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Objective Statement: To obtain a position which will utilize my skills and abilities allowing opportunities for advancement and professional growth

Education And Training

- Mansfield Business School - Dallas, Texas; (1992-1993) Certificate - Information Word Processing; Word Perfect 5.1
- Mountain View Community College - Dallas, Texas (1987-1989); (2009-2011) General course work in Accounting, Social Work
- University North Texas - Dallas, Texas Bachelor of Science in Human Services Management and Leadership/Alternative Dispute Resolution Certificate (May, 2014)

Work Experience

2017-2018 TAM Hearts Foundation - Director- assistant to the owner, work closely with the owner and staff to ensure the foundation was running in accordance to the bylaws. Running the office, setting up appointments for the owner, purchasing, hiring and firing of employees.

2015-2018 – Texas health Presbyterian hospital - Housekeeper- engaged positively with patients and staff, cleaned rooms and public areas throughout the hospital.

Volunteer Experience

2013 - Cedar Crest Comets Cheer Squad/Cedar Crest Salvation Army Pop Warner

Provided leadership and motivation to the cheerleaders, helped coach organize fundraiser to raise money for the girl's cheer competition.

2014 – Succeeding at Work

Internship from January to May. Performed general office procedures, responsible for organizing and researching prospective vendors to sponsor and donate to the Teens at Work Workshop. Facilitate Teens at Work classes, which provide the youth with tools needed to seek and gain employment. Create documents, letters, and effectively communicate with donors building a rapport for repeat donations. Generated resources saving the organization funds by over \$900 dollars in food, gift cards, and other in kind support from donors.

Technical Skills

- Computer Literate –Microsoft Word, Publisher, Power Point presentations, and Excel
- Typing 45 wpm
- Data Entry Alpha and Numeric
- Filing - Alphabetical and Numerical
- Accounts Receivable

- Customer Service

References

Barbara Clemons 214-926-0868 (cell); 972-925-6811 (work)
Stephanie Gilmore 714-514-1796 (cell); 949-639-4124 (work)
Covyonne Davis 214-793-6991