

Sheila Cohlma

2711 Lanier Street
Weatherford, OK 73096
580-772-8072

Employment History

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| 1999 to Present | <p>FHC Engineering, Inc., Weatherford, OK
Branch Office Manager. Coordinates document flow to meet deadlines and contractual requirements. Processes pay estimates and claims for payment. Assists project managers to meet administrative deadlines.</p> <ul style="list-style-type: none">• Calculated concrete pay factors using statistical analysis for turnpike paving project. |
| 1996 to 1999 | <p>Okla. Department of Transportation, Clinton, OK
Traffic Secretary. Requisitioned material from state contracts, processed claims, and assisted Traffic Staff.</p> <ul style="list-style-type: none">• Processed payroll data for 180 employees, tracked accumulated leave time, and compiled division wide equipment usage data each month in addition to normal Traffic job duties. |
| 1984 to 1996 | <p>Eagle Supply & Rental, Inc., Weatherford, OK
Office Manager. Processed Accounts Receivable, coordinated advertising programs, reconciled bank statements, acted as counter person for sales and equipment rentals.</p> <ul style="list-style-type: none">• Purchasing agent for janitorial sales inventory for six years. |
| 1983 to 1984 | <p>3M Company, Weatherford, OK
Temporary Secretary. Created computer generated visual aids and performed general office duties.</p> |
| 1982 to 1983 | <p>SWOSU Music Dept., Weatherford, OK
Departmental Secretary. Assisted departmental chairman and performed general office duties.</p> |
| 1979 to 1981 | <p>Street's Department Stores, Oklahoma City, OK
Assistant to Children's Buyers. Acted as liaison between 11 stores and corporate headquarters. Assisted store managers and corporate buyers.</p> <ul style="list-style-type: none">• Prepared weekly sales reports and sales projections for children's wear for the clothing buyers. |

Education

Graduate of Southwestern Oklahoma State University, Weatherford, OK with a Bachelor of Science in Retail Management 1979.

Graduate of Leadership Weatherford 2001.

My education continues to be an ongoing process by completing a variety of university and career technology classes and by attending a variety of business related seminars. A compilation of this additional education will be provided by request.

Personal References

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