

LISA BISHOP GIBSON

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OBJECTIVE

To obtain a position that will enable me to use my organizational skills, educational background while utilizing my professionalism in public administration issues be it for the county of Lexington or state of South Carolina.

PROFESSIONAL HISTORY

Nov **Planning Commissioner**
2011 *Town of Lexington*
to *Lexington, SC 29072*
Present

Appointed by the Mayor and Town Council of Lexington to render decisions with commission on issues for growth in the Town of Lexington. Monthly hearings regarding rezoning, new development and other issues deemed necessary by the Town Council.

Aug **Substitute**
2010 *Lexington School District One*
to *Lexington, SC 2072*
Present

Substitute for Lexington High and Lexington Technology Center. Classroom work but majority of positions involve front office, guidance and attendance duties. Functional in Powerschool. My schedule is filled mostly by personal requests from staff.

1998 **Creative Arts Director**
to *Inman First Baptist Church*
2005 *Inman, SC 29349*

Liaison with Pastor and Music Director. Responsible for purchase, coordination, implementation of all arts in worship. (drama, video, web design, creative movement) Copyright law for church. Training of volunteers and utilization of video production. Directed and authored drama for worship.

1993 **Sales Service Representative**
to *Rock-Tenn Company (RTS Packaging)*
1998 *Norcross, GA*

Responsible for the design of partitions for client packaging ie; Ball Glass, Ocean Spray, Barcardi, Aveda, Sutter Home, Maine Apple Growers . Coordination with the mills for production and scheduled delivery. Client relations, new product development and visits.

- Appointed for Team 2000, a management "think tank" for visionary direction of RTS.
- Promoted from Public Relations to the Partition Division Sales Team

1989 Administrative Specialist to Vice President
to NCR & British Telecom
1991 Columbia, SC & Atlanta, GA

Previous positions as Administrative support for Vice Presidents of these companies.

EDUCATION

1984 University of South Carolina
to Columbia, SC
1989 Public Relations and Journalism

Bachelor of Arts, Minor in Sports Administration

- President of Fellowship of Christian Athletes
- Vice President of Public Relations Society of America

SOFTWARE/SYSTEM SKILLS

Power School
Raptor
Microsoft Word
Outlook
Adobe elements
Powerpoint
MediaShout

VOLUNTEER EXPERIENCE

2012 Finance Committee
to Mt. Horeb United Methodist Church
Present Lexington, SC 29072

Appointed by the Pastor for decisions of spending and developement of Mt Horeb.

2011 **Fundraising Board for Art in the Garden**
to *Lexington Interfaith Community Services*
Present *Lexington, SC 29072*

Chairman of silent auction committee for the event "Art in the Garden" at Wingard's Garden Center. Major fundraiser for LICS. Auction nets close to \$3,000 for the event. Procurement and implementation of the items, team and event.

REFERENCES

Dr. Brad Pitts, DMD
Board of Trustees, Lexington District 1

Wally Steinhauser
Wingard's Garden Center
Lexington, SC 29072

Cindy Shelnut Smith
Board of Trustees, Lexington District 1

LeeAnn Crapps
Lexington High School Substitute Coordinator