

Laurie Loveman

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PROFESSIONAL PROFILE

OBJECTIVE

Freelance Writing, Business and Legal Document Typing and Correspondence

EDUCATION

1984 to 1989	University of Cincinnati B.S. Degree in Fire and Safety Engineering Technology Graduated Summa Cum Laude	Cincinnati, Ohio
1970 to 1986	Cuyahoga Community College Associate of Science Degree	Cleveland, Ohio
1970 to 1984	Cuyahoga Community College Associate of Arts Degree	Cleveland, Ohio

EMPLOYMENT HISTORY

1986 to Present	Warrensville Township/Village of Highland Hills Highland Hills, Ohio <u>1986 to 1992:</u> Administrative Aide, Police Department <u>Duties:</u> Maintained records, accepted traffic waivers, created forms and databases, wrote and/or edited correspondence and reports, assisted police chief as needed <u>1995 to Present:</u> Staff Officer, rank of Lieutenant, Fire Department <u>Duties:</u> Maintain records, create forms, write and/or edit correspondence and reports, assist fire chief as needed <u>1990 to 2005:</u> Administrative Aide, Department of Public Works <u>Duties:</u> Maintain records, prepare purchase orders, handle citizen requests or complaints, assist director as needed <u>1986 to 1990:</u> Firefighter, promoted to Lieutenant in 1990, Warrensville Township Volunteer Fire Department
1990 to Present	<u>Free-Lance Typist</u> Composition and typing of business letters, preparation of legal briefs and correspondence, manuscript editing, proofreading, and typing, medical transcription
1984 to Present	<u>Free-Lance Writer, Fiction Author</u> Articles published in fire service and equine breed journals, and general publications. Four novels published, fifth novel in planning stage.

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EMPLOYMENT HISTORY, continued

- 1972 to Loveman Appaloosas Solon, Ohio
1988 Farm Management: Responsible for the health and daily care of foals and broodmares, assisted in delivery as needed, provided medical treatment for recuperating racehorses under supervision of veterinarian.
- 1962 to Highland View Cuyahoga County Hospital, Warrensville Township, Ohio
1966 Supervisor, Histology/Cytology Laboratory
Duties: Formulated, organized, and monitored laboratory operations, interviewed and recommended applicants for training, instructed students in histologic technique.

VOLUNTEER ACTIVITIES AND SPECIAL PROJECTS

- 2004 to Member of the National Fire Protection Association (NFPA) Technical
Present Committee on Fire and Life Safety in Animal Housing Facilities.
- 1990 to Charter Member, Highland Hills Fire Department, Rank of Lieutenant, Ohio-
Present certified Fire Safety Inspector, Training in Hazardous Materials Awareness and Operations, Building Construction for Fire Suppression Forces, Volunteer Fire Service Management, Arson Detection, Arson & Fire Scene Photography
- 1996 to Participated in the restoration of one of the oldest farms in Russell
2005 Township, Ohio
- 1994 to Researched history of several century homes in Ohio to determine age and
1997 family histories
- 1972 to Regional associations horseshow administrative assistant and ringmaster
1995 for nationally recognized horse show judge, Sandy Shaffer

- EXCELLENT REFERENCES AVAILABLE UPON REQUEST -