**Debra Killman**

213 East College

Bono, AR 72416

Phone: 870-612-2417; e-mail: [debkillman@yahoo.com](mailto: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