

# Sheila A. Burkett

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## Objective

To further advancement of women, minorities and children by supporting organizations that provides education, scholarships or grants to these individuals. Special interest in organizations with a science, technical or arts focus.

## Experience

### Avery Elementary School

- Room Mother (2007-08)
- Copy Volunteer (2007-08)
- Avery Play Actor, Dancer, Producer & Director (1999-2001)

### Boy Scout Troop 303

- Plant Sale Chair (2005, 2006)

### Craft Alliance Board (September 2005-present)

- Executive Board (2007-present)
- Board Development and Nominating Committee Chair (2007-present)
  - Technology Committee
  - Chair (2005-2007)
- Provide guidance to Operations Director and assist with technology issues as needed.
- Strategic Planning Committee (2005-present)
- Gala Committee (2006, 2007, 2008)
- Assist with fundraising at corporate and individual level

### Delta Zeta Sorority (1986-present)

- Initiated Iota Xi Chapter in January, 1986 at UM – St. Louis
  - Panhellenic Delegate (1987-1989)
  - Panhellenic VP in 1987 and Panhellenic President (1988)
  - Housing Corporation President (2006-2007)
- Member of the St. Louis Alumnae Delta Zeta Chapter (1989-present)
  - President
  - Panhellenic Delegate (2000-present)
- National Sorority
  - 2006 Delta Zeta Acoth Award for Outstanding Alumnae
  - Delta Zeta Foundation Scholarship Committee (2008)

### St. Louis Region Sports Car Club of America (SCCA) (2002-present)

- Board of Director & Board Secretary (11/2006-present)
- Club Racing Food Coordinator (2005-present)
- Club Racing Committee (2006)
- Race Weekend Chairman (2005, 2006, 2007)
- Region Webmaster (2008)
- National Licensed Registration and Race Administrator (2005-present)

- Implemented online registration system for Club Racing in St. Louis
- Regional Club Racing Driver (2005-2006)
- Solo II Driver (periodically)

St. Louis Alumnae Panhellenic Association (2000-present)

- Held the following one year positions: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Publicity, Scholarship Chairman, and Scholarship Treasurer.
- Led effort to invest money held in CDs into investment account to establish endowment fund.
- Streamlined all offices held to eliminate processes, automate and provide up to date online communication.

UM-St. Louis IS Board of Visitors (2002-present)

- Curriculum Committee (2002-present)
  - Chairman – (2003-2005; 2008)
- Executive Board (2004-2008)
- President Elect – 2004; President – 2005; Past President – 2006
- External Publicity Committee (2006-2008)

Webster Groves Class of 2010 Parent Board (2008)

- Educational Grants Representative (2006-07, 2008-09)
- Treasurer (2003-04)
- Establish Google Group for communication with parents

Webster Groves School District Foundation (2000-2007)

- Educational Grants Committee
  - Chairman
- Golf Tournament Committee
- Swim Under the Stars Chairman

Volunteer to organize end of year parties, drinks, bench coach and general help as needed for children's sports teams.

**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

**References**

References are available on request.

**Sheila Burkett**