

Linda K. Schumacher, CPA
3233 Stein Road
Shelby, Ohio 44875
419-564-6375
E-mail address – lschumac@mail.mvnu.edu

October 16, 2023

Please accept the enclosed resume as an expression of my interest in serving as a member of the Board of Governors of the Mid-Ohio Educational Service Center.

I was hired as Payroll Clerk at Pioneer in 2005. To further my education, I returned to college to obtain my Bachelor of Business Administration degree (2009) and complete the requirements for an Ohio School Treasurer's License (2010). In July of 2012, I became Treasurer at Pioneer Career & Technology Center. I have worked all of my life with the public and, as you will note in my resume, I have extensive experience as a Certified Public Accountant and Supervisor. My tax background has been extremely beneficial in understanding legal implications that would affect Pioneer and our staff. My experience in school business operations would be greatly beneficial to Mid-Ohio Educational Service Center.

I look forward to discussing with you the contributions I could make as a member of the Board of Governors.

Sincerely,

Linda K. Schumacher, CPA

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Profile:

- *Qualified by business education, customer service and administrative experience.
- *Eager to contribute to the growth and management of a progressive and well-respected school district.
- *Professional appearance and advanced interpersonal communication.
- *Highly motivated, strong work ethic, available as needed for training, travel, overtime, etc.

Education:

West Liberty State College
West Liberty, West Virginia
Undergraduate Course

North Central Technical College
Mansfield, Ohio
Associates Degree in Accounting - 1988

Certified Public Accountant - 1989

Mount Vernon Nazarene University
Mount Vernon, Ohio
Bachelor of Business Administration - 2009

Ohio School Treasurer License – 2010

Work Experience:

Pioneer Career and Technology Center 2012 – Present

27 Ryan Road
Shelby, Ohio 44875

Treasurer

The Treasurer has the responsibility as Chief Fiscal Officer of the school district. This responsibility encompasses the receipt, accounting for, and disbursement of all types of public funds as required by applicable laws and in accordance with Board regulations and policies.

Pioneer Career and Technology Center 2005 – Present

27 Ryan Road
Shelby, Ohio 44875

Treasurer's Office/Payroll-Human Resources

- *All aspects of payroll
- *Benefits Administrator
- *Negotiating Team
- *Preside at Treasurer's position in Board of Education Meetings
- *Assist in preparing five-year forecast
- *Assist in annual audit
- *Assist Payables Clerk

Energy Conservation Services Incorporated 1992-2005

Shelby, Ohio 44875

Human Resources Manager, Payroll Accountant, Tax Accountant

- *Produce bi-weekly payroll
- *Administrator for 401K Pension Plan
- *Administrator for health insurance plan
- *Administrator for all benefit packages
- *Produce Certified Payroll
- *Workers' Compensation Administration
- *Produce all payroll tax reports and payments
- *File Corporate Federal, State & Local Income Tax Returns

Sampsel & Associates 1985-2005

Shelby, Ohio 44875

Public Accounting

- *Client Write-Up
- *Tax Accounting
- *Payroll Accounting

*Business Advisor

Bank One of Mansfield 1981-1985

Mansfield Ohio

Bank Teller Supervisor

*Supervised four full-time employees

Vault Teller Supervisor

Additional Information:

*Experienced with both PCs and Macintosh computers

* Proficient in Word, Excel, Reflections State Software, Great Plains, Client Ledger System, QuickBooks and TaxAct

*Involved as an adult volunteer for organizations such as 4-H, FFA, PTO, Shelby Boosters Club

References:

Mrs. Glenna Cannon
7326 St. Rt. 19 Unit 2312
Mt Gilead OH 43338

Jerry Payne
92 Linwood Ct.
Shelby Ohio 44875

Mr. Al Sears
Teacher, Pioneer Career & Technology Center
Education Association of Pioneer Representative
5518 Twp Road 96
Fredericktown Ohio 43019