

Betty M. Sheffield
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Qualification Summary

Skilled and dedicated secretary for more than 11 years experience in coordinating all functions of the safety office for a major construction contractor.

- Calling in all Miss Utility tickets and keeping them current as the job continues up until completion.
- Setting up meetings with locators and superintendents on jobsite as necessary.
- Calling in all utility breaks to get repairs and corrected marks if necessary.
- All workers' compensation reporting and keeping the OSHA logs current, reporting necessary information at the end of each year.
- Working with as many as four safety officers and dispatching them to the necessary jobs if there is a problem that needs to be corrected. I have 24 hours of OSHA classes on all record keeping and how to make the jobsites safer. Also have had CPR training.
- Assisting the Safety Director in his daily duties as required.
- Sending out necessary safety training information weekly and filing for future reference.
- Working with locators on updated tickets and getting to the jobsite for any necessary problems with marks or meetings requested by the superintendent.
- Setting up yearly safety classes for trucking, foreman, CPR, trench safety and OSHA training.
- Chair side dental assistant for over 11 years, assisting the dentist in all necessary duties, and keeping patients comfortable, cleaning children's teeth, making the temporary crowns after the tooth has been prepped, cleaning and making sure all instruments and surfaces were sterile, taking and developing x-rays.

- Receptionists, accounts payable and receivable, deposits, payroll, balancing and maintaining checkbooks, purchasing, customer

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- invoicing, workmen's compensation, warranty administration, maintaining cash boxes, filing, typing, credit and collection for a caterpillar dealership. This position lasted for over four years.
- Assembly line work building pre-hung door units and moving up to the office assisting in dispatching, keeping time records, filing, typing, receptionists, purchasing, receiving and assisting in other departments as needed. This position lasted for over 7 years.
- Working for a florist doing all payroll, bookkeeping, customer invoicing, collection, typing, filing, receptionists, deliveries as needed. This position lasted less than a year as the company was sold and was not asked to stay on.
- During high school I had part time employment for a little over two years for a coop. that sold feed and fertilizer along with other miscellaneous supplies and I maintained records on patronage refunds, assisted on the counter as needed, receptionists and filing.

Professional Experience:

William A. Hazel, Inc. 06/25/1997 to Present
 Secretary for the safety office, working directly with the safety officers, the safety director and foreman and superintendents on any and all safety issues, calling in and maintaining all safety records, worker's compensation, and Miss Utilities as long as the job is continuing in the field, working with locators, utility companies, and assisting other departments as needed. Assisting in safety classes and yearly budget. Became a notary for the company. Gave on line classes for fork lift certification to over 100 employees.

Dr. William H. Allison 04/1987 – 07/1997
 Chair side dental assistant. Assisting in all types of dental procedures and learned to make temporary crowns, clean children's teeth, take all types of x-rays – develop x-rays and assist dentist as needed.

Braeburne Farm 01/1986 to 12/1986

Secretary to owner and all necessary secretary work required for a small business, record keeping, billing, collections, arranging business trips and making sure hotels were booked, they sold the business and it moved too far out for me to continue to work at this position.

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Carter Machinery Company, Inc. 12/1982 to 12/1985
Formally Virginia Tractor Company 04/1978 to 12/1982
Switchboard operator for a multi telephone line, payroll, deposits, customer invoicing, service work orders, purchasing, computer data entry, filing warranty on service work on covered equipment, and assisting in other

departments as needed. I met my husband at this job and they did not allow husband and wife to work as same place so I left and found another position.

Annandale Millwork, Inc.
Starting by working the assembly line making interior and exterior pre-hung and moved up to help the dispatcher in his duties which consisted of dispatching trucks, keeping time records for all shop employees, filing, receptionists, maintaining petty cash, typing, customer assistance, purchasing, and receiving. I was contacted by Virginia Tractor and asked to come to work for them as they heard about my work ethics from an ex- employee that used to run their hardware store. I would fill in at the hardware store when needed.

Montgomery Ward Company 09/1970 to 11/1971
Started out helping to open the store, worked as a cashier and then moved into customer service. Unfortunately I had to leave this position to family illness and needed to be with my family to help out at this time.

Master Charge Credit Card 10/1969 to 06/1970
Filing, typing, customer assistance, credit checks, credit approval and collections. I became pregnant and their policy did not allow family leave

for this so I had to resign my position at least six weeks before I delivered my baby.

Eicher's Florist 05/1969 to 10/1969
Bookkeeping, customer assistance, customer invoicing, helping with floral arrangements, typing, filing, collections and deliveries as needed. They sold the business and the new company did not take over and continue in the same area.

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Southern States Cooperative 05/1967 to 05/1969
This was a part time position while I was in school and consisted of patronage refunds, record keeping, assist on counter as needed, receptionists, and filing. When I graduated high school I left to find a full time position.

Courses taken over this period of time.

Radiation – certificate received

OSHA sterilization – certificate received

Introduction to Computers – certificate received

Wordperfect 6.0 – certificate received

Wordperfect 6.1 Intermediate – certificate received

Microsoft Word

Word

Excel

Miss Utility ticket entry through the internet

24 hours of OSHA on workers' compensation and how to make a jobsite safer.

Notary Law.

First Aid and CPR – certificate received.

Equipment I am familiar with from use.

Dictaphone, calculator, typewriter, multi-line switchboard, Kaypro personal computer and work processor, ditto copier, fax machines, all types of copiers, two-way radios, nextels, table saw, routers, circular saw, band saw, nail air guns, band saw, cut-off saw, trim cutting machine, autoclave, x-ray developer, panoramic x-ray machine, dental x-ray machine, and computers.

References available upon request and copies of certificates on classes taken.

Employment References