

SHARON MUHA

Cary, NC

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WORK EXPERIENCE

JULY 2021 – PRESENT

JOURNAL CREATOR, SELF-EMPLOYED

Creator of health and wellness journals/trackers.

SEPTEMBER 2012 – PRESENT

WRITER/AUTHOR, SELF-EMPLOYED

Romance author in multiple subgenres.

2010 – PRESENT

PROOFREADER, SELF-EMPLOYED

Proofread manuscripts for authors.

MARCH 2002 – PRESENT

MARY KAY INDEPENDENT BEAUTY CONSULTANT, SELF-EMPLOYED

Provide product information and consultation for customers of Mary Kay products.

SEPTEMBER 2003 – AUGUST 2007

MARY KAY INDEPENDENT SALES DIRECTOR, SELF-EMPLOYED

Provide product information and training for Independent Beauty Consultants and customers of Mary Kay products.

JANUARY 1993 – AUGUST 2003

SOFTWARE APPLICATIONS PROGRAMMER, SAS INSTITUTE

Business applications programmer; in charge of help system, source control, and macro programming for SAS/CPE; creator of Publications Information Entry and Retrieval System (PIERS) for the Publications Division.

VOLUNTEER EXPERIENCE

JULY 2020 – PRESENT

COMMUNITY TEAM LEADER, LONGLEAF SCHOOL OF THE ARTS

Meet with Mrs. Williams once a month; lead a once-a-month Zoom meeting for LSA parents, disseminate information from Mrs. Williams, and provide a question-and-answer period during each session.

JUNE 1997 – PRESENT

PERCUSSIONIST, ALTO/SOPRANO, AUDIO/VISUAL TECH, ST. MICHAEL CATHOLIC CHURCH CARY

Handbells, miscellaneous percussion instruments as needed, singer as needed; currently run audio for YouTube/Facebook broadcasts of mass; assist with camera operation.

NOVEMBER 2014 – DECEMBER 2018

PTC COMMUNICATIONS CHAIR, CARDINAL CHARTER ACADEMY

In charge of wording/presentation of all communications from the PTC (Parent Teacher Cooperative); copy edited all principal and PTC wording for clarity to ensure understanding; gathered all stories, pictures, information, features, and principal letter items and formatted them for the weekly parent newsletter; created and structured the CCA PTC website in the same format that is still in use today <https://ccaptccary.org/>; proofread the Parent-Student Handbook.

EDUCATION

DECEMBER 1993

B.S. COMPUTER SCIENCE, NORTH CAROLINA STATE UNIVERSITY

3.46 GPA, Magna Cum Laude, Minor in Math

SKILLS

- Google searches
- Microsoft Office 365 (Word, Excel, Publisher)
- Google (Drive, Docs, Sheets, Slides)
- Mac (Keynote)
- Adobe Cloud (Acrobat/PDF tools)
- Canva