

# SHANNON MENEFEE

## EXPERIENCE

April 2022- Present- **Administrative Officer- Guilford County Parks Dept.**- Responsible for the financials directly impacting all Parks locations throughout Guilford County; this would include Accounts Payable, Contract entry, Administrative Office Management and Budget Management; Serve as the Parks Dept HR Rep, Parks Dept United Way Coordinator & Employee Appreciation Committee (NACO) Member

### December 2013– April 2022

Administrative Assistant III • Guilford County Facilities & Property Management – Facilities & Parks Dept separated back in 2021. While with Facilities, I supervised four Mail Service employees & was responsible for Parking at numerous County buildings

### November 2013- July 2020

Relief Worker • **Part-Time Position (Weekends Only)** • Piedmont Community Services – Martinsville, VA

### May 1998–December 2013

Office Manager • Guilford County Mental Health • Currently- Sandhills Center – Mental Health left the County umbrella

## EDUCATION

### Averett University, Danville, Virginia

- Bachelor of Science Degree – Sociology/Criminal Justice - August 1992

## COMMUNICATION

Proficient in the use of the MS Office 365 suite; Daily system operation includes: MUNIS, DocuSign, Lawson, Halogen, Kronos, WebEx, OpenGov & NeoGov systems

## LEADERSHIP

Grace Network Board Member-2020 to present- Martinsville, VA  
Girl Scout Troop #615 Co-Leader Martinsville VA- current  
Six Sigma Green Belt Certification June 28, 2011  
New Civic Leader Program Graduate April 2010- University of VA

## REFERENCES

Available Upon Request



[Redacted Address]



[Redacted Phone Number]



[Redacted Email Address]

## OBJECTIVE

A versatile, people-oriented professional with a strong history of leadership and development, who works well independently and has a lot of valuable experience and knowledge to offer any organization.