



Joy B. Gardin  
25441 Karen Street  
Oak Park, Michigan 48237-1308

248-967-3540 (voice)  
877-281-8229 (message/fax)  
[jblg@gardinconsulting.com](mailto:jblg@gardinconsulting.com)

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## SUMMARY RESUME

### EMPLOYMENT HISTORY:

GARDIN CONSULTING GROUP, LLC. Oak Park, MI 1984 – Present. (Part-time until March 2000, now full-time.)

#### Current and Recent Engagements:

- Prepare graphical presentations for Area Agency on Aging client
- Office management and support for Insurance Company client
- Assist with formatting survey instruments – multiple clients
- Compile final HIPAA readiness & compliance reports for mid size HMO
- Administrative support for provider and payer satisfaction surveys
- Grant Proposals, Business and Strategic Plan formatting and compilation

#### Prior Employment:

OFFICE SUPPORT; January 1996 - June 1999. Yeshiva Beth Yehuda Schools. Oak Park and Southfield, Michigan

SUBSTITUTE TEACHING; January 1996 - June 1999. Yeshiva Beth Yehuda Schools. Oak Park and Southfield, Michigan

ADMINISTRATIVE ASSISTANT; January 1994 - December 1995. State Mutual Life Assurance Co. Southfield, Michigan

COMPUTER TYPOGRAPHY AND GRAPHIC LAYOUT; August 1983 - October 1992. Detroit Jewish News. Southfield, Michigan

SOLE PROPRIETOR; January 1976 - December 1983. J.B. Typing Service. Oak Park, Michigan

MICHIGAN REGIONAL REPRESENTATIVE; June 1980 - January 1981. Gold Reclamation Services, Baltimore, Maryland

COMPUTER TYPOGRAPHER; October 1973 - August 1975. Type, Inc. Detroit, Michigan

#### EDUCATION:

Stern College for Women, Yeshiva University, New York, New York

#### Continuing Education:

H and R Block Training. Taxes. Detroit, Michigan

Oakland Community College, Royal Oak, Michigan

IBM Seminars. Computer Typography. New York, New York

**SELECT COMMUNAL ACTIVITIES:**

PTA Board Member, Recording Secretary, President and Chairperson. 1984-1999

Board Member, Officer, and President of Michigan Branch, American Friends of  
Acheizer Orphanages. 1974-1989.