



## **EDUCATION**

Advance Microsoft Excel (Fred Pryor's CareerTrack)	2/7/06
(Basic) Microsoft Excel (Fred Pryor's CareerTrack)	2/6/06
Mistake-Free Grammar and Proofreading (Fred Pryor's CareerTrack)	2/3/06
Managing Emotions under pressure (CareerTrack)	9/2005
Self discipline and Emotional Control (Careertrack)	3/2003
The Essentials of Managing the Front Desk (Rockhurst University Continuing Education Center)	5/2002
The Secrets to Being a Front Desk SuperStar (Skillpath)	3/2001
Computer Class, NWACC	2000
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Speed Reading and Creative Writing (Johnson County Community College, Overland Park, KS)	1990

## **SPECIAL INTERESTS**

- ◆ Work with Butler Broadcasting providing assistance on remote broadcasting with customer service. When needed, I assisted on a local radio show.
- ◆ I enjoy networking and meeting new people.
- ◆ Participated in campaign to get the smoking ban issue on the ballot in Fayetteville.
- ◆ Enjoy researching news on the internet and staying on top of current events.
- ◆ Teaching my daughter.
- ◆ Typing in daughter's journal to document special events Also, to keep current on typing skills