**Debra Killman**

213 East College

Bono, AR 72416

Phone: 870-612-2417; e-mail: debkillman@yahoo.com

**Objective:** Seeking a clerical/data/administrative position to utilize my
data entry skills.

**Work Experience:**

Sept. 2010 - present White River Medical Center, Batesville, AR

 **Housekeeping**

Nov. 2004 – Aug. 2010 **Child Care**

 Responsible for the all day care of a child in their home from the

 age of 2 months until they went to school.

April – Nov. 2004 Merchants & Planters Bank, Newport & Newark, AR

Relocation **Data entry/Teller**

 Data entry position in Newport updating to a new system.

 Then went to a teller position in Newark.

Oct. 2002 – Aug. 2003 MCP, Morten, IL

Relocation **Receptionist and phone orders**

 Cleaning company with a department that sold cleaning supplies.

 Also produced a sales catalog for the supplies department.

Dec. 1985 – May 2002 Albarella Design, St. Paul, MN

Relocation **Graphic Artist**

 Produced media for printing such as multi lingual packaging and

 instruction sheets; benefit catalogs; and brochures.

Aug. 1976 – July 1984 Aurora Advertiser, Aurora, MO

 **Data Entry/Page Layout; Receptionist; Accounts Receivable**

 Started in layout department then moved to front office as

 receptionist and accounts receivable.

**Education:**

High School Aurora High School, Aurora, MO

**Skills:** Page Maker; Quark Express; Freehand; Photoshop;
Microsoft Word

**Personal References:**

 Tammy Hurley
 3125 James St.
 Batesville, AR 72501
 Phone: 870-613-3020; Bus. Phone: 870-793-3277

 Sue Lewis
 1087 Arrowhead Lane
 Cave City, AR 72521
 Phone: 870-612-4789

 Candace Scribner
 9 Griffin Road
 Batesville, AR 72501
 Phone: 870-793-0998 or 870-307-8693