

CRYSTAL BROOK TODD

7644 North 39th Street
Terre Haute, Indiana 47805
812-466-1918

COMPUTER SKILLS

Microsoft Windows 95 & 98	Microsoft Word 97
Microsoft Excel 97	PowerPoint
PageMaker 6.0	Word Perfect 5.1
Microsoft Office	Banner

EDUCATION

Terre Haute North Vigo High School
Terre Haute, IN
Diploma in May 1997

Indiana State University
Associate's Degree in Office Support and Technology expected December 1999

EXPERIENCE

STUDENT WORKER: Indiana State University, Federal Loan Services; 200 North 7th Street, Terre Haute, Indiana 47809; September 1997 to June 1999

- Assisted students in signing of their Perkin's Loans
- Answered phone calls regarding student's loan accounts
- Balanced end of the month collection payments
- Typed collection letters

OFFICE ASSISTANT: Roselawn Funeral Home and Memorial Park; 7500 North Clinton Street, Terre Haute, Indiana 47805; August 1997 to September 1997

- Drew in location of burial plots in burial plat books
- Typed schedule of next day burials
- Filed burial contracts
- Answered the telephone and dispatched calls

ADMINISTRATIVE ASSISTANT: Sackrider & Company, Inc.; 1925 Wabash Avenue, Terre Haute, Indiana 47807; June 1996 to August 1997

- Filed personal papers, corporate papers, bills, etc.
- Handled filing responsibilities in a corporate library
- Filed corporate and individual files alphabetically
- Delivered various accounting information to clients

RECEPTIONIST: Meadows Manor North, Inc.; 3150 North 7th Street, Terre Haute, Indiana 47804; November 1995 to June 1996

- Handled payments of nursing home residents' care
- Kept census of the residents in the nursing home
- Filed papers concerning residents' care
- Answered the telephone and dispatched calls

ACTIVITIES

Delta Sigma Pi – Professional Business Fraternity
Offices Held:
Assistant Secretary Spring Semester 1999
Vice President of Pledge Education Fall Semester 1999

REFERENCES

Susan Bradford, Tax Manager
George S. Olive & Company
400 West 7th Street
P.O. Box 3040
Bloomington, Indiana 47402-3040
812-336-8550

Linda Akers, Office Manager
Sackrider & Company, Inc.
1925 Wabash Avenue
Terre Haute, Indiana 47807
812-232-9492

Rev. Merrill Weir, Pastor
Christ Temple Church
2311 Locust Street
Terre Haute, Indiana 47807
812-232-2298