

# Sheila A. Burkett

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- Objective**      **Provide business and technical direction, design and analysis to companies and individuals.**
- Experience**    **President**  
01/2006 to present at Tuxedo Park Management, LLC, St. Louis, MO
- Advised Confluence Academy on the development of their three year strategic Technology Plan for the state of Missouri
  - Since 2005, provide guidance to Craft Alliance on their strategic and tactical technology decisions
  - Assist individuals and organizations on efficient use of technology.
- President**  
01/2006 to present at Tuxedo Park Leasing, LLC, St. Louis, MO
- Manage the day to day operations of the storage business.
- Vice President**  
01/2006 to present at Tuxedo Park Racing, LLC, St. Louis, MO
- Manage the day to day operations of the race and sports car performance business.
  - Established eBay store for new and used auto parts.
- Sr. Lecturer**  
08/2006 to 05/2008 at UM-St. Louis, St. Louis, MO
- Assisted in development and deliver required undergraduate business course "Information Systems Concepts and Applications".
- General Principal and Director**  
08/1985 – 06/2006 Edward Jones, St. Louis, MO
- 2000-2006 Senior Director of Strategic Planning, Infrastructure, Change Management, Internal Controls
  - October, 2005 – Presenter at SIUE Sarbanes Oxley Symposium
  - 1996-2000 Director of Software Development Departments
  - 1994-1996 Department Leader of Software Development Teams
  - 1992-1994 Team & Project Leader Software Development Teams
  - 1990-1992 Programmer Analyst & Project Leader
  - 1988-1990 Data Dictionary Administrator
  - 1985-1988 Helpdesk Specialist
  - Achieved Limited Partner in 1990 and General Principal in 1999
- Education**    **UM St. Louis, St. Louis, MO**  
08/1985 – 08/1989
- Bachelor of Science in Business Administration (BSBA) with an Management Information Systems emphasis
- Washington University, St. Louis, MO**  
08/1997 – 05/1999

- Executive Master of Business Administration (MBA)

**Harvard – Executive Education Program**

- “Delivery Information Services”

**UCLA – Executive Education Program**

- “Managing the Information Resources Program”

**Skills**

COBOL, HTML, JavaScript, DotNetNuke, Access, SQL, Excel, Word, Power Point, Project, Microsoft Macros, Visual Basic, WordPerfect, GIMP, PrintShop, NVU, QuickBooks, PeopleSoft, Palm, eBay

Strategic Planning, Project Management, Crisis and Disaster Recovery Management, Small Business Start Up and Management, Business Problem Solver, Business Process Analysis & Redesign, Software Designer, Software Developer, Software Testing, Software Implementation, Marketing and Communication Planning, Organizational Design and Behavior, Human Resources Management, Personal Coach and Mentor, Career Development, Public Speaking

**Interests**

Craft Alliance

- Board of Directors - Executive Committee
- Board Development Chair
- Technology Committee member
- Strategic Planning Committee member

**Member of eWomenNetwork (2007-present)**

- Guest Speaker (6/2007)

**St. Louis Region Sports Car Club of America (SCCA)**

- Board of Director & Board Secretary
- Club Racing Food Coordinator
- Region Webmaster
- National Licensed Registration and Race Administrator

St. Louis Panhellenic Alumnae Association

St. Louis Delta Zeta Alumnae Chapter

- Panhellenic Delegate
- 2006 Delta Zeta Acoth Award for Outstanding Alumnae

UM-St. Louis MIS Board of Visitors

Webster Groves Class of 2010 Parent Board

- Educational Grants Representative

**Awards**

**2006 St. Louis Business Journal Most Influential Business Women**

**References**

**References are available on request.**

**Sheila Burkett**