

Julie Perkins
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CERTIFICATION

Standard Oklahoma Teaching Certificate in Elementary Education

EDUCATION

Bachelor of Science Degree in Elementary Education
Northeastern State University

May 2005
Tahlequah, OK

EXPERIENCE

Rural Carrier Assistant

Sort mail, load and deliver mail

January 2023-June 2023
Muskogee, OK

Cherokee Language Master/Apprentice Program

Learn Cherokee Language

Sept. 2020-May 2022
Tahlequah, OK

Museum Cashier

Cherokee National History Museum

-Customer Service

-Balance Drawer

-Data Entry

July 2019-Sept. 2020
October 2022
Tahlequah, OK

Program Eligibility Specialist

Department of Human Services

Scan paperwork into the system

Study policy, data entry, electronic filing

Dec. 2018-Feb. 2019
Fayetteville, AR

Clerk

Adair County Water District 3

-Take payments

-Run bills

-Enter readings

April-July 2016
Stilwell, OK

Teacher

Peavine School

-Prepare lesson plans

-Teach students

-Monitor student progress

-Council students

-Data entry, filing

-Schedule meetings and meet with parents

-Use office machines.

August 2013-Dec 2014
Stilwell OK

Assistant Teacher

CDI Headstart

-Assist lead teacher

-Data entry, filing

-Schedule meetings and meet with parents

-Use office machines

Feb. 2012-July 2012
Stilwell OK

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Nov.2010-Feb.2011
Sallisaw OK

Child Welfare Assistant

Cherokee Nation
-Read files
-Data entry, filing

Teacher

Bell School
-Prepare and teach lessons
-Teach Students
-Monitor student progress
-Council Students
-Data Entry
-Filing
-Schedule meeting and meet with parents
-Use office machines

Sept.2009-May 2010
Stilwell OK

Youth Case Manager

Steps, INC
-Interview clients, determine eligibility
-Test clients, monitor progress
-Date entry, filing
-Schedule meetings
-Use office machines

April 2009-Sept 2009
Muskogee OK

Receptionist, Janitor, Seamstress

Lazy boy
-Answer phones, data entry
-Clean plant
-Sew material

August 2008-April 2009
Siloam Springs AR

Social Worker

Department of Human Services
-Interview clients, determine eligibility
-Data entry, filing, answer phones, schedule appointments
-SNAP, TANF, medical, daycare
-Use office machines

Sept 2007-March 2008
Stilwell OK

File clerk

Adair County Courthouse
-File papers
-Use office machines

June 2007-Sept 2007
Stilwell OK

Teacher

Watts School
-Prepare lesson plans
-Teach students
-Monitor student progress
-Council students
-Data entry, filing
-Schedule meetings and meet with parents
-Use office machines.

Sept 2006-May 2007
Watts OK

Secretary

M&W Builders

-File, make invoices, prepare taxes

-Customer service

-Data entry, balance checkbook, Answer phone

Jan 2001-August 2013

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REFERENCES

Tinker Marler

Office Manager

Richard Short LLC

479-601-5724

Peggy Ritchie

Retired Teacher

918-797-7709

Wanda Hays

Cherokee Nation Businesses

918-575-5871