**Linda M. Mull**

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***EDUCATION***

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| --- | --- | --- |
| **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.*