

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.

EMPLOYMENT

- Carefree Typing Service – Dayton, OH, *Owner & Typesetter*, 1990 - 1992
- Universal Technologies Corporation, Slideways Division – Beaver Creek, OH, *Administrative Assistant*, 1989
- WordPerfect Corporation – Orem, UT, *Typesetter*, 1987 - 1989
- Moon Apartments, 670 N. 300 E. – Provo, UT, *Assistant Manager*, 1988
- Sears Roebuck, Automotive Department – Provo, UT, *Greeter/Dispatcher*, 1987
- Carlisle Manufacturing – Springville, UT, *Seamstress*, 1987
- Brigham Young University, Records Department – Provo, UT, *Microfilmer*, 1986
- State of Oregon, Low Income Energy Assistance Program – Salem, OR, *Office Assistant*, 1984
- Payless Drug Store – Salem, OR, *Cashier*, 1983 - 1984
- D&B Video – Salem, OR, *Sales Clerk*, 1983 - 1984
- Taco John's – Salem, OR, *Food Service Worker*, 1983
- Self Employed – Salem, OR, *Nanny*, Summer 1983
- Ricks College, Study Skills Lab – Rexburg, ID, *Facilitator*, 1982 - 1983
- State of Oregon – Salem, OR, *Microfilmer*, Summer 1982
- Salem Oregon School District, Newcomer's Center – Salem, OR, *Teaching Assistant*, 1980 - 1981
- Del Monte Cannery – Salem, OR, *Break Person*, Summers 1979 - 1980
- Self Employed – Salem, OR, *House Cleaner*, 1978 - 1981
- Self Employed – Salem, OR, *Babysitter*, 1977 - 1981
- Polk County – Salem, OR, *House Cleaner*, 1977 - 1978

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

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
- 6th 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 Medals, Sparring & Forms, North America Open, USAT, Las Vegas, NV, 2005
- Miss Polite Award, Jr. High Basketball, 1979

SOFTWARE SKILLS

- Windows 95, XP, Vista
- Microsoft Word & Outlook
- WordPerfect
- Adobe Photoshop
- Quicken

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

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

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