

TRISH TOLLEY

WORK EXPERIENCE

- History Computer Lab Assistant*** Brigham Young University
Sep 2001-current
Provo, Utah
- Assisted patrons with software-related projects
 - Taught mini-classes to other students
- Hourly Shift Manager, Lead Server, Fountain Trainer*** Boise Galaxy Diner
Feb 1998-Aug 1999
Summers 2000-2001
- Directed employees to successfully fulfill their jobs
 - Trained new employees in various job descriptions

EDUCATION

- Family History Major, Eastern States Emphasis*** Brigham Young University
Aug 1999-current
Provo, Utah
- Graduation April 2004, 3.33 Major GPA
 - Alice Rice Academic Scholarship Recipient

COMMUNITY INVOLVEMENT

- Intern, Private Genealogical Research*** BYU Family History Program
Jan 2004-current
Provo, Utah
- Research trouble spots for private client
 - Compile genealogical information for publication
- Utah State Historical Society, Historic Preservation*** Rio Grande Bldg.
May-Jun 2003
Salt Lake City, Utah
- Made 40 cemetery transcriptions available online
 - [<http://history.utah.gov/library/burials.html>](http://history.utah.gov/library/burials.html)
- Idaho Diabetes Youth Programs Counselor*** Camp Hodia
1-8 Aug 1998-2003
Lake Alturas, Idaho
- Taught children diabetes care techniques
 - Handled registration paperwork
- Cougar Marching Band Member*** Brigham Young University
Fall semester 1999-2003
Provo, Utah
- Performed at football games—field and stands
 - Served as Records Committee Member

SKILLS AND INTERESTS

- Studied German for 4 years; speak conversationally
- Typing 55 wpm, proficient in all Windows OS, Microsoft Word, Excel, PowerPoint, Quicken Basic, HTML, Adobe Photoshop, Personal Ancestral File
- Cashier and customer service experience
- Webmaster of genealogy pages:
[<http://freepages.genealogy.rootsweb.com/~tolleygenealogy>](http://freepages.genealogy.rootsweb.com/~tolleygenealogy)
[<http://www.rootsweb.com/~usgenweb/marriages/newyork/newyork.htm>](http://www.rootsweb.com/~usgenweb/marriages/newyork/newyork.htm)
- Member, Phi Alpha Theta History Honor Society, Beta Iota Chapter, BYU

References available upon request.