

PAMELA S. VENNEMAN

PROFILE

My natural desire for organization and attention to detail is the core in the process of indexing. I am competent to index books in many fields, and I have a special interest in Arts & Crafts, Children's Books, Cooking, Education, How-to, Music, Needle Arts, Outdoor Life, Photography, Textbooks and Trade Books. Interests: harp, hiking, lighthouses, needle arts, and vintage television.

EMPLOYMENT EXPERIENCE

Owner, Lighthouse Indexing Services (1997-current), providing professional indexing to publishers and authors.

Substitute Teacher, Lakota Local Schools (2007-current)

Remote Administrative Support, Delta Zeta Sorority National Headquarters (2007-current)

Page, West Chester branch of Middletown Public Library, West Chester, Ohio (1999). Duties included shelving media.

Production Office Clerk (1973-1977), Reproduction Room Clerk (1977-1982) Wm. Powell Company, Cincinnati, Ohio. Duties included production and drawing file maintenance. Restructured filing and record keeping systems. Created microfilm aperture cards, blueprints, sepia and Mylar prints for drawing revisions subject to NRC regulations.

EDUCATION

Certificate. Basic Indexing Course (1997). Graduate School of USDA.

Coursework. Graduate Courses in Education (1991) Miami University, Oxford, Ohio.

BA in Elementary Education, magna cum laude (1988) College of Mt. St. Joseph, Cincinnati, Ohio. Other honors: Dean's List, Advisory Board Scholarship, Adult Scholarships, Alpha Chi Honorary secretary.

VOLUNTEER ACTIVITIES

Lakota East High School Upbeat Club (1996-2007). I have served as president, communications director (6 years), newsletter editor (3 years) and webmaster (3 years) for this band booster organization. I also served on the uniform, stage and pit crew committees.

American Society of Indexers, Heartland Chapter (1998-2003, 2008). Served as publicity director (2 years), by-laws committee (2 years)

St. Paul UCC (1986-2003) Served in various capacities including Sunday School coordinator (9 years), church's first author/sole webmaster (3 years), vacation planning committee secretary, and various committees.