

# Sharday L. Pavone

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## EDUCATION

- University of North Carolina at Charlotte  
Currently enrolled: B.S. Business Administration  
Major: Management and Finance with concentration in Risk Management and Insurance  
Projected graduation year 2011
- Rowan Cabarrus Community College, Kannapolis, North Carolina  
Degree awarded: A.A. Degree  
Date awarded: December, 2008 GPA: 3.5

## EXPERIENCE

Coldstone Creamery, Concord, North Carolina January, 2008 – June, 2010  
**Manager** – Managed a budget of \$4,000 or less for payroll, supervised 28 people. Scheduling of crew members based on availability, controlled the environment, and kept the atmosphere of the work place positive. Answered question's to help the business run smoothly, while making sure there was 100% customer satisfaction. Train employees on new information and systems. Complete inventory, ordering, waste tracking, deposits and payroll on a weekly basis.

Niblock Homes, Concord, North Carolina May, 2007- December, 2007  
**Project Manager Assistant** – Made sure the main office, model homes, and inventory homes were clean and presentable. Helping hand to the project manager, completed several tasks.

CCI of Concord, Concord, North Carolina July, 2005 – October, 2006  
**Communication Specialist** – Cell phone sales. Managed to bring in an estimated \$10,000 profit monthly on average. Convinced customers that Cingular, Sprint, and Nextel have the best service. Completed repair forms and contract forms. Performed cashier duties, cleaned, filed contracts, and organized products while restocking. Prepared and delivered presentations for meetings to inform others about new products. Completed excel, power-point, and word documents.

## AWARDS & HONORS

-Gamma Iota Sigma (The International Risk Management, Insurance and Actuarial Science Collegiate Fraternity),  
University of North Carolina at Charlotte August, 2010- Present  
-Graduation Martial, Rowan Cabarrus Community College May, 2007  
-Sigma Alpha Phi (The National Society of Leadership and Success),  
Rowan Cabarrus Community College January, 2007- Present  
-Honor Roll, Rowan Cabarrus Community College 2007-2008  
-Deans List, Rowan Cabarrus Community College 2006-2007

## SKILLS

- Excellent written and oral communication skills.
- Accurate. Efficient, detail and goal oriented.
- Proficient in 2000-2007 Excel, Word, and Power-point.
- Inspirational, Dependable and Gregarious

## REFERENCE

Available upon request