Lindsey P. Wetzler

2646 Glenn Place #48 ⚫ Jonesboro, AR 71653 ⚫ (870)265-0899 ⚫ lindsey.wetzler@gmail.com

Education

Arkansas State University – Jonesboro, AR

Bachelors of Science in Interdisciplinary Studies

Emphasis areas: Athletic Training, Health, and Sociology

Lakeside High School – Lake Village, AR

Experience

Professional Experience

**Jimco Lamp Purchasing Department**

July 11, 2011-Present

* Receive purchase orders from major retailers, enter information into computer system, ensure order details are processed with our factories and purchasing office in China.
* Receive revised purchase orders from the factories and the customers enter those into the computer system, disperse to appropriate personnel.

Professional Experience

**Chicot County Circuit Clerk’s Office**

August 2006 – August 2008

* Filed criminal, civil, domestic, and juvenile records as well as entered mortgages, powers of attorney, wills, etc. into the court data systems.
* Involved with start up in the computerization of the entire county court system. Continued filing hard copy documents while providing data entry of same in new computerized records system. Assisted customers on regular basis in locating and viewing records, as needed.

Professional Experience

**Arkansas State University Athletic Training Program**

Clinical Experience – January 2008 - May 2010

* Participated in the curriculum of the Athletic Training Program, experienced working with athletes from the football, basketball, baseball, and track teams on the ASU campus.
* Assisted the Certified Athletic Trainers to implement rehab programs on injured athletes.
* Learned many rehab techniques such as: ultrasound, electrical stimulation, and massage therapy.

Activities

* Arkansas Athletic Training Association – January 2009-May 2010
* Arkansas State Athletic Training Program – August 2008-May 2010
* Arkansas State Physical Therapy Student Association – August 2007-May 2008

**Personal Profile**

* Working in the Chicot County Circuit Clerk’s office provided me the skills to deal with people on a professional level and exposure to general office duties needed to be successful in a business setting.
* Working with the athletes at Arkansas State University gave me insight into how to work with injured patients and apply rehab techniques, while learning proper medical terminology for charting and computer documentation necessary in a medical setting.
* Working in the purchasing department of Jimco is providing me the opportunity to be exposed to the mechanics of a professional business office while learning new software programs and honing my people skills.
* Some of the software programs I have experience working with include, Microsoft Word, Power Point and Excel.