

SHEILA K. GRIFFIN

Administrative Assistant
Department of Kinesiology, Sport and Leisure Studies

ADDRESS

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EDUCATION

Diploma	Northeast Louisiana Vocational Technical School Farmerville, LA December 1985
Diploma	Farmerville High School Farmerville, LA May 1981

FURTHER QUALIFICATION

Civil Service Examination
Passing score of 98 of 100 points,
Secretary Position

EMPLOYMENT EXPERIENCES

2004 - Present	Administrative Assistant III Department of KSLS Grambling State University Grambling, LA
2006 – Present	Administrative/Clerical Assistant Title III, Faculty Professional Development Grambling State University Grambling, LA

EMPLOYMENT EXPERIENCES

1994 – 2004	Secretary II Department of HPER Grambling State University Grambling, LA
1991 – 1994	Typist Clerk II Department of HPER Grambling State University Grambling, LA
1988 – 2006	Computer Specialist National Youth Sports Program (NYSP) Department of KSLs Grambling State University Grambling, LA
1986 – 1991	Typist Clerk I Department of HPER Grambling State University Grambling, LA

SPECIAL TRAINING

- Computer Application Skills
- Aldus PageMaker
- Microsoft Word
- Type 95-100 wpm
- Knowledge of office machines
- Knowledge of Macintosh and Gateway Computers
- Knowledge of administration and management
- Knowledge of supervision of student workers
- Knowledge of other office tasks and duties

REFERENCES

Dr. Willie Daniel, Department Head
Grambling State University
Department of KSLS
GSU Box 4244
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Dr. Phyllis Love, HPE Coordinator
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Dr. Martin Ayim, Associate Professor
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