

SHELIA MALONE

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OBJECTIVE

I'm a candidate with 20+ years of complex work experience (both military and civilian) seeking full-time employment in the area of organizational development. My areas of experience include; organizational development, designing and evaluating training programs, regulatory compliance and data analysis.

EDUCATION

Jackson State University

Masters in Public Policy Administration

anticipated 2017

Areas of Concentration: Healthcare Administration

Jackson State University

B.S. in Professional Interdisciplinary Studies

5/2/2015

Areas of Concentration: Human Resource development, Military Science, Fine Arts and Humanities

U.S. Army Quartermaster School (1st Lt)

Diploma received for completion of Officers Basic Course

11/4/1994

Areas of Concentration: logistics, supply and service, personnel management, and property accountability

CERTIFICATIONS & TRAINING

OSHA HAZWOPER, Certification	2013
Six Sigma Green Belt, Certification	2012
5 Why Problem Solving, Certification	2005
RAB-Accredited ISO 9001:2000 Internal Quality Auditor	
With ISO 16949 Automotive Emphasis, Certification	2004
Council on Management Education, Personnel Law, Certificate	2000
Business & Professional Women's IDP	
(Individual Professional Development), Certificate	1998
US Army Property Automation Training, Certificate	1998
Atlanta Non-profit Resource Center, Non-profit Management, Certificate	1996
Atlanta Non-profit Resource Center, Non-profit Management	1996

RELATED WORK EXPERIENCE

Axiall, LLC (formerly Georgia Gulf Chemicals)

August

Quality and Development Lab Supervisor (40+ hrs/week)

2002-present

I completed projects that resulted in more than \$500,000 annual savings. I have successfully completed 4 Lean Six Sigma projects. I am responsible for resource allocation, workflow management, training standardization and quality control.

- Operate and maintain laboratory equipment, assist with compound developing, conduct sampling and analysis, development of quality standards, process troubleshooting, quality assurance and control
- Supervised lab technicians
- Coordinate the consolidation of resources for 4 Axiall labs and collaborate with supplier labs to extend the capabilities of the central (Madison) lab.
- Hands on experience with analytical/physical testing equipment
- Knowledge of material morphology and its characterization and rheology
- Knowledge of polymers, fillers, reinforcing agents, thermal and UV stabilizers
- Expertise in physical testing of materials
- Ability to perform at all required levels without appreciable supervisory oversight
- Ability to effectively interact with all levels of internal and external individuals, including customers and suppliers.
- Excellent written and oral communication skills.
- Ability to effectively analyze an issue or problem, determine the best solution, and effectively implement it, using creative thinking and technical knowledge.
- High level of proficiency in computer skills, e.g., word processing, Excel, Power Point, database development and implementation

U.S. Army Reserve

1st lieutenant (1 weekend per month plus annual training)

Mar 1990-1999

Quartermaster Corps (Combat service and support, personnel management, logistics, and training development)

Magnolia Veterans Association

Executive Director (40 hrs/week)

Nov 1994-2000

I developed and implemented strategic financial goals and social service programs. I also acted as Liaison between; Board of Directors, City Counsel, County Supervisors, Governors' Office and all regulatory authorities.

LANGUAGES

English-native language

French – speak functionally

Spanish (Castilian) – speak and read functionally

Hindi-beginner (3 months)

MEMBERSHIPS

ASPA-American Society for Public Administration

ATD- The Association for Talent Development

Toastmasters International