

SHARON A. RUMOHR

Practical Computer Solutions LLC, 950 W. Monroe St., Suite G-100, Jackson, MI 49202 • Telephone: (517) 784-0637

QUALIFICATIONS

Extensive experience as an Office Systems Instructor for clerical support through executive level staffs. Highly proficient in presentation, program development, client assessment and motivation skills. Have traveled extensively throughout Michigan to assess client needs and conduct training programs.

EXPERIENCE

PRACTICAL COMPUTER SOLUTIONS, LLC

September 1991 to Current

Established my own Training and PC Consulting Business

CONSUMERS ENERGY

May 1982 to July 1991

Office Systems Instructor II (1988-1991)

Office Systems Instructor I (1985-1987)

SKILLS

TRAINING PROGRAMS

- Developed, designed and customized training programs for Consumers Energy, Eaton Aerospace, Michigan Automotive Compressor and the Nuclear Management Company at the Palisades Nuclear Plant, South Haven, Michigan.
- Proficient in Outlook, Microsoft Word, Excel, PowerPoint and WordPerfect.

SPECIAL PROJECTS

- Designed, developed and implemented a company wide, standardized procedures manual for both office systems instructors and course participants at Consumers Energy. Content, clarity and usefulness increased student's productivity.

SPECIAL PROJECTS (Continued)

- Team leader on a Document Conversion Project. Practical Computer Solutions converted 100,000 pages of Nuclear Procedures from WordPerfect to Word for the Nuclear Management Company at the Palisades Nuclear Plant, South Haven, Michigan.

CUSTOMIZED TRAINING PROGRAMS

- Customized and generated the Lotus Notes Courseware with a Consumers Energy Coordinator for training across the State of Michigan. Developed a training schedule and trained for the Lotus Notes Rollout at Consumers Energy.

PERSONAL STRENGTHS

High Energy • Reliability • Initiative • Thoroughness • Perseverance • Confidence

PROFESSIONAL DEVELOPMENT

Member of Greater Jackson Chamber of Commerce - 1991 - Current

Lansing Community College - 1992 - 1994
Supplemental Instructor training Computer Seminars

Jackson Community College - 1992
Designed, developed and implemented a program on "How to Increase Your Income With a Home Computer"

WordPerfect Corporation, Orem, Utah - 1991
Passed intense testing to become a Qualified Certified Resource for WordPerfect

Attended Masey Institute , Chicago, Illinois - 1991
Technology Delivered Instruction Training Seminar

Attended Conflict Management - 1991
Held at Consumers Energy