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Linda L. Fulkerson

Qualifications

Excellent communication, time management, organizational, and promotional skills. Experienced in a variety of computer programs including word processing, bookkeeping, database development and maintenance, desktop publishing, web page design, and spreadsheets. Proficient at typing, proofreading, copy-editing, composition, spelling, grammar, and 10-key.

Professional experience

Owner

Hired Quill Literary Service/Community Website Solutions
Morrilton, Arkansas
October 2008-present

Specializing in website development and literary services, to include graphic design and promotional campaigns. Additional services include consulting, training, and coaching for authors on writing skills and promotions.

Office Manager

Downtown Church of Christ- Morrilton, Arkansas
November 1998-present

Duties include producing and editing a weekly four-page newsletter to include design, layout and circulation management; budget management and development of bi-weekly expenditure report; accounts payable and receivable; preparation of weekly payroll and all associated government forms and reports; generating weekly email newsletter; maintaining manual and computer bookkeeping records; web page design and maintenance; composing business letters for church leadership and ministers as needed; maintaining 400-plus membership database to include attendance, education, and contribution records; scheduling activities and use of facilities; and material requisitioning.

Publisher/Owner

Petit Jean Press, Inc.- Morrilton, Arkansas
October 2002-December 2006

Duties include all aspects of business management and associated tasks of pre-press production of book manuscripts as well as the development and implementation of a marketing/promotion plan for each book published.

Bookkeeper

Fence Plus- Morrilton, Arkansas
January 1998-December 2002

For husband's fence installation contracting business. Accounts payable, accounts receivable, and payroll.

■ Dispatcher/Accounts Payable Clerk

C. Bean Transport, Inc.- Morrilton, Arkansas

August 1995-November 1998

Dispatcher duties included constant monitoring of the position and activities of over 40 trucks in order to supply customers and load coordinators with status updates, as well as acting as a liaison for the drivers. Required fast-paced problem solving and crisis management in the event of an accident or other unexpected incident. Accounts payable duties included responsibility for paying invoices totally more than \$1.5 million monthly as well as expense account management, control of petty cash, and maintaining associated files.

■ Speaker/Freelance Writer

1995-present

Speaker for Ladies Days, retreats, youth functions, civic organizations, etc. Humor columnist and blogger for Christian Humor Writers. See below for a partial list of published freelance and other writings.

■ Typesetter/Copy-editor/Proofreader

Petit Jean Country Headlight- Morrilton, Arkansas

January-August 1995

Additional duties included writing news articles and headlines as needed and assisting with paste-up, layout, billing, and circulation.

■ Houseparent

New Mexico Christian Children's Home- Portales, New Mexico

March 1994-January 1995

■ Housewife

January 1991-March 1994

■ Avionics Technician/Division Training Manager

United States Marine Corps- Yuma, Arizona; Kaneohe, Hawaii

January 1982-December 1990

Authored, implemented and monitored standard operating procedures in accordance with Marine Corps Training Orders for division of 200-plus personnel consisting of 11 work centers. Maintained individual training records for each Marine, composed training lesson guides, and instructed Work Center Supervisors in proper conduct of formal (classroom) and informal (on-the-job) training. Additional collateral duties included Division Safety NCO; Work Center Security NCO; and Work Center Quality Assurance Inspector.

■ Advertising Account Representative

Morrilton Democrat- Morrilton, Arkansas

July 1981-August 1982

Marked Tree Tribune- Marked Tree, Arkansas

August 1980-June 1981

Published Works

- **Central Arkansas Woman**—staff features writer.
- **The Prodigal Daughter: Hope for Runaway Christians and Those Who Await Their Return**—Book published by Petit Jean Press, December 2002. ISBN 0972509208
- **Christian Woman**—bi-monthly national magazine.
- **Petit Jean Country Headlight**—local weekly newspaper
Numerous articles and news stories published, including a guest editorial.
- **Arkansas Health & Living**—bi-monthly statewide magazine
- **¡Hola! Arkansas**—monthly bilingual statewide newspaper, staff writer.

Education

- **Military schools**
NCO Leadership School; Work Center Supervisor School; Work Center Administration; Micro-miniature Component Repair; Advanced Avionics; Basic Electronics and Electricity; Marine Corps Basic Training.
- **Harding University**
Searcy, Arkansas
Music Education
- **Lepanto High School**
Lepanto, Arkansas
Honor Graduate
Student Council President

Activities/ Affiliations

- **Women In God's Service (WINGS)**—Assistant Group Coordinator
- **Morrilton Rotary Club**—Former Board of Directors
- **Lads to Leaders/Leaderettes**—Group Co-Leader/Award-winning script writer for puppet competition
- **Conway/Perry County Relay for Life**—Online Chair
- **Vision 20/20 Alumni**—Community Development Organization
- **American Christian Fiction Writers**
- **Christian Writers Guild**

References

Furnished Upon Request