

DEBRA C. FISCHER  
3010 N. 2nd Street, Apt. B  
Harrisburg, PA 17110  
(717) 941-2457

## **PROFILE**

Versatile skill set, self-starter, self-confident, integrity, organized. quick learner with experience in customer service, written and oral communications, recognized skills in mentoring, training, and leading team projects.

## **EXPERIENCE**

### *Strip Miner/Articulated Truck Operator*

R.E. Pierson Materials  
Rheems, PA 17022  
10/2017 - 08/2018

Operate and perform general maintenance on articulated truck. Ground labor when needed. Winter maintenance of belts on primary and secondary conveyors when necessary. Assist in general maintenance of other heavy equipment when needed. Daily pre-trip and log of materials hauled. Office filing and training to be weigh master in the scale house. Trained new employees on how to operate and maintain articulated truck.

### *Skilled Worker*

HRI, Inc.  
State College, PA  
08/2015 - 09/2018

Construct, plant or other work activities as directed by Job Site Foreman/Supervisor. Concrete work operations, earth work operations, follow company safety policies and procedures; clean and prepare construction sites to eliminate possible hazards; control traffic passing near, in, and around work zones; signal equipment operators to facilitate alignment, movement, and adjustment of machinery, equipment, and materials; dig ditches and trenches, backfill excavations, and compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, and rakes; position, join, align, and seal structural components, such as concrete wall sections and pipes; measure, mark, and record openings and distances to lay out areas where construction work was performed; load and unload building materials, machinery, and tools and distribute them to appropriate locations; build and position forms for pouring concrete, pour concrete, and dismantle forms after use, using hammers, nails, or bolts.

### *Administrative Assistant*

Department of Human Services, Children and Youth Division  
Harrisburg, PA  
01/2016 - 04/2016

Read, reviewed and analyzed possible child abuse cases. Closed or reopened backlogged cases. Filed daily reports and created memos.

### *Pilot Car Driver/Trainer*

Valley Heavy Haul  
Muncy, PA  
09/2014 - 08/2015

Safely escorted oversized loads and super loads from point A to point B. Provided traffic control and route surveys when necessary. Trained new employees.

*Pilot Car Driver/Trainer*

ECM

Williamsport, PA

01/2013 - 08/2014

Safely escorted oversized loads and super loads from point A to point B. Provided traffic control and route surveys when necessary. Trained new employees. Helped educate new supervisor about his new position at the request of my superior.

*Owner/Operator*

Katt's Pilot Car Service

Jersey Shore, PA

06/2006 -08/2014

Safely escorted oversize and super loads to and from designated areas without incident or an accident. Obtained permits. Flagged traffic when necessary. Bid for jobs, scheduled loads, dispatched other employees and sub contracted escorts, managed all financial accounts. Route surveys. Acquired proper permits when necessary. Assisted oversized moves from military protected sites (TWIC).

*Legal Assistant*

Drier and Dieter Law Office

Jersey Shore, PA

02/2007 – 01/2008

Answering phones, prepared legal documents, courthouse filing, faxing, copying, research, schedule appointments, office errands, etc.

*Legal Assistant/Paralegal*

Rosamilia and Brungard

Lock Haven, PA

08/2000 – 01/2005

Closed out files, scheduling, took dictation, copier and fax machine, handled banking, courthouse filing, prepared documents, performed deed searches, prepared billing, and other duties as needed.

**EDUCATION**

Central Penn College

Summerdale, PA

A.A.S., Medical Assisting, Anticipated graduation July 2020

Phlebotomy Certification, October 2019

Newport Business Institute

Williamsport, PA

Post-secondary academic degree, Associate degree

Major: Secretarial Science w/Legal Option

Jersey Shore Jr/Sr High School

Jersey Shore, PA

High school graduate

Major: Academic Studies

## REFERENCES

Name: Lucy Hunsberger, M.S., CMA (AAMA)  
Reference Type: Professional  
Job Title: Professor  
Years Known: 1  
Day Phone: (717) 728-2450

Name: Heather Peasley  
Reference Type: Professional  
Job Title: Salon Owner  
Years Known: 20  
Day Phone: (570) 748-6766

Name: Bob Buckmoyer  
Reference Type: Personal  
Job Title: Supervisor  
Years Known: 5  
Day Phone: (717) 269-8569