

RITA S. SCRANTON

1721 Oxford Way Oklahoma City, OK 73120
 (405) 637-0702 (text only) email: AprilFoolOKC@aol.com

OBJECTIVE

PRODUCTION ASSISTANT – I am a recent graduate of the Oklahoma Film & Television Adademy and will use educational experience, common sense, good communication skills, and professional competence to assist in achieving organizational goals.

WORK HISTORY

eBay Sales, The Village, OK 9/2009 to present
 Self-employed selling merchandise via eBay. Write descriptions, photograph, list, and package sales for shipping.

OSU-OKC, Oklahoma City, OK 9/2017 to 3/2020
 Interpreter Training Program Sign Lanuage Tutor
 Assist students with ASL Studies as needed. Interact with students and play sign language games in the ASL Lab.

Contemporary Services Corporation, Oklahoma City, OK 9/2007 to 3/2020
 CLEET certified, part-time/seasonal security guard/event guest services. Provide crowd control and consumer assistance at OU and OSU Football games, Basketball games, and other events.

Hospice Caregiver, Oklahoma City, OK 8/2010 to 5/2014
 Provided full-time in-home palliative care to my father who was diagnosed with Parkinson's Disease, Parkinson's related dementia, and lymphoma.

Scranton's Antique Mall, Oklahoma City, OK 6/1999 to 8/2010
Owner/Manager
 Responsible for complete operation in managing this retail establishment specializing in glassware, collectibles, books, and other "antique" related merchandise.

Telegen Corporation, Redwood City, California 9/1996 to 12/1997
Test Engineer/Technical Writer
 Assist programmers to assure proper performance of software in developing and improving the company's products. Write product instruction manuals.

Progressive Independence, Norman, Oklahoma 4/1995 to 6/1996
Independent Living Specialist
 Provide various services to people with disabilities, and other members of the community.

Other Work Experience

I also currently do part-time work as an ASA Softball Umpire, Professional Clown, Mime, Actor, and Lawn Care Professional (mow, edge, and trim). Between 1976 and 1996 - Owned and managed a retail military surplus store and mail-order enterprise. Spent many years involved in all operations of the following ventures in partnership with other family members: Antique dealing, Locksmithing, and Estate liquidations. I have also worked in asbestos abatement and as a Teacher at a clown camp for children (one week during the summer each year for many years). Skills: MS Office, MSWord, Excel, Internet, eBay Sales, and Social Media.

EDUCATION

Oklahoma Film & Television Academy, Spencer, Oklahoma
Set Ready Course Take 10

The University of Oklahoma, Norman, Oklahoma
Master of Education in Community Counseling, 1993
BBA in Marketing, 1979

College of San Mateo, San Mateo, California 9/97 to 12/98
 Computer Science, Acting
 Courses: Pascal and C++ programming

Oklahoma State University, Oklahoma City, Oklahoma Various years
AS in American Sign Language, 2015
 Courses: Computer Hardware and Software in preparation for A+ Certification, Victimology, and American Sign Language

PERSONAL

Many varied interests include acting, mime/clown, backpacking, writing, reading, computers, social media, and participating in softball and other sports. Hold the rank of Nikyu (Brown Belt) in Hakkoryu Jujitsu. Member of Ho Ho's Central Oklahoma Clown Alley, Bricktown Clowns, Clowns of America International, Former member OCPD Citizen Police Academy Alumni, OCFD Citizen Academy Alumni Association, and OCFD Fire Corps. **Fluent in American Sign Language.**

REFERENCES --- Available upon request.