

# 021-001-0510

## INTRODUCTION

Creative, resourceful individual with a consistently positive attitude who will manage time / energy effectively, relate well with clients / colleagues, and persist to completion of all projects...

Now ready to build on a long-standing interest and fully utilize higher education to launch a professional career in Landscape Architecture.

## QUALIFICATIONS HIGHLIGHTS

- Planning, assessment, and strong writing abilities developed and demonstrated in work activities ranging from conducting insurance audits to assisting in elementary school classrooms.
- Completion of a Bachelors Degree in Landscape Architecture with additional breadth gained through substantial work in the Liberal Arts and business.
- Experience rounded out by activities such as participating in construction and having full responsibility for maintenance of my home as well as recent involvement in planning development of a 55-acre land parcel.

## EDUCATION

**Bachelor of Science,**  
MAJOR:

*University of Wisconsin–Madison; Spring 1997*

**Landscape Architecture**

REPRESENTATIVE  
COURSES:

– Ecology – Geography – Art – Art History – Accounting  
– Economics – Human Biology – Anthropology – Creative Writing  
– Theory & Practice of Small Group Discussion – Chemistry  
– Intro to Communications – Historic Preservation of Landscape

PROJECTS:

Researched and wrote a paper on the work of Jens Jensen that is extant in Walworth County.  
Created a hypothetical design for the Walworth Village Square using a complete set of drawings and materials specifications.

ACTIVITY:

Attended Landscape Architecture seminar at "The Clearing" in Door County in June 1998.

COMMENT:

Completed an AutoCAD course at MATC in Spring 2000.

**Classroom Assistant, Stoughton Public School District, Stoughton, WI; August 1998 - Present**

- Under teachers' supervision, work with individuals and small groups of first- to fourth-grade students in a remedial reading resource room.
- Use structured phonics-based materials that allow students to work at their own best speed when completing lessons at progressively increasing levels of difficulty.
- Assist three reading teachers as they provide remedial reading instruction.
- Produce and help check take-home worksheets.
- Perform various clerical tasks including typing, file maintenance, and photocopying.

COMMENTS:

During the fall of 1998, assisted and took notes for learning-disabled fifth graders. Notes have been used by teachers as class handouts and study guides. Have become the informal computer-help reference person for software such as Word, Excel, and Publisher.

**Customer Service Representative, *Dean Health Plan,*** Middleton, WI; March - July 1998

- Took and responded to phone inquiries from beneficiaries and providers.
- Checked information and problem solved in areas that included diagnostic coding, treatment authorization, payment levels, and processing errors.

**Customer Service Representative, *Benefit Management Corp.,*** Madison, WI; 1986

- Provided service and processed claims made by assigned employee groups for a contractor that handled group formation, underwriting, and claims for several different carriers.
- Communicated with varied providers and claimants and performed multiple functions as the sole contact for participating groups.

**Processor < Auditor, *Wisconsin Physicians Service,*** Madison, WI; 1976 - 1984

- After gaining experience as a processor, advanced to perform both internal and provider audits.
- Reviewed randomly sampled cases to check eligibility determinations and amounts paid.
- Also, reviewed records of hospitals, physicians, pharmacists, and other providers to check diagnostic / treatment coding, billing amounts, and conformity to company reimbursement eligibility guidelines.
- Carried out in-office case reviews as well as making numerous provider site visits.
- Thoroughly analyzed my findings and wrote detailed reports for use by upper management in their overall evaluation and strategic planning process.

### **ADDITIONAL RELEVANT BACKGROUND**

#### **Land Development Project —**

Currently share ownership of 55 acres adjacent to the village of Walworth in Walworth County. Have communicated with prospective buyers including a church, a school, and various home builders in order to construct alternative scenarios and formally present them to the local planning commission.

#### **Home Building & Maintenance —**

Shared in every aspect of the construction of my home and a large out-building including plumbing, electrical work, heating / air conditioning, roofing, siding, and painting. Contracted out only excavation, cement work, and drywalling. Very recently, have been required to take full responsibility for all work involved in rebuilding the 30 x 24 ft. out-building after it was destroyed by fire. Also, have performed all planning and labor needed to plant a large surrounding yard area including a variety of perennial flowers, shrubs, and bushes.

**REFERENCES WILL BE PROVIDED UPON READERS' REQUEST**