

# Sharon Romero

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## SUMMARY

Highly organized professional skilled in problem solving, able to handle multiple priorities, and meet deadlines. Independent, self-motivated, and conscientious with strong customer focus. Known for great attention to detail with sharp awareness of omissions/inaccuracies and promptness to take corrective action.

## EDUCATION

- **Fullstack Web Development Bootcamp - *CNM Ingenuity, Central NM Community College***
- **M.A., Recreation - *The University of New Mexico***
- **B.A., Journalism and Mass Communication - *The University of New Mexico***

## WEB DEVELOPMENT SKILLS

- **HTML, CSS, JavaScript, Angular & Node, mySQL, PHP, jQuery Form Validation**

## AWARDS & ACCOLADES

- Polar Leader of the Pack Award (*August 2011*)
- Highest possible ratings received from Presbyterian healthcare Services (through Excel Staffing Companies) in categories of work performance, attendance & punctuality, and cooperativeness & attitude. (*April 2007*)
- YWCA Vision and Spirit Award (*December 2005*)
- YWCA Merit Award (*June 2005*)

## PROFESSIONAL EXPERIENCE

### **Training Coordinator**

***Polar Electro Inc., Albuquerque, NM (2007-2018)***

- Track and maintain various Excel spreadsheets including but not limited to budget information and training and workshop information
- Prepare, update, review, and maintain contractor contracts
- Process and review expense reports and contractor fees
- Learned various company software programs in a short amount of time including customer management relationship software and enterprise application software programs
- Proficiently manage a group of 20+ trainers and schedule, organize, and track 100+ trainings and workshops provided throughout the United States
- Create and update material for various company websites, trainings, and marketing
- Communicate daily with numerous customers located throughout the United States

- Create, renew, and update customers' website licenses
- Maintain paperwork and databases for customers' website licenses
- Work closely with colleagues in New York and Finland offices in designing and implementing company-wide processes and procedures for website licenses, trainings, and customer support service center
- Entered company orders into SAP software

#### **Administrative Assistant**

***Excel Staffing Companies, Albuquerque, NM (2006-2007)***

- Placed in various temporary assignments with companies such as Presbyterian Healthcare Services, Ktech Corporation, and American Staff Augmentation Providers
- Reviewed company contracts for items such as contract agreement conditions and upcoming deadlines
- Distributed contracts to various departments within the organization and maintained contract files
- Updated 1,000+ member database
- Created various documents in computer programs including but not limited to, Excel and Microsoft Word
- Checked employee timesheets and entered them into QuickBooks
- Performed various office duties such as answering phones, making copies, and sorting and distributing mail

#### **Operations Coordinator**

***YWCA Middle Rio Grande, Albuquerque, NM (2002-2006)***

- Reviewed and processed check requests, employee timesheets, and information for bi-monthly reporting due to the State of New Mexico and the City of Albuquerque
- Tracked program budgets and updated various information in Excel spreadsheets and Access databases
- Prepared the program newsletter, created and presented parenting workshops, and updated the program website
- Contacted various vendors regarding billing and contractual errors.

#### **Administrative Assistant**

***YWCA Middle Rio Grande, Albuquerque, NM (1999-2002)***

- Compiled and delivered bulk mail
- Reserved company cars and conference rooms
- Registered participants for various workshops, created and compiled workshop materials
- Tracked and reviewed new program members' paperwork
- Tracked and disbursed petty cash
- Tracked and maintained office inventory
- Performed various office functions such as answering phones, sorting through and delivering mail, assisting the public, taking meeting minutes, making copies, ordering supplies.