

SHEILA WHITEHEAD-EVANS

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Professional Summary

Accomplished and energetic [Job Title] with a solid history of achievement in [Type of Work]. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include [Skill 1], [Skill 2] and [Skill 3].

Service-oriented [Job Title] with [Number] year background in [Type of Environment].

Core competencies include [Skill 1], [Skill 2] and [Skill 3] as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

Skills

Experience

License foster homes and treatment home for sexual abuse children 06/1990 to 10/1999
Ohio Youth Advocate Program – Columbus, OH

- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.

Driver

08/1986 to 06/1994

Columbus Public School District – Columbus, OH

Work with special needs children

- Check vehicles to ensure that mechanical, safety, and emergency equipment is in good working order.
- Operate equipment, such as truck cab computers, CB radios, and telephones, to exchange necessary information with bases, supervisors, or other drivers.

Education

Bachelor of Science: Business

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Franklin University - Columbus, OH

South High School - Columbus, OH