

Linda Lovelace- Fields
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Professional Objective: Desire a position working with the public, helping families in need of extra support. Self starter, dependable and reliable.

Education:

2008-IUPUI- Library Science and Information Masters Program – (current student)

2006- Martin University BA Sociology

1996- Completed Office Training (232hrs.)
Training Inc.

1991- Ivy Tech State College

Courses Taken Toward a Degree in Motel/ Hotel Management

Skills:

WordPerfect 5.1	Customer Service	Fax Machine
Typing (25-30wpm)	10-Key Calculator (7,620dhr)	Copier
Multi-phone lines	Data Entry	Laminator
Filing	Case Management	LCD Projector

Awards:

1996- Certificated Community Health Worker

1995- Educator of the Year from Woman to Woman

1994- The Community Health Advocacy C.H.A.P. Awards

Employment History:

IPS 08/04 to 12/7/09

Media Assist

- Provide students and staff with assistance in the areas of research and special actives.
- Maintain order and an accurate account of circulation materials.
- Process new materials
- Create displays and bulletin boards

Staff Management 04/03 to 01/20/04

Assembly worker

- Assembled parts for computers
- Assembled computers
- Kept work area clean

Joy Tabernacle Christian Academy 12/06/00 to 03/26/03

Lead Cook/ before and after care Teacher

- Prepare meals for students and staff
- Prepared monthly menu and ordered supplies for kitchen
- Supervise staff and prepare for special events
- Responsible for maintaining a clean work area

Wishard Hospital 04/06/95 to 12/05/00

PSA (Patient Service Assistance)

- Enter patients into the system, check out paper work
- Answer phones
- Send specimens to the lab
- Enter patient's insurance information