Sharma K. Sanders

1215 SE 88th Ave.◼Portland, OR. 97216 ◼Cell: (503) 200-4589 ◼ Email: sharma968k@yahoo.com

Admin/Personal Assistant/Event Planner

Customer Service Expert ◼ MS Office ◼ Good Written/Verbal Communicator

Key Skills

|  |  |
| --- | --- |
| Office Skills: | Telephone & Front Desk Reception / Customer Service / Filing Database & Records |
| Computer Skills: | Word / works/ Excel / PowerPoint / Access / Outlook |

Professional Experience

Portland Public Schools (Portland, OR)◼*Para-Educator 2*, 11/2006-Present

* Special Education Department , Direct services to students with Disabilities

Blue Key Coffee House(Vancouver, WA.) ◼*Co-Owner/Manager*, 03/2007 to 08/2008

* Managed daily operations of coffee business and managed supplies to the shop

Albina Early Head Start Program (Portland, OR)◼*Family Advocate/Home Visitor*, 1/2006-8/2006

* Conducted weekly visits to clients’ home, assisted families with applying & obtaining employment, provided social services, case manage clients

Early HeadStartFamilyCenter of Portland(Portland, OR.) ◼*Child & Family Development*

*Specialist,* 2/1998-5/2005

Head teacher and Home Visitor, Trained staff on curriculum, Provided social service to clients

Facilitated team meetings and involved with the organization to create training for all the staff

EDUCATION

WarnerPacificCollege*(Portland, OR.)*◼Master of Art in Teaching, 2011

WesternOregonUniversity*(Monmouth, OR)*◼Bachelors of Interdisciplinary Studies, 1995

LaneCommunity College*(Eugene, OR)*◼Associate of Art in Early Childhood Ed., 1992