

MRS. JESSIE M. ABBOTT-WHITE
521 EAST WINDSOR #57
DENTON, TX. 76201
817-382-9522

EDUCATION

1981-1986 North Texas State University, Denton, Texas; Bachelor of Science with a Major in Computer Science and Minor in Business Administration-Secretarial Studies.
1982-Summr Texarkana Community College, Texarkana, Texas.
1978-1981 Texas Senior High School, Texarkana, Texas; Graduated upper 17%.

HONORS/ACTIVITIES

Denton Mass Choir Member.
Morse Street Baptist Church Member.
Morse Street Inspirational Choir Member.
Delta Sigma Theta Public Service Sorority, Inc.
Delta Sigma Pi Professional Business Fraternity: Secretary, Historian and Chairperson of the Public Relations Committee * NTSU (1984 - 1986).
Publicity Wing Representative: Clark Hall Association * NTSU (1982 - 1983).
Phi Beta Sigma Sweet: Secretary * NTSU (1981).
Vocational Office Education: Vice-President * Texas Senior High (1980 - 1981).
Library Club: Secretary * Texas Senior High (1980 - 1981).
Government Club: Secretary * Texas Senior High (1980 - 1981).

WORK EXPERIENCE

NTSU Academic Accounting Department

Data Entry/Processing: Very fast paced, high stressed position with constant deadlines. Duties included preparation of extremely confidential material, phone handling, greeting and escorting visitors, mail pickup and delivery, campus errands, grading and administering tests, maintenance and operation of computers and peripherals and many other office automation duties. Equipment and software used included MS/DOS WORDSTAR, WORD PERFECT, IBM PC, mainframe, printer, typewriter, shredder, ditto, copier, disk drives, dictaphone and other items as needed. April 1986 - August 1986 *
College Full-time * Supervisors: Dr. Ted Coe and Mrs. Ann Den.

Quaestor Affiliated Pathologists

Computer Operation: Duties included entry of medical data regarding patients, system backup, printing of billings, EOM's, letters, collection notices and various other reports, phone handling, sorting, system maintenance, filing, editing and other duties as needed. Equipment used included computer, disk drives, high speed dot-matrix printer, laser printer, keypunch, sorter, and other equipment as needed.
February 1985 - November 1985 * College: Full-time * Supervisor: Mrs. Jan Chastain.

M/A/R/C

Denton Wats Editor:

Data Entry Editor: Duties included evaluation and correction of documents, counseling, data entry, typing, phone handling, and various other duties as needed. May 1984 - January 1985 * College: Full-time * Supervisor: Mrs. Judy Carpenter.

North Texas State University

Clerk Typist - Student: Performed various clerical, secretarial, and collection duties. Center for Rehabilitation Studies - Supervisor: Mrs. Cille Boyd;
Mini-Course Office - Supervisor: Mrs. Elinor Hughes * August 1981 - March 1984.

T-Red River Army Depot: Texarkana, Texas: Performed clerical/secretarial duties, including very detailed statistical analysis and report production. Assisted with EEO complaints and served as relief secretary. August 1979 - May 1981 * High School Student * Supervisor - Mr. Thurman W. Briley.

REFERENCES FURNISHED UPON REQUEST

MRS. JESSIE M. ABBOTT-WHITE
521 EAST WINDSOR #57
DENTON, TX. 76201
817-382-9522

EDUCATION:

1981-1986 North Texas State University, Denton, Texas; Bachelor of Science with a Major in Computer Science; Minor in Business Administration.

Languages: Prolog, "C", Assembly, BASIC, Pilot, SuperPilot, Pascal.

Operating Systems: VAX/VMS, System 360/370, JCL, UNIX, MUSIC, MVS/JES2, MS DOS (2.1/1.1), MV2-VAX (VMS), PSTS/E.

Software: Word Perfect, EasyWriter, WORDSTAR, STATPACK, DBASE, Electronic Mail.

Hardware: IBM, Apple IIe, MC6800 Microcomputer, VT100 Terminal, TI PC, TI 990, Commodore, PDP (1144 / 1184), C.ITOH (101 / 220), Televideo, TE16 Tape Drive, Modem, LP05 Printer, LP02 Printer, Commodore Datasette, MacIntosh, Disk drives.

WORK EXPERIENCE:

Aug. 86-Present: Self-Employed * Managed Home Day Care.

Oct. 87-Mar. 88: Tutored (Math, English and Science).

Apr. 86-Aug. 86: NTSU Academic Accounting Department * Data Entry/Processing: Very fast paced, high stressed position with constant deadlines. Duties included preparation of extremely confidential material, phone handling, interface with visitors, grading and administering tests, maintenance and operation of computers and peripherals and other office automation duties. Equipment and software used included MS/DOS, WORDSTAR, WORD PERFECT, IBM PC, printer, typewriter, shredder, ditto, copier, disk drives, and other items as needed. COLLEGE - FULL-TIME * Supervisors: Mrs. Ann Den and Dr. Ted Coe.

Feb. 85-Nov. 85: Quaestor Affiliated Pathologists * Computer Operation: Duties included entry of medical data regarding patients, system backup, printing of billings, EOM's, letters, collection notices and various other reports, phone handling, system maintenance, editing and other duties as needed. Equipment used included computer, disk drives, high speed line printer, mainframe, and other equipment as needed. COLLEGE - FULL-TIME * Supervisor: Mrs. Jan Chastain.

May 84-Jan. 85: M/A/R/C * Denton WATS Editor and Data Entry Editor: Duties included evaluation and correction of documents, counseling, data entry, and various other duties as needed. COLLEGE - FULL-TIME * Supervisor: Mrs. Judy Carpenter.

Aug. 81-Mar. 84: North Texas State University * Clerk Typist: Performed various clerical secretarial, and collection duties. Center for Rehabilitation - Supervisor: Mrs. Cille Boyd; Mini-Course Office - Supervisor: Mrs. Elinor Hughes * COLLEGE - FULL-TIME.

Aug. 79-May 81: Red River Army Depot, Texarkana, Texas * Clerk Typist and Statistical Clerk: Performed clerical/secretarial duties, including very detailed statistical analysis and report production; Assisted with EEO complaints, served as relief secretary, and prepared and updated statistical information board. * HIGH SCHOOL STUDENT * Supervisor: Mr. Thurman W. Briley.

ACTIVITIES/OFFICES:

Denton Mass Choir Member.

Morse Street Baptist Church Member.

Morse Street Inspirational Choir Member.

Delta Sigma Theta Public Sorority, Inc.

Delta Sigma Pi Professional Business Fraternity: Secretary, Historian and Chairperson of the Public Relations Committee * NTSU (1984 - 1986).

Publicity Wing Representative: Clark Hall Association * NTSU (1982 - 1983).

Vocational Office Education: Vice-President * Texas Senior High (1980 - 1981).

Library Club: Secretary * Texas Senior High (1980 - 1981).

REFERENCES AVAILABLE UPON REQUEST