

# **Andrea Miller**

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## **EMPLOYMENT HISTORY**

4/96-present **VIGO COUNTY PUBLIC LIBRARY, NORTH BRANCH**, Terre Haute, IN.  
Library Assistant

- Handle front desk computer generated check outs, discharges, renewals, and holds
- Perform data entry for new and expired library cards
- Assist patrons with reference questions, computer and copier problems
- Arrange, sort and shelve books, magazines, videos, and reference materials
- Assist with window displays

3/96-4/96 **STEAK & SHAKE RESTAURANT**, Terre Haute, IN  
Hostess

- Greeted and seated customers
- Served as Cashier
- Bussed and cleared tables

## **AWARDS/SCHOLARSHIPS**

- Dean's Scholarship, Indiana State University, 1998-2002
- Academic Honors Diploma – North Vigo High School, 1998
- Dr. Martin Luther King Essay Award Recipient, North Vigo High School, 1997

## **EDUCATION**

Indiana State University, Sophomore, Accounting Major, GPA: 3.76

## **VOLUNTEER/COMMUNITY SERVICE**

- MADD (Mothers Against Drunk Driving) Volunteer and Court Monitor
- American Cancer Society, Volunteer
- Lighthouse Mission, Soup Kitchen, Food Server Volunteer
- Kings Highway Tabernacle
  - Choir Member
  - Nursery Worker
  - Youth Ministry and Youth Newsletter Assistant
  - Greeter Ministry
  - Computer Ministry

## **ORGANIZATIONS**

Alpha Lambda Delta, Scholastic Honor Society, Indiana State University  
Secretary of Delta Sigma Pi Pledge Class, Indiana State University

## **SPECIAL SKILLS**

Microsoft Excel, Microsoft Word, Access, Power Point, Internet and e-mail.

