

Sheila V'Eleos Tabarsi

Curriculum Vitae

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CONTACT INFORMATION

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PERSONAL INFORMATION

Age: 43
Gender: Female
Race: African/Native (Cherokee) American/British English
Marital Status: Divorced
Children: Daughters (2) – Keanna, 25 – Michaela, 20

EMPLOYMENT HISTORY

EXECUTIVE MYSTIC SERVICES (SELF-EMPLOYMENT) ST. THOMAS, U.S. VIRGIN ISLANDS

1/2001 – Present

Spiritual Life Coach/Career & Business Consultant

- 4th Generation Native Cherokee, Spiritual Counselor and Healer
- 12 active years of practice performing intuitive readings; gifted in clairvoyance, clairaudience, clairsentience, and tarot card interpretations.
- Consult individuals in matters of life, career and business, combining 16 years of study in spiritual psychology with 25 years experience in human and business relations.
- Develop & teach Life Skills Classes

INDEPENDENTLY CONTRACTED

LOS ANGELES, CA

6/1999 - Present

Administrative & Project Management/Staff Counseling

- Review and/or development of business plans and financial packages for private placement funding. Write proposals and represent clients in contract negotiation.
- Assess Departmental Needs – Evaluate Business Systems – Prepare Procedure Manuals – Determine Staff Potential – Develop & Implement Training
- **Goals:** Increase Administrative Efficiency – Harmonize Work Environments
- **Clients:** Roger Sorkin – Project: Harvest aquatic cellulose fiber in Ghana, West Africa for housing kits to Asian Pacific Rim. Various other states side & int'l projects
 - California Frozen – Levy Restaurants/NASCAR Tour – Labor Coordinator
 - staffing bartenders in Atlanta, GA, Bristol, TN & Charlotte, NC
 - LionStar Entertainment – TV & Independent Film Financing

JET PROPULSION LABORATORY/NASA

PASADENA, CA

6/1998 – 6/1999

Senior Executive Secretary IV/Project Secretary Jason I, II, III

- Provided secretarial support to project and section managers, administrator and group supervisors. Required competency in JPL office operations, policies and procedures.
- Technical writing of Microelectronic Mechanical Systems for Space Applications, Flight Radio Frequency (RF) Subsystem Development & Process Based Mgmt. for ISO Compliance.

CAREER STRATEGIES, INC. (PERSONNEL PLACEMENT AGENCY)

WOODLAND HILLS, CA

2/1994 – Present

Administrative/Project Management

- Determine level of support and need for system development at various client locations. Communicate assessment to department heads and provide and outlined action plan.
- **Clients:** KPMG Accounting Firm located at Countrywide client site: Assess needs – develop supporting systems – train new hire
-Wella-Sebastian – manufacturers of hair & beauty products: Using SAP and staff support, develop system to correct and/or filter out inaccuracies in database of 35,000 private and commercial customers

Executive Administrative Assistant

- Provide advanced secretarial duties under the direction of senior executive employees of the following companies to include: generating portfolios – preparing financial reports – implementing business proposals - planning & scheduling daily agendas – setting-up meetings and conference calls – extensive interaction with board directors – preparing correspondence – legal dept. document and file preparation for review and/or litigation, calendar arbitration, depositions and hearings.
- **Client companies:**
Smith Barney & Credit Suisse First Boston (investment banks)
Arthur Andersen, Pricewaterhouse Coopers, KPMG (accounting firms)
Litton Industries, Inc., Cushman Realty & Los Angeles Legal Aid (legal depts.)

ADVANCED MARKETING SALES PROFESSIONAL/DEAL CLOSER

DOMESTIC & INT'L

9/1985 – 7/2006

Sales Consultant/Independent Distributor

- **Canvassing** – Kirby Vacuums, Mary Kay & Beauty Control Cosmetics
- **Network Mkt.** – Health & Fitness Supplements, Service & Equip., Pri America
- **Residential & Commercial** – NSA Water & Air Filtration Systems
Sr. Security Consultant – ResponseNet Security – Commercial Alarm Systems & Monitoring Service
- **Wholesale & Retail** – Fine Jewelry, Designer Leathers, Casual Wear & Fitness Apparel

RONNIE COOPER MEDICAL (PERSONNEL PLACEMENT AGENCY)

BEVERLY HILLS, CA

1992-1993

Phlebotomist – Drs. Geller, Rudnick, Middler & Bush

- Assisting 4 of nations top 10 internal medicine doctors; provided care to Garry Marshall, John Alonzo, and Barry Levinson.

