Catholic High School, laying a foundational academic background that supports her professional pursuits.

**Professional Experience:**

Patience has gained practical experience across various roles in different organizations. She is currently serving as an Office Assistant at Universal Farmer Association, Inc., located at Schiefflin Town, Lower Margibi County, where she supports administrative functions, helps coordinate daily activities, and ensures the smooth operation of the office. Her previous roles include working as a Secretary at Taruis Design Plaza, where she contributed to client communication and administrative duties, and as a Registrar at Zion Saviors Academy, managing student records and enrollment processes. She also has experience as a Business Manager at Gabriel Woods Shop, overseeing business operations, managing inventories, and facilitating customer relations. These experiences demonstrate her versatile skill set and her capacity to adapt to different professional environments.