

## **Connie L. Purdum**

8295 West 63<sup>rd</sup> Avenue - Arvada, Colorado 80004

303-940-8679 - *Denver333@aol.com*

Highly educated professional with strong private industry and office skills, searching for office position in reception, data entry, personnel and event scheduling, and office organization. Detailed writing/editing skills, public relations experience with personnel and clients, efficient and accurate clerical assistance.

### **Skills and Expertise**

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- Keyboard-75wpm
- Multiple line phone experience
- Staff appointment scheduling
- Special event planning, scheduling
- Office records and organization
- Microsoft Word 2010-Office Suite
- Microsoft Publisher
- Light Microsoft Excel
- Adobe PhotoShop, PhotoPaint
- HP Scanjet, Deskjet 9000series
- Internet email, search engines
- Pagemaker 6.5 publishing program
- USB, disc data storage, retrieval
- Canon, SLR digital photography
- Creative writing and promotions

### **Professional Experience**

- Adams County School Dist. 14, Language Arts instruction, 2000-2013. Public Speaking, Journalism, editor student newspaper.
- Hancock County School Dist., Arcadia Schools, 1974-76. Language Arts, Drama, advisor student theatricals.
- Advertising and Marketing Director, Stadium Auto Parts, 1988-2000. Broadcast advertising, monthly company newsletter, trade show promotions and scheduling, Front Range direct marketing.
- Administrative Assistant, Denver Advertising Federation, 1986-1988. Reception, secretarial, event scheduling, organization.
- Advertising writer/producer, promotions, Avant Garde Advertising Agency/Don Jacks Productions, 1983-85.
- Advertising writer/producer, Fox Denver, 1982.
- Continuity director, KPPL-KLAK radio, 1982-83. Writing, producing, administrative.

### **Educational Credentials**

- Bachelor of Science - Indiana University, 1972, Educational credential, Speech/Theatre, English.
- Master of Arts - Bowling Green State University, 1978, Broadcast Arts (Speech).
- Postgrad-9 qt. hours, Metro State. 6 qt. hours, UCD. 5 qt. hours, Adams State University.

### **Skills and Abilities**

- Writing and publishing, public relations and protocol, public event coordination, photography, public speaking, instruction and communication, exhibition and display creation, horticulture, landscaping, photography, domestic and costume sewing.

### **Additional Certifications and Experience**

- Radio telephone operator's license, 3<sup>rd</sup> class.
- Professional Teachers License #9722 - Colorado. Endorsement-Speech/Drama.
- Highly Qualified-English, Journalism. Student newspaper advisor, student theatricals.

### **Professional Organizations**

- Colorado Education Association, 2002-present.
- American Federation of Teachers, 2002-2008.
- National Wildlife Federation, 2013-present.
- Quill & Scroll Society, 2000-present.
- National Parks Association, 2012-present.

## Awards

- National Merit Scholar, 1969-1972. Work Study Grant, 1969-1972.
- Hoosier Scholar, 1968-1972.
- Top percentage of increase, student reading skills, English instructor ACHS, 2012-13.

## Letters of Recommendation

- Justin Davis, Principal Flynn El., 8731 Lowell Boulevard, Westminster, CO 80031. 303428-2161. *jdavis@adams50.org*
- Teri Dahn, Dir. Children&Fam., 19491 E. Smk. Hl. Rd., Centennial, CO 80015. 303-690-9816. *TeriD@smokyhillumc.org*
- LtCol. Sean Heery (Ret), Sr Marine Ins, 19759 Gln. Shdws. Dr., COSpr, CO 80908. 719-481-2729. *sjheery8191@msn.com*
- Brad Messer, Business Ed., 5223 Golden Eagle Pkwy., Brighton, CO 80601. 303-506-3763. *bnmesser@aol.com*
- Robert Hageman, Educator, 5160 Rice Rd., Apt. 235, Antioch, TN 37013. 615-854-4885. *roberthgmn2@gmail.com*
- Joseph P. Butland, 2323 W. Mulberry Place, Denver, CO 80204. 303-451-7101. *Butlandent@aol.com*