

Shoshaughna D. Jenkins
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SKILLS PROFILE

- Ability to work with irate/distraught individuals
 - Knowledge of and experience with office procedures and practices
 - Good filing and organizational skills
 - Experience in handling confidential paperwork
 - Ability to take accurate phone messages and deliver messages promptly
 - Ability to work individually or as part of a team
 - Able to multi-task and prioritize
 - Typing (50 wpm)
 - Working knowledge of Microsoft Office applications, WordPerfect and internet search
 - American Red Cross certified in Adult CPR and First Aid
 - Training in crisis/suicide intervention
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EMPLOYMENT HISTORY

Community Corrections Specialist 11/2005 - Present
Alvis House, Columbus, OH

- Provide case management and counseling to ex offenders with substance abuse and/or mental health problems.
- Facilitate alcohol and drug programming.
- Provide clerical duties as needed.
- Maintain case files of 20-25 clients.
- Train new employees.
- Assist in American Corrections Association (ACA) and Department of Rehabilitation and Corrections (DRC) audit accreditation process.

Administrative Assistant 06/2002 – 09/2002
D.C. Shephard, CPA, Driving Park Commission, Columbus, OH

- Accurately filed documents to appropriate client files.
- Typed various documents as assigned.
- Appointment setting.

Assistant Manager 11/1999 – 06/2000
Successories, Columbus, OH

- Acted as store manager when manager was unavailable.
 - Opened and closed store.
 - Assisted customers with various product questions.
 - Ordered and stocked new inventory.
 - Trained new employees.
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EDUCATION

AST Degree in Funeral Arts and Sciences In Progress
Pittsburgh Institute of Mortuary Science, Pittsburgh, PA

Bachelor's Degree in Criminal Justice with Minor in Psychology 2005
Wright State University, Dayton, OH

Diploma 2001
Bishop Hartley High School, Columbus, OH

