

Shonna Bernard-Joseph

CAREER OBJECTIVE

Highly skilled, team-oriented, passionate individual looking to work for a company that offers career growth opportunities where I can apply my education, experience and leadership in a professional sound environment.

QUALIFICATIONS

20+ Account Management

20+ K-12 Teaching (Online platform and classroom)

20+ Customer Service/Success

20+ Designing and developing extracurricular learning

15+ Real Estate, Market Research, Property Management

15+ Human Resource

15+ Recruiting

10+ Sales Force

10+ Marketing experience

Typing 65 wpm with accuracy

Proficient in MS Word, Excel, PowerPoint, Email CRM tools

Strong communication, problem solving demonstrated through leadership roles

Strong written communication, able to communicate concisely and effectively

Strong organizational skills

Strong Teamwork, Relationship Building, and Problem Resolution

Results focused and effective leader who is dedicated to leadership, diversity, accountability, and lifelong learning.

EDUCATION

UNIVERSITY OF PHOENIX

September 2017

M.A.Ed. Education

Physical Education Teaching Credential

ORANGE COUNTY OFFICE OF EDUCATION

September 2017

Career Technical Education Business Teaching Credential

UNIVERSITY OF PHOENIX

June 2011

M.M Management

USATF Level 1 & 2 Schools

Level 2 – Cal State Fullerton

July 2017

Level 1 – Cerritos College

July 2012

Allied Business Schools

February 2008

Professional Property Management

LONG BEACH STATE UNIVERSITY

June 1996

BS Business Administration

WORK HISTORY

Corona Norco Unified School District - Norco, CA 2009 – Present
On campus Intervention Teacher Roosevelt HS – Eastvale, CA
Substitute Teacher Roosevelt HS - Eastvale, CA
Head Track & Field Coach Roosevelt HS - Eastvale, CA
PTA Representative (Clara Barton Elementary, River Heights Intermediate)
Roosevelt High School (President, Auditor, Communications Advisor)
Umoja Program Coordinator

GFS Prep Academy – Moreno Valley, CA 2015 - 2019
Middle/High School Online Teacher

SBJ Consulting - Eastvale, CA 2008-Present
Owner
Professional Property Management, Management, Sales, Administrative, Consulting, Recruiting, Market Research, Human Resources, Job Recruiter and Account Management Services.

Orange Elementary – Corona, CA 2014 - 2017
Computer Teacher

Interactive Heath 1997 - 2002
Account Manager
Customer Service Manager

Alpert & Alpert Iron & Metal – Los Angeles, CA 1994 - 1997
Front Office -Customer Service

Professional Affiliations

Alpha Kappa Alpha Sorority Inc. – Service to all mankind since 1908
Active member: 2020 – Present
Parent Teacher Association – Active member since 2002

Licenses & Certificates

- USATF Level II Instructor (2017)
- USATF Level I Instructor (2008)
- Certificate of Excellence in Track & Field (2009-2012)
- How to handle individuals with Tact and Skill, (Fred Pryor Seminars)
- How to Supervise --- Customer Service, (Fred Pryor Seminars)
- Managing Professionals – Management, (Fred Pryor Seminars)
- Knock your socks off --- Customer Service, (Fred Pryor Seminars)

References available upon request