

Cheryl L. Smith

Bloomsburg University of Pennsylvania
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Education

Bachelor of Science in Communications (1984)
Clarion University of Pennsylvania, Clarion, PA

Work Experience

- **Thirty-One Independent Consultant:** (June 2012-present)
- **PRAXIS Proctor:** University Testing Services at Bloomsburg University of Pennsylvania through Educational Testing Service, Princeton, NJ (November 2011-March 2014)
- **Department Secretary and Office Manager:** Environmental, Geographical, and Geological Sciences, Bloomsburg University of Pennsylvania, Bloomsburg, PA (May 2011-present)
- **Department Secretary:** Mass Communications, Bloomsburg University of Pennsylvania, Bloomsburg, PA (February 2011-May 2011)
- **Program Secretary:** M.Ed. in School-Based Speech-Language Pathology, Project IMPRESS, Bloomsburg University of Pennsylvania, Bloomsburg, PA (March 2010-May 2011)
- **Seasonal Merchandise Administrative Assistant/Buyer's Assistant:** Weis Markets, Inc., Milton, PA (July 2008-March 2010)
- **Advertising Administrative Assistant:** Weis Markets, Inc., Sunbury, PA (April 2006-July 2008)
- **Title I Math Paraprofessional:** Turbotville Elementary School, Turbotville, PA (September 2003-April 2006)
- **Kitchen Assistant:** Meadowbrook Christian School, Milton, PA (January 2003-September 2003)
- **Produce Clerk:** Weis Markets, Inc., Lewisburg, PA (November 2001-April 2006)
- **Proofreader:** Phase One Graphic Resources, Sunbury, PA (October 1995-October 1996)
- **Freelance Publishing Services – Copyediting and Proofreading** (beginning December 1991)
 - Pneu-Dart, Inc. (September 2012-present)
 - Thesis for speech-language pathology graduate student (Spring 2011)
 - Electronic Publishing Services, New York, NY
 - Phase One Graphic Resources, Sunbury, PA
 - Prentice Hall, Englewood Cliffs, NJ
 - Van Nostrand Reinhold, New York, NY
 - W.H. Freeman, New York, NY
 - Worth Publishers, New York, NY
- **Book Production - From Manuscript to Bound Book:** Prentice Hall, Englewood Cliffs, NJ (September 1985-December 1991)
 - Managing Editor, Business Education (December 1989-December 1991)

- Associate Managing Editor, Business Education (January 1989-December 1989)
- Senior Production Editor, Business & Economics (October 1987-December 1988)
- Production Editor II, Business & Economics (October 1986-October 1987)
- Production Editor I, Business & Economics (September 1985-September 1986)

Organizations

- **Kiwanis Club of Milton/Warrior Run** (July 2015-present)
- **Bloomsburg University Chapter PASSHE Women's Consortium** (May 2014-present)
- **Bloomsburg University Secretarial Roundtable** (August 2012-January 2015)
- **Bloomsburg University Clerical Organization** (January 2011-present)

Professional Conferences and Service

- **PASSHE Women's Consortium Leadership Institute for Professional & Staff Employees:** State College, PA (June 10-12, 2015)
- **Bloomsburg University's Student Employee of the Year:** Selection process (Spring 2015)
- **PASSHE Women's Consortium Conference:** Bloomsburg University (September 25-26, 2014)
- **EMPOWHER: Women's Leadership Symposium:** Lewisburg, PA (October 3, 2013)

Activities

- **Eos Therapeutic Riding Center:** Bloomsburg, PA (April 2013-April 2014)
- **First Impressions Team at The Hub:** Christ Wesleyan Church, Milton, PA (January 2013-April 2014)
- **Walk by Faith:** Research study conducted by Penn State College of Medicine and Christ Wesleyan Church, Milton, PA (April 2012-present)
- **Barnabas Ministry:** Christ Wesleyan Church, Milton, PA (2009-present)
- **Adopt-a-College Student:** Christ Wesleyan Church, Milton, PA (2009-2013)
- **Poetry:** Author of over 1,000 poems