

**RHONDA L. COLE**

167 Creekwood Circle

Saltillo, MS 38866

662-871-4805

Email: [rhondacole71@yahoo.com](mailto:rhondacole71@yahoo.com)

**OBJECTIVE:**

My objective is to work for a company where I have an opportunity for the advancement of my career. I look for challenges in a work environment where I can prove myself to be a strong leader and decision maker.

**QUALIFICATIONS:**

I have been the Clerk of the court for the past 7 years. I oversee the daily operations of the largest court in North Mississippi. I oversee felony initial appearances and preliminary hearing for felony cases. I am responsible for the budgeting process and bill payments for Tupelo municipal Court. I work well with the other departments of the city. I have recently become a Notary for our court. I am self-motivated and a quick study. I have work experience with numerous computer systems and software programs.

**EDUCATION:**

2021/2022 Class of Jim Ingram Community Leadership program.

2014 – present Attend required continuing educational hours as required by law to hold the office of Clerk of the court for Tupelo Municipal Court.

2003-2010 Attended management training classes and phone skills classes as offered through our continuing education programs at Lane Furniture.

1991 Medical Clerk Certificate from Louisiana Business College of Tupelo.

1989 Graduate of Tupelo High School

## **EMPLOYMENT**

**2012-PRESENT** Clerk of the Court for Tupelo Municipal Court.

I oversee daily operations of the largest court in North Mississippi. We are responsible for bond settings on felonies that are processed in Tupelo. I have to monitor felony cases to make sure the city is not over charged for housing with Lee Co Jail. I am the official keeper of the records for the audit that is done yearly. I am responsible for the yearly budget and all payment of bills. I work closely with the judges to cover schedules when conflicts arise and must find fill in judges. I am responsible for the approval of time for my employees. I am responsible for all supplies/forms for the office. I monitor and order all ticket books that must be distributed to the TPD officers. I set the trial dockets for DUI, Code enforcement and animal control and process probable cause cases.

**1997-2011** Sales Service Supervisor for Lane Furniture Ind.

I over saw the daily operations of several territories. I worked closely with the sales representatives of the divisions and help with any production problems as they arise. I had nine women that processed furniture and parts orders and take dealer phone calls. I managed the workflow/distribution of orders submitted by fax through our paperless OnBase system. I was responsible for the training of new employees. I processed timesheets for our corporate office. I handled orders that

must be expedited or have special handling with the production department. I processed monthly discount reports and credit memos. I was responsible for processing order one of your major accounts H G Buying /TJX Companies.

**1996-1997 Receptionist, Collateral Mortgage**

Duties included setting daily appointments for loans officers, greeted new clients, answered an directed phone calls as received. I copied processed loans to be sent to the underwriters for loan approval. I picked up mail from PO Box and distribute to the loan officers. I processed bills for payment and submitted them to corporate office. I completed employment verification forms. I was responsible for sending out our homestead reminders to clients from the previous years.

**1994-1995 Front Desk/Receptionist, Synergy Gas Co.**

I waited on customers as needed to purchase propane or equipment. I answered the phone and took gas orders for clients. I was responsible for the daily bank deposits and mail pick up from the post office. I prepared bills for payment and submitted them to our corporate headquarters. Dispatched trick drivers a new gas orders were processed. I took receipts of new loads of fuel as it was received by tanker/rail car.

**1990-1994 Clerk (Radiology), North MS Medical Center**

I filed radiology reports in x-ray folders, assisted physicians with needed x-rays, I was responsible for processing the x-rays so that the radiologist could dictate reports on the films. Prepared films for patients to pick up. pulled x-rays for surgery cases for the next day. I answered

switchboard calls for the radiologist and took messages as needed and distributed them. Placed calls to physician for the radiologist. Set up appointments for special procedures as needed. I would collect films from the other floors of the hospital when they had been checked out.