

1736 Airport Road
Oakdale, TN 37829

423.369.4236 Home
865.250.7603 Cell

Sharon Grillett

Objective

To join a strong company where I can use and build upon my experience to the benefit of both and to find a secure job career that I will find challenging and enjoy working in long term.

Experience

04/2006-present Valley Farmers Co-op Harriman, TN

Sales & Purchasing

- Experience with Merchant RM-EFC Operating Systems, familiar with MS documents and Outlook-email and maintaining calendars, financial banking as required.
- Handle purchase orders, requisitions of office supplies, act as liaison between vendor representatives and store for new purchases and tracking current stock.
- Responsible for customer relations and minor computer troubleshooting as required.
- Scheduled meetings and other functions with vendors, booking facilities and any catering needs.
- Uphold store security codes and keys to vault and store alarm system and doors.
- Maintain regular inventory checks to diminish profit loss.

04/2005-12/2005 Vivian Crandall, Attorney at Law Oak Ridge, TN

Receptionist

- Maintained strict adherence to verbal and written information control for attorney/client privileges.
- Maintained professional atmosphere of front and back office, maintained client files and records, assisted clients with questions and disseminating information and documents to them from attorneys.
- Handled mail and faxes and maintained mail records, handled multi-line phones and directed calls to appropriate attorney or paralegal.
- Assisted the paralegals with obtaining and processing information as required, assisted with scheduling appointments for clients.
- Notary Public- certified until August 17, 2009

09/2004-03/2005 Two Cox Farms Harriman, TN

Exercise Rider

- Maintained general appearance of the 16 stall active training barn, daily grooming and preparation of horses for trainer.
- Maintained equipment and show trailer, warmed up horses at shows and showed them for owners as required.
- Maintained contact with horse owners at barn functions and shows.

1994-04/1998 Bank of America Fresno & Orland, CA

Teller/Customer Representative

- Assisted with daily banking needs of customers, answered questions and explained banking services.
- Directed customers to appropriate manager as their needs required.

Education

1996-2003 California State University-Chico Chico, CA

- B.A., History, emphasis in Medieval/Renaissance Studies of Western Europe.
- Graduated with Honors, Phi Alpha Theta History Honors Society.
- Studied German 3yrs and French 1yr.

Interests

Traveling in Europe, reading, writing my book, spending time with my children, riding my horses.

Travel

January 2004

- Spent 8 days traveling in London, England, Amsterdam, The Netherlands, and Oudenaarde, Belgium for independent Masters research.

March 2007

- Spent 12 days in London, England and surrounding countryside for more research under the tutelage of a professor of History at the University of Surrey-Roehampton.
- Through Letters of Introduction written by the professor gained entrance to view research in the restricted collections of the Warburg Institute and the British Library.
- Offered a place in the university's Masters Program before returning to the United States.