

Tamara Lovelle

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253.228.0457

13 Nov 12

Dear Greensboro City Council,

I would love to be considered for the City Council position that will come open due to Councilmember Trudy Wade being elected to the North Carolina Senate in this last election. I have lived in North Carolina for about a year now and I did register to vote so I could vote in the last Presidential election just a short time ago.

To give you an idea about me, I graduated from the University of Washington – Tacoma in 2009 as a non-traditional student. My major was Urban Studies, and my minor was Environmental Studies. I came to North Carolina first off to housesit for my daughter last October when they took a vacation in Florida, and stayed to be close to family. I currently am working with disabled adults in a group home in Greensboro. I had been a Paraeducator (Teacher's Assistant) in Washington state, working with special needs students in grades K – 6. I also have started working with the American Red Cross so that I can do some volunteer work with them.

I have really not done any work that lines up with my Urban Studies degree, but I was hoping to be able to find a City Council position that I could fill so I could put my studies to use in a good way. I am very excited about the potential of this opportunity, and if there are any questions you have don't hesitate to call. I look forward to meeting you soon and to be an productive, active member of your Council.

Sincerely,

Tamara Lovelle

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Objective

I am looking for an opportunity in a reputed organization where I can use my skills and education, and contribute in the most effective manner. I want to be an asset and an effective individual that serves and entertains any range of customers in the most ethical manner.

Summary of Qualifications

I am a successful, results oriented, hands-on professional who enjoys working in a support role. I am effective in a busy environment, and productive using computer programs. I also am good at paying close attention to detail, with a respect for compliance. I maintain a clear vision to accomplish company goals, as well as being a strong team player. I am proficient at identifying problems using a variety of communication means, and I am computer and Internet literate.

*Experience***Support Specialist**

ResCare / Community Alternatives

March 2012 - current

I work with adults with developmental disabilities in a group home residential setting. I help clients learn new skills and strategies for independent living, life skills or skills related to work, including job-specific skills, appropriate work behaviors and working with others. I ensure the clients' emotional needs and physical needs are met, including taking their medications or adhere to diet plans. I assist with information needed for medical appointments and escort clients to them. In addition, they keep daily records of their clients' activities. I am a key member in a client-focused team, which includes the client, social workers, psychologists and state agency representatives.

Paraeducator

Bethel School District

April 2007 - Oct 2010

An Assistant to the teacher in a K-6 classroom, educating special needs students. I instructed moderate to severely handicapped students individually or in small groups in a variety of learning activities to promote the student's ability to understand the materials presented, providing encouragement, reinforcement and achievement of educational objectives and goals, then I administered objective tests or other methods of measurement.

I communicated with all the staff and parents concerning individual student progress, and adjusted methods to meet the needs of a wide variety of students; especially if there was a need for remediation or additional enrichment activities. I developed and maintained records, logs, charts, individual assignments and other records for assessment of student progress. I attended to the student physical and safety needs; monitoring them for medical risks such as seizures, and behaviors that may result in harm to themselves or others. I corrected behaviors and maintained discipline according to established policies and procedures.

Substitute Paraeducator

Puyallup School District

Sep 2006 - Apr 2007

As an Assistant to teachers and administrators in public schools, I worked with special needs students in grades preschool to high school and beyond.

I assisted with the instruction of students individually or in a small group setting. I was also involved in the preparation of appropriate materials and lessons. I helped prepare and adapt lessons and activities to be used as classroom activities and instruction, and preparing and assembling homework activities for students. I assisted and/or instructed students in computer usage and operation. I was responsible for student discipline, including the maintenance of positive student behavior.

Clerk, Human Resources Department

Housing Authority of the City of Tacoma

Apr 2006 - Aug 2006 (temporary assignment)

I was a clerk in the Human Resources Department. The department was responsible for administering the various human resources functions of the agency, including recruitment, hiring, employment benefits, labor relations and collective bargaining, employee discipline, and employee grievances. My function while I was a clerk here was that I organized all the files in this department for the 2 new managers coming into the agency (HR Specialist and Generalist). I organized the personnel, medical and L&I files of all the employees, as well as the archives. I also updated the I-9s and current driving records. I prepared and maintained the applications during the interview processes, and then filed the applicant records in files for storage after a position had been filled.

Technical Service Representative

GE Osmonics

June 2001 - Jun 2005

The work was for a company that manufactured an FDA regulated reverse osmosis machine that was used exclusively in the dialysis industry. I provided phone support to engineers, field service technician, sales departments and customers. Most of my calls were providing technical assistance, finding replacement part numbers and prices. I also helped in product operations and providing feedback to the engineering, and helped to develop user friendly technical manuals.

I would confer with customers by telephone or in person in order to provide information about products and services, or to obtain details of complaints. I kept records of customer interactions and transactions, recording details of inquiries, complaints and comments, as well as what actions were taken. I resolved customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, and adjusting bills and then checked to ensure that appropriate changes were made to resolve customers' problems. I would refer unresolved customer grievances or contact the appropriate department for further investigation. I determined whether a particular loss is covered by warranty. I would compare the disputed merchandise with original requisitions and information from invoices, and prepared invoices to allow for returned goods. I also recommended improvements in products, packaging, shipping, service, or billing methods and procedures to prevent future problems.

I started as an assembler and I was promoted to Technical Service in September '03.

Assistant/Apprentice Plumber

B&R Plumbing

Apr 1998 - Jun 2001.

I worked in the residential construction industry, installing plumbing systems and fixtures in new houses. I was also in charge of maintaining a complete inventory, filling out daily logs for accurate billing, as well as organizing the work crews.

Independent Dealer

Seattle P-I

Feb 1992 - Jun 1998

Responsible for customer service, accounts management, sales and service of motor route.

Reliability & Quality Assurance (R&QA) Senior Inspector

Fairchild & Mannesmann Tally

Jun 1979 - Sep 1988

Senior Reliability Inspector running an Environmental test lab and performing tests on integrated circuits to military conformance standards such as MIL-STD-883C and JANM38510, or blueprints and engineering documents.

Education

- Bachelor of Arts, Urban Studies, University of Washington – Tacoma, Tacoma, Washington, minor in Environmental Studies.
- Associates in Arts & Science, Associates in Technology, Pierce College, Puyallup, Washington
- Technical Degree, Environmental Sciences & Technology, specializing in water quality, Clover Park Technical College, Tacoma, Washington

Richardson, Betsey

From: Tamara Lovelle [tamara.lovelle@gmail.com]
Sent: Tuesday, November 13, 2012 1:25 PM
To: Richardson, Betsey
Subject: City Council position
Attachments: City Council cover.docx; Tamara Lovelle Resume 08.2012.docx

Dear Betsey Richardson and the Greensboro City Council,

I have attached a letter of interest and a copy of my resume for you to use when considering me for the the City Council position that will be left open when Trudy Wade takes her Senatorial position at the start of the new year.

I am truly looking forward to this opportunity, and I hope that you will be just as excited to have me as a new member. Thank you very much and I hope to be working with you soon.

Sincerely,

Tamara Lovelle