

**Tara Targovnik**  
**1314 Vernon North Drive**  
**Dunwoody, GA. 30338**

**EDUCATION:**

B.A. Political Science  
The University of Tennessee  
Major: Public Administration  
Minor: Business and Economics

May, 1993  
Knoxville, TN

**EMPLOYMENT:**

Executive Assistant

*Eleanor Joseph & Associates, LLC*

October 2009-present  
Chamblee, GA

- Manage all accounts payables and receivables including QuickBooks files.
- Develop policies and procedures within company.
- Prepare client contracts and marketing proposals.
- Maintain utmost discretion when dealing with sensitive topics.

Mathematics Teacher

*Greenfield Hebrew Academy*

August 2008-August 2009  
Atlanta, GA

- Teach 5<sup>th</sup> and 6<sup>th</sup> grade middle school mathematics.
- Implement stimulating lessons to capture students' attention and interest. Utilize discussion based lessons in order to promote a deeper understanding of the concepts.
- Create and administer quizzes and tests to track student progress. Update parents consistently of student progress.
- Offer in-school tutoring to help struggling students improve their critical thinking and problem-solving skills.

Administrative Assistant

*Adecco Temporary Services*

*Bristol-Myers Squibb*

Spring 2000-Spring 2003  
Atlanta, GA

- Provide temporary administrative support to the District Business Managers and the field representatives.
- Provide support to the Region Sales coordinator and the Region Business Director.
- Prepare weekly product sales results in the form of spreadsheets and charts for the region and track monthly time utilizations.

Owner/Manager

*Tara's Travel*

Summer 1994-present  
Sevierville, TN/Dunwoody, GA

- Independently established a successful full service travel agency accommodating diverse travel needs.
- Responsible for overseeing daily operations of travel agency.
- Arrange travel services for individual clients.
- Perform group coordination and management of agency accounting.

Owner and Rental Agent

*Schuette Apartments*

Summer 1992-present  
Sevierville, TN

- Manage leasing process for family-owned rental properties by interviewing and qualifying potential tenants.
- Handle tenant maintenance requests and accounts receivable.

Staff Assistant

Winter 1993-Summer 1994

*Office of the U.S. Senator Jim Sasser*

Knoxville, TN

- Hired as an assistant to the Senator after serving as a student intern.
- Expedited and resolved constituent issues with various government agencies, and prepared related correspondence.
- Represented the Senator at meetings and special events.
- Compiled and reviewed constituent opinions.