

# Harriet C. King

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Diversely experienced teacher, office, and computer expert enthusiastic to support my employer's success with my interwoven extrovert geek skill set. My ambition is to help you be productive and efficient. I bring years of resourcefulness, professional communication and confidentiality to work independently or as a supportive and cooperative teammate.

## PROFESSIONAL EXPERIENCE

- Talent Specialist (Case Manager)**, Michigan Works, Hancock MI 2019 – Present  
Talent Specialist assisting job seekers to overcome barriers to employment
- Apply extensive understanding of government policies, procedures, and software
  - Assist diverse customers with job search, computer use, and successful work skills
  - Edit and proofread resumes, cover letters, and other documents
  - Use supportive services & best practices to coach customers over employment barriers
- Bookkeeper & Receptionist**, Great Lakes Accounting, Houghton MI 2016-2019
- Managed diverse confidential clients' bookkeeping, payrolls, employer taxes, reconciliations
- Owner/Tutor**, IT and Computer Services, Harriet the Helper, Houghton MI 2012-2017
- Troubleshoot and solved client issues with computers
  - Taught all levels of computer experience to become comfortable users
- Adjunct Faculty**, Finlandia University, Hancock MI 2012-2017
- Designed and taught required courses in Business and Math: BUS125 Business for Artists & MAT146 Geometry for Artists
- Adjunct Faculty**, Michigan Technological University, Houghton, MI 2017
- Designed and taught required course in Ethics: CS3000 Ethical and Social Aspects of Computing
- Software Engineer** – 7 years, Plastic Flow LLC & Consistacom Inc, Houghton
- Designed, implemented, tested, maintained & deployed software for manufacturing
- Coordinator**, Michigan Technological University, Houghton MI 2014-2016
- Tutored document formatting
  - Performed technical copy editing and formatting of theses & dissertations

## SKILLS

Helpful & patient assistance to diverse people	Professional communication skills
Excellent independent problem solving	Adherence to changing regulations
Effective teacher	Love to organize and document
Technical copy editing and formatting	Expert at office and accounting software
Responsible and confidential	Mental Health First Aid Certified
Excellent research skills	Expert IT skills

## EDUCATION

<b>MS &amp; BS Degrees Computer Science</b>	Michigan Technological University
<b>MEd Art Education</b>	University of North Carolina at Greensboro
<b>BA Studio Art</b>	University of California at Berkeley

Publications, Awards, Volunteer Leadership, and References available