

LINDA M. MULL

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EDUCATION

Elizabethtown College

Management Information Systems
Bachelor's Degree
(anticipated May, 2017)

Harrisburg Area Community College

Web Development and Design
Associate's Degree
(May, 2014)

Cedar Cliff High School

Business Major
Diploma
(June, 1986)

EMPLOYMENT

Computer Aid, Inc., *Business Analyst*, (June 2014 to present)

- Review of customer specifications for application development
- Responsible for software testing of application
- Liaison between development team and customer

Compworks, *Intern*, (December 2013 to May 2014)

- Responsible for software testing of applications
- Prepare user guides for software applications
- Meet with developers to convey the customer's requirements for their application

Harrisburg Area Community College, *Assistant to Web Master*, (February 2013 to May 2014)

- Perform website updates in Commonspot Management System
- Draft and design web pages
- Prepare forms for web pages
- Meet with Content Managers to determine their needs

Thomas, Thomas & Hafer, LLP, *Legal Assistant*, (July 2011 to August 2012)

- Provided administrative support to two attorneys (Labor and Employment)
- Filed electronic pleadings
- Docketed court deadlines
- Transcribed documents

Skarlatos Zonarich, LLC, *Legal Assistant*, (December 2009 to July 2011)

- Provided administrative support to four attorneys (Litigation and Estate)
- Filed electronic pleadings
- Met with clients to respond to their needs in estate matters
- Prepared probate documents

PA House of Representatives, *Legislative Assistant*, (January 2008 to December 2009)

- Provided administrative support to Representative
- Drafted replies to constituent requests
- Assisted Representative in research requests pertaining to legislation
- Processed PennDOT constituent requests
- Maintained legislative records

Affordable Property Maintenance, Co-founder, (October 2006 to December 2007)

- Researched and implemented steps to start and operate a small business
- Performed all tasks associated with property maintenance
- Prepared and processed customer invoices and payments
- Maintained database for marketing purposes

Commonwealth Court of PA, Judicial Assistant, (January 2002 to September 2006)

- Processed judicial opinions
- Scheduled conference calls
- Prepared monthly judicial notebooks for court sessions
- Maintained Judge's calendar
- Prepared monthly expense reports
- Updated legal publications

ASSOCIATIONS

- Central Penn .NET User group
- Central Penn WordPress User Group
- HACC Dean's List (2010 through 2014)
- HACC Alumni Association
- Phi Theta Kappa (2011-present)

A List of References will be furnished upon request.