

Peter Dombrowsky Schult

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Highlights of Qualifications

- Extensive experience and facility with computers.
- Take an active role in learning and learn quickly.
- Adept at mathematical reasoning and calculation.
- Good at seeing general rules and methods within details.
- Detail oriented with high accuracy.
- Creative in finding ways to gather and organize data and information.

Relevant experience

Computer

- Designed Excel spreadsheets to keep track of purchases of supplies and books.
- Designed and maintained relational databases using Filemaker Pro.
- Designed, coded, and maintained Hamilton Public Library website and family website using HTML and cascading stylesheets (CSS).
- Upgraded and maintained software and hardware on library public access computers.
- Designed and coded complex numbers calculator in Java.
- Used \LaTeX for typesetting personal documents.
- Used Word, Word Perfect, and other word processing applications to write and format documents.
- Typing speed 27 wpm.
- Worked with Windows 95, 98, 2000, and XP; Mac OS Classic and X; and Linux.

Customer Service

- Provided customer service in retail operations and libraries.
- Helped library patrons find information online and in printed material.
- Tactfully contacted library patrons to remind them to return overdue materials.
- Created and posted advertising for tutoring services, negotiated rates, and provided instruction.

General Clerical

- Organized files, organized warehouse, assembled marketing packets.
- Filed documents and refiled folders.
- Mailed insurance renewal notices, typed endorsements, figured premiums using rate manual.
- Received, sorted, delivered, and processed mail, interoffice mail, and packages.

Foreign languages

- Good at reading, writing, and speaking German.
- Some ability with French.

Bookkeeping

- Kept family accounts using Quicken, managed bills, investments, and taxes.

Cash handling

- Worked counter and cash register at McDonald's.

Supervision

- Chaired Communications Committee for 1996 Western Conference on Linguistics. Supervised other committee members in performance of website development and maintenance, e-mail and conventional mail, and writing of call for papers and conference program.

Instruction

- Taught college students how to use Excel.
- Ran laboratory sections teaching university students about UNIX operating system.
- Tutored university students in lower-division and upper-division mathematics.
- Gave lectures, conducted laboratory/discussion sessions, developed exams, evaluated student work in mathematics, linguistics, and logic.
- Graded mathematics homework assignments.

Light Industrial

- Worked on assembly lines.
- Helped install siding and performed air infiltration abatement.

Employment History

2006	Temporary Worker	Staffings Personnel Systems; Ithaca NY
2002-05	Library Clerk	Hamilton Public Library; Hamilton NY
2004-05	Mathematics Tutor	Self-employed
2002	Substitute Teacher's Aide	Hamilton Central School; Hamilton NY
1997-2002	Family Manager and At-home Parent	Self-employed
2000	Adjunct Instructor	Elmira College; Elmira NY
1994-97	Graduate Assistant	Department of Linguistics, University of California, Santa Cruz; Santa Cruz CA
1992-94	Undergraduate Teaching Assistant	Academic Counseling, Athletic Department, University of Minnesota-Twin Cities; Minneapolis MN
1991-92	Renewal Clerk	Western National Mutual Insurance; Minneapolis MN
1990-91	Temporary Worker	Norrell Temporary Services; St. Louis Park MN

1990	Janitor	Commercial Contractors; Minneapolis MN
1990	Cafeteria Attendant	Pioneer Hall Food Service, University of Minnesota-Twin Cities; Minneapolis MN
1990	Temporary Worker	Quality Temp; Bloomington MN
1987-88, 89-90	Temporary Worker	Qualitemps; Madison WI
1984-89	Mathematics Tutor	Self-employed
1989	Laborer	Wrzeski Energy Services; Madison WI
1989	Mathematics Tutor	Department of Intercollegiate Athletics, Arizona State University; Tempe AZ
1988	Statement Clerk/Messenger	First Wisconsin National Bank of Madison; Madison WI
1983-87	Teaching Assistant	Department of Mathematics, University of Wisconsin-Madison; Madison WI
1983	Crewperson	McDonald's; Metairie LA
1981-83	Grader	Department of Mathematics, University of Texas at Austin; Austin TX

Education

MA in Linguistics; University of California, Santa Cruz; Santa Cruz CA
 BA Summa cum Laude, German/Linguistics double major; University of Minnesota-Twin Cities; Minneapolis MN
 MA-Mathematics; University of Wisconsin-Madison; Madison WI
 BS in Mathematics with High Honors; University of Texas at Austin; Austin TX

Member of Phi Beta Kappa