

# Sharon H. Edwards

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## Experience

1982-Present      Grambling State University      Grambling, LA

### **Administrative Assistant 3**

- { Compose and type routine correspondence independently; screens telephone calls, visitors and incoming correspondence; personally responds to request for information concerning office procedures; determines which request should be handled by the supervisor.
- { Schedules appointments without prior clearance; makes arrangements for conferences and meetings and assembles established background materials as directed; attend meetings and record and report on proceedings.
- { Reviews outgoing materials and correspondence for internal consistency and conformance with supervisor's standards and procedures; assures that proper clearance has been obtained when necessary.
- { Responsible for student workers.
- { Perform administrative functions such as payroll preparation, travel reports, supply requisitions, etc.
- { Operate personal computer, fax machine, copier.
- { Maintain student and general files.
- { Assist other faculty, secretaries, and department heads in other departments when necessary.

## Honors

Member, Earl Lester Cole Honors College  
Member, International Association of Administrative Professionals

## Education

July, 2000   Grambling State University  
Grambling, Louisiana  
Bachelor of Science - Office Administration  
Graduated Magna Cum Laude

## References

Available upon Request