**April Noell**

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430 HWY 25 N

Lynn, AR

Cell: 870-503-7537

Home: 870-528-4135

 **Overview**

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Seeking fulltime employment where I can use my full potential as a self motivated employee to be part of a successful team.

10 years State experience as a Correctional Officer (Security and Office Assistant)

Demonstrated ability to provide exceptional support and service for a broad range of staff and clients

3 months State experience with the State Plant Board grading peanuts

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**Summary of Skills**

\* Team Player \* Meeting Deadlines

\* Administrative Operations \* Project Planning

\* Employee Training and Development \* Filing Data

\* Critical Thinker \* Archiving

\* Organizational Skills and Attention to Details \* Multitasking

\* Business Correspondence \* Operating PBX (Front Entry)

\* Supervising \* Operating Grading Machines

\* Following Policy and Procedure

\* Knowledge of Farmers Stock Program

**Work Experience**

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**Grader**

September 2012-December 2012

**State Plant Board-**Portia and Pocahontas, AR

Operating the following machinery: Foreign Material Machine, Sizing Machine, Sheller, Screener, Scales, and Splitter. Entering findings into Farmer’s Stock Program to determine grade. Searching for toxins, damage, freeze damage and other defects.

**Correctional Officer**

February 2002-April 2012

**Arkansas Department of Corrections**- Newport, AR

Collaborated with Security, Administration and Public to ensure smooth work flow and efficient organization operations.

Accountable for all operations of busy office including: filing, key system, disciplinary packet preparation, monthly inventory, training of new staff, preparing memos, monthly reports. Back up to Unit Trainer, Inmate Accounts- Business Office , Human Resource, and Sanitation Officer.

Scheduling. Performing Safety and Sanitation Inspections of facility and grounds.

Assisted with facilitating of new employees by supervising, scheduling training, scheduling work hours, answering questions and processing paperwork. Demonstrated proficiencies in pbx operation, telephone, e-mail, fax and front-desk reception within high-volume environment, computer skills, and people skills.

**Assembly Line Operator**

March 2001- November 2001

**S&B Power Tool**- Walnut Ridge, AR

Collaborated with Security, Administration and Public to ensure smooth work flow and efficient organization operations.

Accountable for all operations of busy office including: filing, key system, disciplinary packet preparation, monthly inventory, training of new staff, preparing memos, monthly reports. Back up to Unit Trainer, Inmate Accounts- Business Office , Human Resource, and Sanitation Officer.

Scheduling

Assisted with facilitating of new employees by scheduling training, answering questions and processing paperwork. Demonstrated proficiencies in pbx operation, telephone, e-mail, fax and front-desk reception within high-volume environment.

**Clerk/Cashier**

November 1999- April 2001

**Turner’s Gas Station**- Strawberry, AR

Working cash register

Stocking shelves

Inventory

Ordering merchandise

Daily totals and deposit

**Clerk/Cashier**

July 1999- November 1999

**Lynn Supermarket**- Lynn, AR

Working cash register

Stocking shelves

Inventory

Ordering merchandise

Daily totals and deposit

**Assembly**

May 1999- July 1999

**UniFirst**- Cave City, AR

Sewing uniform shirts

**Education**

**Lynn High School- Lynn AR**

1999 Diploma

**ASU Newport- Newport AR**

 30 hrs General Education