

Jan Thomas

1023 Conn St. Parkersburg, Iowa 50665
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EXPERIENCE:

September 2003 – Current

City of Parkersburg 608 Hwy. 57 Parkersburg, Iowa

Deputy City Clerk: Assist Clerk in daily operations of City business including payroll, accounts payable, accounts receivable, general accounting, cemetery operations; building permits and zoning administration; preparing for city council meetings; assisting the public, manage incoming phone calls and other miscellaneous office activities.

September 1976-2003

Ingalls Insurance Inc. 240 Third Street Parkersburg, Iowa 50665

Secretary/Office Underwriter: Quoted personal and commercial lines of insurance, accounts payable, accounts receivable, oversight of insurance claims for customers, customer service, payroll, managed incoming phone calls, and general accounting.

EDUCATION:

Iowa Central Community College Webster City, Iowa

Graduated May, 1975: Associates Degree in Office Administration

Northeast Hamilton Community High School

Graduated May, 1974

ACTIVITIES:

Serve as volunteer EMT on Parkersburg Ambulance Service

Chief of the Parkersburg Ambulance Service 2011-2013

Volunteer to deliver meals on wheels

Have served as deaconess, assistant treasurer, participated in choir, praise team, taught Sunday School, and an active member of First Congregational Church;

Enjoy golf, gardening, pond, landscaping, and outdoor activities, and sports