**Sharon Ann Clark**

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**OBJECTIVE:** To obtain a career with an established company that may utilize my education and experience while providing me with the opportunity to grow within the company as I achieve my objective for long term employment.

**QUALIFICATIONS/**

**SKILLS:** Quick learner, reliable/committed, professional & well organized, passionate about quality work, strong belief in work ethics, strong belief in integrity, self-motivated and self-sufficient, versatile.

**Proficient:** Windows 98, Lotus, PowerPoint, Publisher, FrontPage, Outlook, and Quicken Family Lawyer. **Knowledgeable:** Microsoft XP Professional, Word, Excel, Access, Grant Writing, QuickBooks Pro, and ADP PC/Payroll, and Federal – State Taxes.

**EDUCATION:**

2008 **P.T.I.N, Professional Tax Identification Number**

Liberty Tax Services, Statesville, NC

2005-2007 **B.S., Business Administration**

Gardner-Webb University, Statesville, NC

2001-2004  **A.A.S, Business Administration**

Mitchell Community College, Statesville, NC

**WORK EXPERIENCE**:

**Professional Tax Preparer**

Jan. 2009-April 2009 Liberty Tax Services, Statesville, NC

Communicate with the owner of the company and other departmental personnel. Responsibilities include greet clients/visitors; prepare personal/business returns; data entry; process/distribute checks; answer/direct phone calls; xerox; call clients in regards to their status of their returns; answer client/visitors inquiries.

**PT** **Teacher**

Nov. 2008-Feb.2009 Academic Achievers – S&L Consultants, Charlotte, NC

Communicate with director of operations and lead teacher, while also interacting with students, parents, and staff. Responsibilities include tutoring students’ k-8 in math and reading after school; conduct assessments; prepare materials/curriculum in the math and reading skills; instruct through lectures, discussions, and demonstrations of subjects; complete bi-weekly assessments of students’ progress to parents; maintain/modify records of attendance, quizzes, and time sheets; monitor/evaluate students’ outcome; prepare reports on students’ and activities as required by company.

**Electronic Assembler /Customer Service**

June 2005-Sept. 2008 Pro-Tech, Inc., Statesville, NC

Communicate with the owner of the company and other departmental personnel. Responsibilities include set-up and assembly of various raw electronic printed circuit boards manually according to schematics on a daily basis; answer/direct phone calls, receive orders from customers: via telephone/ fax; soldered; perform quality inspections/repairs; packaging and inventory; assemble hardware and various wires; shipping/receiving.

**Administration**

March 2005-April 2005 Wilkins Financial Services, LLC, Huntersville, NC

Communicate with the owner of company. Responsibilities include opening office daily; assisting support to the owner; greet clients/ visitors; process/distribute mail; answer/direct phone calls; payroll; bank reconciliation; data entry; create invoices; record credit card transactions; xerox; fax; receive/process time sheets; via phone/mail; maintain/modify files; document/record information.

**Project Administrator**

Nov. 2004-Dec. 2004 Grogan Associates, Davidson, NC

Communicate with the project manager, site surveyors, and other departmental staff. Responsibilities include data entry; xerox; maintain/modify survey packets; receive/review survey packets and photos; maintain/manage data entry status reports daily; load /rename/rotate survey photos; create/reorganize file folders within database; document/record information.

**Administration**

Sept. 2004-Nov. 2004 Overcash Electric, Inc. Mooresville, NC

Communicate with various levels of departmental staff. Provide administrative and project support to 10-12 departmental personnel in their day-to-day operations. Responsibilities include data entry; fax; file; xerox; proof reading; process/distribute mail; errands; answer/direct phone calls on a 5 line switchboard; manage Nextel phone system and purchase supplies.

**Work-Study/Administrative Assistant**

Sept. 2003-Feb. 2004 Co-op/Job Placement Office Mitchell Community College, Statesville, NC

Communicate with director and administrator of the Co-op office. Responsibilities include opening office daily; assisting support to director and administration; process/distribute mail; data entry; errands; answer/direct phone calls; maintain/modify job postings' bulletin boards and manuals; register students for Co-op elective(s); submit/fax qualified co-op and/or non co-op students with registered and/or non registered employers; maintain/modify students' and employers' files; process co-op student's monthly time and wage information; inventory/order supplies.

**Member Services Representative**

Nov. 2000-May 2001 BJ's Warehouse Club, Mooresville, NC

Communicate with managers. Responsibilities include opening/closing of the member services desk as scheduled; assist in the day-to-day operations of the members service desk; enlist customers for inner circle/business memberships; maintain/modify business memberships for tax exemptions and/or renewals; data entry; analyze information; answer/direct phone calls on a 10 line switchboard; handle members sales/inquiries; conduct refunds/exchanges/returns; process/distribute mail; receive/direct employment applications to human resource office; perform monthly inventory.

**Sales Associate**

Dec. 1999-Oct. 2000 Dollar General, Mooresville, NC

Communicate with manager. Responsibilities include assist in opening/closing of the store according schedule; provide customer service and sales support to the public; order/receive stock; restock merchandise; answer phone; conduct all cashier responsibilities.

**Automatic/Manual Operator**

Sept. 1998-Nov. 1999 OEM Worldwide, Inc. Charlotte, NC

Communicate with supervisor and other departmental personnel. Responsibilities include operating various machines for circuit boards on a daily basis according to materials list; review production schedules; performs automated equipment set-up functions which include the loading of electronic components, raw cards, feeders, fixtures, stencils, etc.; enter/manage information in database; order supplies; analyze data; monitor/identify materials and procedures; responsible for set-up and assembly of various raw electronic printed circuit boards manually according to schematics on a daily basis; soldered; complete monthly production schedule on time with little or no supervision; train new employee in automatic/manual operations; perform quality inspections/repairs; shipping/ receiving; inventory.