

# Debora Ann Polak

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## SUMMARY OF QUALIFICATIONS:

An extensive education and business experience, including owning a successful company, equips me to be an excellent candidate for many positions. Experience in administration, public relations, customer service, accounting, risk management, safety and environmental, and working with a complex level of an employee population allows for excellent management and communication skills.

## BUSINESS SKILL SET:

- Leadership characteristics, skills, and abilities that guide and direct
- Mentor, encourage, and strengthen an entity
- Hands-on experience in accounting, teaching, coaching, and mentoring
- Design, implement, manage, maintain, and compile the necessary analysis for upper administration and management
- Compile and manage data for management meetings and for operational purposes
- Working with multi-level departments to achieve the best operational practices

## EDUCATION:

Master of Science-Agriculture August 2015  
Vocational Technical Administration Jonesboro, Arkansas  
Arkansas State University  
GPA: 3.7

Specialist in Community College Administration August 2013  
Arkansas State University Jonesboro, Arkansas  
GPA: 3.5

Master of Science in Business Technology December 2011  
Arkansas State University Jonesboro, Arkansas  
GPA: 3.7

Bachelor of Science in Interdisciplinary Studies August 2010  
Arkansas State University Jonesboro, Arkansas  
GPA: 3.39

Associate of Applied Science May 1996  
Information Systems Management Forrest City, Arkansas  
East Arkansas Community College  
GPA: 3.67

## EXPERIENCE:

Business Technology Instructor  
Crowley's Ridge Technical Institute

January 8, 2013 to May 2  
Forrest City, Arkansas

- Instruct nine classes which includes the following:  
Microsoft Applications 2010 and 2013 (Word, Excel, and Access), PowerPoint, Microsoft Publisher, Desktop Publishing with Word, Word Processing, Transcription, and lecture and teach Business Communications and Business English
- Provide the necessary tools and direction for a Financial Education and Entrepreneur Development Program. This is a voluntary program that consists of 25 hours, 11 modules in a Money Smart program, and a business plan
- Advise the Administrative Office Technology students
- Conduct Advisory Council Committee meetings
- Assess students' performance at the end of each term
- Create lesson plans and all necessary materials to plan, track, implement, monitor, and evaluate strategies based on the needs of a student-focused, student-centered environment

Testing Program Coordinator/Transcriber/Proctor  
Arkansas State University/Disability Services

October 2011 to Jan. 8 2013  
Jonesboro, Arkansas

- Assist students in the classroom using transcribing, tutoring, and facilitating in areas of need.
- Impact students learning with creativity and a positive learning environment.
- Implement teaching strategies accepted by the students, while meeting all standards.
- Assist students with disabilities such as ADHD, TBI, Asperger Spectrum Disorders, and other LD.
- Coordinate with faculty on the performance of the student and ways for improvement.

Cross County Primary/Cross County High School  
Substitute Teacher

May 2008 to May 2010  
Cherry Valley, Arkansas

- Support faculty and staff with performance and communication through administrative duties.
- Assist students in areas of difficulty by enhancing their learning skills and abilities.
- Support administrative assistant as backup, when needed.

Timber and Wildlife Environmental Services  
Owner/Manager

June 2000 to May 2007  
Cherry Valley, Arkansas

- Operated a forestry business as a partner. Harvest red/white oak and planted seedlings for CRP and WRP. Implement and enhance environmental resources for habitat sought out for hunting purposes.
- Diligently provided customer service, accounting, payables, and receivables and all aspects within a business.
- Paid the initial business investment off within 5 years; business achieved an annual income of \$75,000 net and a net worth of \$450,000 in 7 years.

Halstead/Mueller Copper Tube  
Cost Accountant/Administrative Assistant

August 1994 to April 2007  
Wynne, Arkansas

- Designed and implemented cost analysis spreadsheets, budgets, forecasts, and other data.
- Compiled and communicated information to management and staff in weekly meetings.
- Managed preventive maintenance scheduling for company equipment.
- Worked with all departments under the Chief Operating Officer, Chief Executive Officer, President, and Vice President.
- Organize and maintain operational data in a consistent manner to retrieve as needed.

**Groups, Organizations, and Volunteer Work:**

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|---|-------------------------|
| • Golden Key Honor Society                            | August 2007 to present  |
| • Graduate Association of Business Students           | May 2011 to 2013        |
| • Member of the Gamma Beta Phi National Honor Society | May 1996                |
| • Volunteer Wee Ball Coach for Wynne, Arkansas        | April 2010 to June 2010 |
| • Volunteer at Blessed Sacrament School               | August 2010 to 2013     |
| • Who's Who Organization Member                       | 1993 and 2013           |
| • Treasured Poems of America                          | Winter 1995             |

**Additional History:**

Worked for other Businesses

- Managed seven accounts, did the payroll and quarterly tax reports for Kernodle Funeral Home in Wynne, Arkansas.
- Managed all necessary documentation and paperwork for Mueller Copper Tube and had a return on an insurance claim due to a fire. The return was enormous because of the reports that were compiled.
- Attend World Wide Safety meetings and have experience in Personal Equipment Evaluation, Hazard Assessments, and Site Evaluations along with compliance with Osha Rules and Regulations.
- Assist as a consultant to enhance businesses to become profitable. Currently assisted in a farm with breeding AKC registered Labs we marketed them to Capstone in Searcy, and donated one to the Ronald McDonald House. We sold all eleven puppies within thirteen weeks.