

Tara Folk

(740) 645-2492 | tfolk155@gmail.com

Education	
The Ohio State University, Columbus, OH	August 2009 to August 2012
Bachelor of Arts, Political Science	In Progress: Fall 2013 to Present
Work Experience	
American Internet Mortgage Inc.	
Loan Processor	
In this position I packaged loan applications with the supporting paperwork for evaluation by our underwriting department. Great attention to detail and the ability to comply with numerous guidelines and regulations were necessary to efficiently process the files.	
Andrews Lagassee Branch & Bell, LLP	
Receptionist/File Clerk	
In this position I was responsible for keeping all files orderly and up to date for all cases in the office, answering phones and keeping appointments for the office organized. In addition to normal duties I help attorneys and other secretaries on large projects and trial preparation as needed.	
Canadian Parliament	
Intern: Secretarial position to Member of Parliament Cheryl Gallant	
While interning for Ms. Gallant I was responsible for writing response letters to constituents in Ms. Gallants riding (district), updating and collecting information for her term through data collection and organizational methods, answering phones as well as accompanying her to political meetings and events.	
Brio Bravo Restaurant Group Bon Vie Bistro	
Waitress/Hostess	
In this position I worked as both a server and host for the restaurant. My responsibilities as a host were greeting guests, maintaining an organized and efficient waiting list, and informing managers of customer issues in the restaurant. My responsibilities as a server included providing excellent customer service to our guests, as well as cleaning and maintaining the restaurant.	
Brown's Market	
Cashier	
My responsibilities in this position were running the cash register, maintaining the store, preventing theft, and working in the hot deli when needed.	

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Bob Evans Restaurant

Kitchen Attendant and Server

I served as the Carry Home Kitchen Attendant when I started with Bob Evans. Those duties included serving the breakfast bar as well as preparing all to-go meals. I later moved to server and waited the floor.

Service/Leadership

Political Campaign Assistant

In this position I assisted with the overall campaigns of multiple individuals running for office in the 2010 election year. I, among others was responsible for the marketing of these individuals to the public.

Undergraduate Student Government | The Ohio State University

Associate Director on the comity of Academic Affairs, holding the individual position: Head of Libraries

In this position I acted as the liaison for the student body governing individuals of the fourteen libraries on campus. We successfully extended the operational hours of the main library on campus for students.

The National Honors Convocation

A program focusing on business, law and leadership in Washington D.C.

Clubs/Organizations

Mock Trial | The Ohio State University

Member of the competition team which successfully attended the national competition in 2011.

Phi Sigma Theta | The Ohio State University

Member of this national honors co-ed fraternity. Membership only granted to those of academic rigor.

Skills

American Sign Language

Completed four levels at The Ohio State University

Proficient in Microsoft office programs including Word, Excel and Power Point

Successfully completed intermediate Microsoft instruction.