

**Betty Hook**  
614 Nickleville RD  
Knox, PA 16232  
Cell Phone: 814-229-6600  
Email: hooter814@gmail.com

**OBJECTIVE:** I would like to obtain a full-time rewarding and challenging job.

## **EXPERIENCE**

**Dough & Joe - Clarion, PA** **09/06/2010 - Present**  
General Partner - Dough & Joe

Place all stock orders, work one-on-one with customers, handle all financial aspects including paying bills, keep inventory physically as well as electronically

**Owens-Illinois - Brookville, PA** **04/05/2003 - Present**  
Lining Machine Operator

Line plastic closures with appropriate material.

**Glenn O. Hawbaker, Inc - State College, PA** **06/01/2004 - 10/01/2010**  
Office Manager/Project Administrator

Responsible for all facets of contract preparation for PENNDOT work, including interacting with inside and outside vendors and suppliers, Responsible for all office machines, Assisted IT with computer issues both in the office and in the field, Maintained inventory, Was in charge of petty cash

**Pennzoil-Quaker State - Rouseville, PA** **01/15/1990 - 04/14/2000**  
Breaker/Blender-Operator

Blending various oil products.  
Packaging oil products in appropriate sized containers.  
Operating fork truck.  
Filling in for supervisor during vacations, including using computerized inventory control-SAP.  
Developing and implementing ISO 9002.

## **EDUCATION**

**DuBois Business College** **02/04/2001 - 09/19/2002**  
Oil City, Pennsylvania  
Associates Degree  
Major: Information Systems Support Technician

**Keystone Jr.-Sr. High School**  
Knox, Pennsylvania  
Attained High School Diploma

- 06/04/1977

**Clarion Co. Vo-Tech**  
Shipperville, Pennsylvania  
Attained other Post-Secondary or Certification  
Major: Warehouse Mgt

- 06/04/1977

## **SKILLS AND ABILITIES**

### **Additional Skills and Achievements**

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### **Information Systems Support Technician**

Able to network computers

Able to install new hardware devices

Able to troubleshoot hardware and software problems

Working knowledge in the following:

Windows 98/2000/XP

Microsoft Word

Microsoft Excel

Microsoft Access

Visual Basic

HTML

**KGC Federal Credit Union Supervisory Committee Chair**

**Relay for Life Co-Chair**

## **CERTIFICATIONS AND LICENSES**

**Associate in Specialized** issued by **DuBois Business College**

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### **Professional References**

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Name: Glenn, Todd	Job Title: Project Manager	Years Known: 8
Day Phone: 814-591-9424	Night Phone: N/A	Email: tdg@goh-inc.com

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Name: Kucharski, jack	Job Title: Office Manager/Project Administrator	Years Known: 8
Day Phone: 814-375-5932	Night Phone: N/A	Email: jsk@goh-inc.com

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### **Personal References**

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Name: Rider, Tammy	Job Title: Office Manager	Years Known: 10
Day Phone: 814-226-9161	Night Phone: N/A	Email: info@clarionpa.com