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## SHERICKA L. BLAIR

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### Summary of Skills

Increasing responsibilities with comprehensive experiences in office administration, management, communications, budget, and organizational skills. Focus on planning, analyzing, compiling and implementing plans and reports. Can be trusted with confidential information, quick learner, ability to work independently and in a team environment, can handle multitasks and set priorities.

### Education

Bachelor of Science, Organizational Management - Crichton College – December, 2004  
Master of Arts in Human Resources Management – Webster University – May, 2007

### Professional Experience

#### Administrative/Management

- Established and staff a new office (City Metro Alarm Office)
- Established Bankruptcy and Delinquent Tax Specialist job functions
- Managed an office (Permits Office)
- Researched and prepared legal documents
- Prepared weekly and monthly analysis reports
- Received, reviewed and processed employee transfers
- Received, processed and maintained leave of absences for employees
- Responded to inquiries regarding employees benefits/payroll
- Prepared, processed, and maintained payroll and applicant tracking
- Assisted Human Resources Manager throughout the year with projects
- Monitor Federal Funding for No Child Left Behind (NCLB)

#### Supervision/Training

- Recruited and interviewed applicants
- Supervised and trained staff
- Analyzed and approved documents
- Forecast budget and prepared budget for department
- Planned marketing strategies
- Planned and presented Presentations
- Research financial information

#### Communication

- Excellent interpersonal and public relation skills
- Analyze and resolve customer discrepancies/disputes
- Strong communication skills with the public and all levels of staff
- Excellent written and oral communication skills

### **Employment History**

05/2005 – Present

Program Project Specialist

Memphis City School, No Child Left Behind

12/2002 – 5/2005

Human Resource/Payroll Specialist

City of Memphis, Public Works Administration Division

9/1999 – 4/2000

Interim Permits and Metro Alarm Supervisor

City of Memphis, Finance Division

6/1999 – 12/2002

Bankruptcy and Delinquent Tax Specialist

City of Memphis, Finance Division

### **Awards**

2000 Mayoral Award of Excellence