

Educational Service Center of Central Ohio Online Application

Gillum, Tara - AppNo: 76727

Date Submitted: 12/27/2016

Personal Data

Name: Mrs. Tara N Gillum
(Title) (First) (Middle Initial) (Last)
Other name(s) under which transcripts, certificates, and former applications may be listed:
Other: Nikki Gillum
(Title) (First) (Middle Initial) (Last)
Email Address: Ellismom@hotmail.com

Postal Address

Permanent Address

Number & Street: 8075 Cheshire Road
City: Galena
State: OH
Zip Code: 43021
Home Phone: 614 9462736
Work Phone:
Cell/Mobile Phone: 614 9462736

Present Address

Number & Street:
City:
State:
Zip Code:
Present Address Phone Number:

Employment Desired

Closed Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 7798 Classified Staff (non-teaching): Teaching Assistant - Preschool (part-time) at Big Walnut Elementary School	12/27/2016	-
JobID: 6321 Substitutes - Classified: Secretary/Clerical Substitute at Big Walnut Local School District	12/2/2015	7 years

Position Desired:

Classified Staff (non-teaching)

1. Educational Assistant
2. Paraprofessional
3. Special Education Assistant
4. Teacher Assistant

Food Service

1. Substitute Cook/Cashier

General Application (if directed to submit only)

1. General Application (if directed to submit only)

Secretarial/Clerical

1. Accounts Receivable
2. Substitute Secretary/Receptionist

Experience in Similar Positions

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6 years

7 years

Education

Please tell us about your educational background beginning with the most recent.

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High School Attended: Olentangy High School
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study	Minor area of study	Degree	Date Conferred or Expected
Nationwide Beauty Academy	07/1996 01/1997	Nail technician		Managing nail technician	01/1997

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Modern Medical, Inc Secretary and accounts receivable		7840 Graphics Way Lewis Center, OH 43035 800-547-3330		Rachel Kimbro 800-547-3330 Marketing@modernmedical.com	
Date From - Date To:	01/2000 - 01/2006	Full or Part Time:	Full	Last Annual Salary:	\$35,360
Reason for Leaving:	Became a stay at home mom				
Responsibilities/ Accomplishments at this Position	Taking care of all front desk responsibilities- hospitality, answering phones, logging equipment inventory Accounts Receivables- collecting daily mail, checking deposits, applying payment to correct invoice				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Prestige Nail Design Salon Manager/ Nail Technician		Sandusky Street Delaware, OH 43015		Margret Freil	
Date From - Date To:	01/1997 - 01/2000	Full or Part Time:	Full	Last Annual Salary:	Commission
Reason for Leaving:	Excellent opportunity with Modern Medical, Inc				
Responsibilities/ Accomplishments at this Position	Front desk duties - hospitality, answering phones, scheduling appointments, cleaning salon Nail Technician - hospitality, manicures, pedicures, artificial nails, sanitizing implements				

Military Experience

Branch of Service

Current Commitment

Discharge Status

Total Years

Note: Please be prepared to provide discharge papers should you be called for an interview.
