

# Sheila Wimberly

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## Professional Profile

Experienced Business Administration and Management Professional that is seeking a position that will allow career growth. Possesses skills that relate directly to operational planning and management, program planning and management and human resources management. Experienced in establishing good working relationships and collaborative arrangements with community members. Highly skilled at record keeping and report production. Proficient in the use of computers for word processing, financial management, email and internet communications. Highly effective in the area of ensuring effective organizational operations. Qualified to build internal and external relationships by organizing training, development and team building initiatives to promote organizational growth and improve operations of organizations. Interested in becoming an asset to an organization by strategically leading, organizing and planning a department or business. Vastly versed in book keeping, coordinating, scheduling events and providing outstanding customer service. Certified event planner that possess the capabilities to coordinate, manage and execute corporate events..

## Education

Bachelors Arts in Business Management  
University of Phoenix – Phoenix, AZ

August 2009- July 2013

## Personal Affiliations

Shields Creative Designs  
Ollie Wimberly Scholarship Fund

## Key Skills

- Memo Development
- Data Entry
- Report Generation & Distribution
- Meeting & Appointment Scheduling
- Document Retrieval
- Employee Interviewing & Training

## Experience

Registrar

August 2015 – Present Date

Ombudsman – Shreveport, LA

- Facilitates effective student registration and enrollment
- Creates secure student data files
- Organizes and maintains student files by ensuring all student documentation is accurate
- Provides clerical support to attendance secretary and assistant program administrator as needed
- Adheres to organizational policies and procedures by maintaining confidential records
- Updates all necessary records accurately and completely as required by law
- Coordinates all cumulative student records (new students and withdrawals)
- Creates, modifies and distributes documents, reports and spreadsheets using various office equipment
- Responds and requests new student records via phone and email
- Trains new employees to perform student registration and administrative functions as needed
- Maintains online student demographic database by ensuring all information is accurately updated
- Greets parents, students and school district employees with a warm and welcoming attitude
- Answer phones as needed in a professional and courteous manner

Long Term Substitute Teacher

August 2013 – May 2015

Caddo Parish School Board – Shreveport, LA

- Assisted with planning, preparing and delivering instructional activities that facilitated active learning experiences
- Established and communicated clear objectives for learning activities in the absence of the teacher
- Assisted with properly recording and reporting results of student assessments
- Instructed and monitored students in the use of learning materials and equipment as needed
- Updated all necessary records accurately and completely as required by law
- Observed and evaluated student's performance and development
- Provides direct and indirect instructional support to students in a positive environment

Executive Secretary

May 2012 – November 2012

State Representative Barbara Norton – Shreveport, LA

- Developed agendas for meetings to ensure organizational management
- Prepared meeting packages and/or documents to be distributed during meetings
- Transcribed, formatted, inputted, edited, retrieved, copied and transmitted correspondence of data
- Word processed all manuscripts, letters, documents and proposals
- Recorded, date stamped and distributed incoming mail to appropriate individuals
- Maintained an accurate filing system of all correspondence
- Monitored production processes to ensure conformance to specifications
- Answered and directed calls in response to general inquiries
- Maintained appointments and organized the scheduling of meetings
- Created, modified and distributed documents, reports and spreadsheets using various office equipment