

Kristy J. Sheldon

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: May 2015
Major: Legal Studies GPA: 3.50
Selected Courses:
Law of Contracts Law & American Society
Marketing Management Intro to Risk Management
Business Society & Ethics Leadership & Organizational Management

AWARDS: Dean's List, Montgomery County Community College, Fall 2005-Spring 2008

EXPERIENCE: STEWART ENTERPRISES, Plymouth Meeting, PA November 1999 – June 2014
Administration
* Process sales contracts and maintain administrative records for a corporate-owned cemetery office.
* Assumed Lead Administrative position over the course of 14+ years of dedicated administrative service.
* Responsible for taking the initiative to digitize the location's hand-written records dating back to the 1930's.

STONEMOR PARTNERS, L.P, Plymouth Meeting, PA June 2014-present
Administration
* StoneMor acquires Stewart Enterprises in June 2014 (same position retained)

SKILLS: * Proficient in Microsoft Outlook, Word, Excel & Powerpoint