

# Holly Z. Toomey

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## SUMMARY

Most of my experience has involved either working with youth or in the office. I love working with people and plan to continue my education in Human Resource Leadership/Management.

- People Person
- Office Experience
- Youth Leadership
- Computer Literate
- Typesetting
- Persistent

## PROFESSIONAL EXPERIENCE

### **The Elite Academy of Taekwondo – Orem, UT**

**2005 - 2007**

#### *Taekwondo Instructor*

Third degree black belt. International champion with 7 medals. Taught as a frequent substitute at The Elite Academy of Taekwondo's main campus in Orem. Helped run belt advancement testing. Certified Class-D official Amateur Athletic Union of USA 2004.

#### *Manager, Satellite School*

Managed a satellite school for The Elite Academy of Taekwondo located in a charter school in American Fork. Handled public relations with the charter school, registration, tuition, ordering of uniforms, attendance, equipment, teaching assistants, curriculum, and taught the students.

### **Carefree Typing Service – Dayton, OH**

**1990 - 1992**

#### *Owner & Typesetter*

Ran a typing and typesetting business from home. Typeset resumes, theses, t-shirt art, and other misc. documents mostly for college students. Typeset a 650 page book titled Numerical Analysis Algorithms in C, containing numerous mathematical equations.

### **Universal Technologies Corporation, Slideways Division – Beavercreek, OH**

**1989**

#### *Administrative Assistant*

Updated mailing lists, typed business letters and other various office/clerical tasks.

### **WordPerfect Corporation – Orem, UT**

**1987 - 1989**

#### *Typesetter*

Typeset software manuals, brochures, flyers, and other documents using WordPerfect and Ventura Publisher.

### **Moon Apartments, 670 N. 300 E. – Provo, UT**

**1988**

#### *Assistant Manager*

Assisted with check-out inspections, and cleaned the laundry room. Responsible for 42 units when the managers were out of town. Compensated with a rent-free summer.

### **Sears Roebuck, Automotive Department – Provo, UT**

**1987**

#### *Greeter/Dispatcher*

Greeted automotive customers and completed paper work and work orders for mechanical work to be done on vehicles. Divided work load among several mechanics. Part-time.

### **Carlisle Manufacturing – Springville, UT**

**1987**

#### *Seamstress*

Sewed clothing in a factory setting.

**Brigham Young University, Records Department – Provo, UT** **1986**  
*Microfilmer*  
 Filmed records of all kinds and located records needed for certain issues.

**State of Oregon, Low Income Energy Assistance Program – Salem, OR** **1984**  
*Office Assistant*  
 Organized authorization forms, corrected computerized records, and assisted accounts payable with problem checks.

**Payless Drug Store – Salem, OR** **1983 - 1984**  
*Cashier*  
 Ran cash register, exchanged money for goods, made change, balanced till, stocked shelves, brought in carts from parking lot. Part-time.

**D&B Video – Salem, OR** **1983 - 1984**  
*Sales Clerk*  
 Assisted customers, ran cash register, made change, rented videos and video recorders, did miscellaneous work in store. Part-time.

**Taco John's – Salem, OR** **1983**  
*Food Service Worker*  
 Prepared food, handled money and cash register, made change, performed various cleaning tasks. Part-time.

**Self Employed – Salem, OR** **Summer 1983**  
*Nanny*  
 Took care of five children during the day while their single father worked.

**Ricks College, Study Skills Lab – Rexburg, ID** **1982 - 1983**  
*Facilitator*  
 Provided college students with materials and programs to help them improve various study skills. Helped answer questions and kept materials in order.

**State of Oregon – Salem, OR** **Summer 1982**  
*Microfilmer*  
 Microfilmed various records. Changed film and chemicals in the camera.

**Salem Oregon School District, Newcomer's Center – Salem, OR** **1980 - 1981**  
*Teaching Assistant*  
 Taught English survival skills to Southeast Asian Refugee children, to help integrate them into the regular school system. Also made a slide presentation of one of Vietnam's fairy tales.

**Del Monte Cannery – Salem, OR** **Summers 1979 - 1980**  
*Break Person*  
 Worked on the cannery assembly line. Outside: removed sticks, dead animals, etc from the beans as they were unloaded from the truck, before the beans entered the cannery. Inside: removed any bad beans or garbage coming down the bean belt; filled cans with beans to correct level, filled crates with cans for the cooker, monitored quality of beans.

