

Jane Wilson

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Objective

To use my people and office skills to create a pleasant and efficient work environment.

Summary

My work experiences have provided me with the opportunity to develop the skills of organization, time management and problem solving. I am self-motivated and enjoy the opportunity to expand my skills by rising to a challenge. I possess a working knowledge of office equipment including copiers, fax machines, typewriters, and computers and computer programs including Microsoft Word, Reflection, Calendar Creator, Excel and PowerPoint.

Work History

2002 – Present - **Free/Reduced Lunch & Textbook Clerk** - *RCS Department of Food Services, Richmond, IN*

- Screening, processing, and filing paperwork for over 4,000 students
- Verifying and updating applications
- Processing and creating reports

2001-2002 – **Food Checker** - *Parkside Elementary School, Richmond, IN*

- Collect money for breakfast and lunch
- Heat and serve meals
- Keep accurate records of money collected and meals served
- Keep track of student participation in free and reduced lunches

2000-2001 – **Lunchroom Aid** - *Baxter Elementary School, Richmond, IN*

- Supervision of students in the lunchroom and on the playground

1997-1999 – **Crew Leader** - *McDonald's, Richmond, IN*

- training new employees and managers
- served as cashier and line cook

Education

- 2002 to Present - **Indiana University East** – Associates Degree in Office Administration – projected completion in summer 2005
- 2000 – Completed G.E.D.

Community Activities

2001-2003 – **Volunteer Computer Mom** - *Baxter Elementary School*

2000-2001 – **PTO Vice President** - *Baxter Elementary School*

- Christmas Program Coordinator & Director
- Room Mother

2000- Present - Lead director for the Melody Choir (3, 4, & 5 year olds) - *First Baptist Church*

Parkside Elementary School

- Room Mother
- Ph & SA Parent Representative

Work portfolio available on request