

Sonja Theresa Sheffield

Upper Marlboro, MD, USA

Biographical Data

Human Resources, Education, and Operations Management

2005 Master of Arts, Higher Education
2006 Master of Arts, Divinity
2009 PhD Candidate, Education, Specialization Postsecondary & Adult Education

TEACHING EXPERIENCE

2006 – present, Adjunct Faculty
Regent University, Virginia Beach, VA

2007 – present, ESL Instructor
Prince George's Community College, Largo, MD

2007 – present, GED Instructor
Prince George's Community College, Largo, MD

1999 – present, Piano Music Teacher
1999 – present Tutor, Language Arts, Critical Thinking
2006 – 2007, ESL Instructor of Korean students (online)

HUMAN RESOURCES EXPERIENCE

2004 – 2006, Employee Relations Specialist
Academy for Educational Development, Washington, DC

- Program Administration, Employee Relations, Training and Staff Development,

1997 – 2002, Regional Office Operations Manager
SAS Institute, Rockville, MD

- Budget management (125K), Performance Evaluation of administrative staff
- Security and maintenance of all facilities' operations

2003 – 2004, Paralegal
Schmeltzer, Aptaker, & Shepard, Washington, DC

- Prepare for closings, hearings, trials, investigate the facts of cases, prepare the legal arguments, draft pleadings and motions to be filed with court, obtain affidavits, and assist attorneys during trials

1979 – 1995, Senior Human Resources Specialist
Xerox Corporation, Arlington, VA

- Salary administration, organizational development, employee relations, HRIS, policy administration, benefits administration, training, staffing & employment, performance management, supervision