

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

## Employment Desired

Closed Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 7798 <b>Classified Staff (non-teaching):</b> Teaching Assistant - Preschool (part-time) at Big Walnut Elementary School	12/27/2016	-
JobID: 6321 <b>Substitutes - Classified:</b> 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

-  
-  
-  
-  
-  
-  
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	
<b>Date From - Date To:</b>	01/2000 - 01/2006	<b>Full or Part Time:</b>	Full	<b>Last Annual Salary:</b>	\$35,360
<b>Reason for Leaving:</b>	Became a stay at home mom				
<b>Responsibilities/Accomplishments at this Position</b>	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	
<b>Date From - Date To:</b>	01/1997 - 01/2000	<b>Full or Part Time:</b>	Full	<b>Last Annual Salary:</b>	Commission
<b>Reason for Leaving:</b>	Excellent opportunity with Modern Medical, Inc				
<b>Responsibilities/Accomplishments at this Position</b>	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.