**Self Employed – Salem, OR** **1978 - 1981**  
*House Cleaner*  
 Cleaned house weekly for two households. Part-time.

**Self Employed – Salem, OR** **1977 - 1981**  
*Babysitter*  
 Took care of children for various families while their parents were away.

**Polk County – Salem, OR** **1977 - 1978**  
*House Cleaner*  
 Cleaned house for low-income elderly people.

## **EDUCATION**

- **Brigham Young University**, Provo, UT, majored in Therapeutic Recreation, 1986
  - Emphasis in Youth Leadership
- **Associates Degree** in Arts and Sciences, Ricks College, Rexburg, ID, 1983
  - Majored in Family Development and Family Relations
- **Chemeketa Community College**, Salem, OR, 1981
- **High School Diploma**, South Salem High School, Salem, OR, 1981
- **Seminary Diploma**, LDS Church, Salem Oregon Stake, 1981
  - Graduated from four (4) years of seminary. Religious instruction / Bible study.

## **LEADERSHIP AND SPECIAL TRAINING**

- World Taekwondo Institute, The Elite Academy of Taekwondo, 2007
- Created and led an Asperger's support group, American Fork, UT, 2006-2007
- Secretary, Parent Council, Lincoln Academy, 2005-2007
- C.E.R.T. Certification, 2004
- Title Search Analyst course, 1997
- CPR and First Aide training, 1991
- Trained volunteer missionaries, as full-time LDS missionary, in central Florida, 1984-1985
- Water Safety Instructor certification, Ricks College, 1983
- CPR Instructor certification, Ricks College, 1983
- Yearbook Business Manager, Ricks College, 1982-1983
- Ombudsman Committee, Ricks College, 1981-1982
- Dance Committee, Ricks College, 1981-1982

## **YOUTH LEADERSHIP**

- Responsible for various groups of children in a religious setting, ages 3-11, on and off for past 23 years
- Taught young women, ages 12-17, camping skills and organized week-long camp (3 yrs), 1990-2007
- Boy Scout Leadership Training, Boy Scouts of America, 2005
- Advancement Chairman, Boy Scouts of America, 2005
- Cub Scout Den Leader, Boy Scouts of America, 1992-2004
- Cubs Scouts Leadership Training, Boy Scouts of America, 1993
- Youth Counselor, Outdoor School Program, Meyers Elementary, 1980
- 6<sup>th</sup> Grade Volleyball Coach, Meyers Elementary, 1980
- Youth Leadership Training, Walker Junior High School, 1977

## **ATHLETIC AWARDS**

- Third Degree Black Belt, The Elite Academy of Taekwondo, 2008
- Martial Arts Hall of Fame Inductee, Leading Female Taekwondo Leader of the Year, 2008
- Gold Medal, Sparring, North America Open, USAT, Las Vegas, NV, 2005
- Gold Medal, Forms, North America Open, USAT, Las Vegas, NV, 2005
- Gold Medal, Sparring, Utah State Taekwondo Championships, AAU, Salt Lake City, UT, 2004
- Silver Medal, Forms, Utah State Taekwondo Championships, AAU, Salt Lake City, UT, 2004
- Silver Medal, Sparring, National Taekwondo Championship, AAU, Fort Lauderdale, FL, 2004
- Gold Medal, Sparring, Utah State Taekwondo Championships, USTU, Salt Lake City, UT, 2003
- Gold Medal, Forms, Utah State Taekwondo Championships, USTU, Salt Lake City, UT, 2003
- Silver Medal, Forms, 29<sup>th</sup> US National Taekwondo Championship, USTU, New Orleans, LA, 2003
- Silver Medal, Sparring, 29<sup>th</sup> US National Taekwondo Championship, USTU, New Orleans, LA, 2003
- Miss Polite Award, Jr. High Basketball, 1979

## **SOFTWARE SKILLS**

- Windows 95, XP, Vista

- Microsoft Word & Outlook
- WordPerfect
- Adobe Photoshop
- Quicken
- Ventura Publisher

### **EXTRACURRICULAR**

- Mother of 3 teenage boys and one 10 year old princess
- Public Affairs Committee member, LDS Church, 2007 - Present
- Sunday School Teacher, 2008 - Present
- Wallyball, 2008 - Present
- Church Choir, 1993 - Present
- Landmark Forum Graduate, 2004
- Musical Instruments: Piano, Cello and Clarinet
- Taekwondo (Green belt), 1980 - 1981
- Girls Varsity Basketball, 1979
- JV Softball, 1978
- JV Volleyball, 1976

On-line Resumé: <http://www.toomey.org/holly/resume>

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