JOHN MUIR MEDICAL CENTER

WALNUT CREEK, CA

2/1992 – 11/1992

Phlebotomist/Clinical Laboratory Assistant

- Collecting blood specimens, AM lab draws, hospital STAT & Trauma Room orders using various techniques i.e. vaccutainers, straight needs (any size) syringes, butterflies and assisting with ART line draws.
- Required knowledge of finger & heel sticks, sterile procedures, blood & throat cultures and the special care of neonate and geriatric sticks.

MEDICAL PERSONNEL POOL

WALNUT CREEK, CA

6/1991 – 1/1992

Administrative Assistant to RN Supervisors/Staffing Coordinator

- Coordinate with patient care representatives to write up client referrals
- Staff home care cases with necessary disciplines, i.e. RNs, LVNs, CNAs, Occupational, Speech and Physical Therapists, etc.

- Liaison between field staff and medical facilities.
- Assistant to VP, Marketing Director. Heavy public relations via phone.
- Required knowledge of medical records, insurance verification and authorization for private and medicare billing.
- Hands-on experience giving Home Health assistance and care.

MEDICAL PERSONNEL POOL (MEDICAL ADMINISTRATION)
5/1989 – 8/1990

FRESNO, CA

Corporate Service Representative

- Primarily Staffing Registered Nurses & Certified Nursing Assistants to medical facilities.
- Personally Staffed at Valley Children's Hospital providing various care treatments in multiple departments.

USAFR / 65 AEROMEDICAL EVACUATION SQ.
7/1988 – 2/1993

TRAVIS AFB, CA

Aeromedical Evacuation Technician – In Charge

- **Peacetime:** Regularly transport hospital patients by way of air transportation in C140 Starlifters & C130 Hercules aircrafts between areas of responsibility (Hickam AB, Oahu, HI, Yokota AB, Japan & Elmendorf AFB, Anchorage, Alaska). Other mission destinations included Guam, Osan, Korea, Washington, Oregon, Arizona, and Texas states.
- **Wartime:** Veteran Desert Shield/Storm 1992
Based at Ramstein AB, West Germany, assisted in the conversion of an airplane hangar to an emergency medical center.
Flew missions into King Fahd & King Kahlid Military City (KKMC), Saudi Arabia to transport patients out to European bases for treatment and recovery.
Facilitated the transfer of Iranian casualties from ground to air transportation.
Transported patients from Germany to Azores, Portugal, to Coastal US.
Average 36 – 42 hr. days

UNITED STATES AIR FORCE RESERVES
2/1987 – 6/1988

SHEPPERD AFB, TX – TRAVIS AFB, CA

Medical Service Specialist Training

960 hrs. classroom/6 month clinical rotation @ David Grant Medical Center

- Emergency Medical Treatment – Emergency Room, Field Trained & Transport experienced/Triage & Trauma Room preparation & readiness
- Clinical and Acute Care – pediatric, adult & geriatric patient types –
- Internal Medicine – Surgical – OB/GYN – Nursery & Delivery units
- Mental Health – Clinical care – Child, Adolescent & Adult study & treatment
- Laboratory – Phlebotomy & Specimen Processing

WESTERN TEMPORARY SERVICES (PERSONNEL PLACEMENT AGENCY)
2/1985 – 12/1990

FRESNO, CA

Administrative Assistant

- Selma Hospital, Radiology Dept. – Radiology Asst./Scheduling Receptionist
- Guarantee Savings & Loans – Loan & Credit Depts.
- Tri-Wall Containers – Shipping & Receiving Desk Clerk
- Customer service representative and receptionist for various business administration companies.

ARCADIAN MOTOR CARRIERS**KINGSBURG, CA**

1984 – 1985

Switchboard Operator/Dispatcher – Account Payable/Receivable

Dispatched ground transportation – commercial truck and trainloads of products and merchandise from multiples points of origin to their destinations, nationwide.

EDUCATION

Selma High School, Selma, CA – Graduated 1984 – Academic Honors

- Major Studies: Business Administration – Clerical

1987 – 1993 Community College of the Air Force, Shepperd AFB, TX

Staff Sergeant – E5 – Level 5 – Technician in Charge

- Formal Military Training _ Principles of Leadership – Mission Mgmt. Crew Coordination – Effective Mgmt. Performance/Admin. & Field

Associate Degree – School of Health Care Sciences – Medical Service Specialist

- Aerospace Physiology – Stress/Self-Imposed & Environmental – Basic & Advanced Cardiac Life Support

Advanced Marketing Sales Seminars (NSA 1992, Pri-America 1994, Equinox 1998)

PROFESSIONAL QUALIFICATIONS

MEDICAL/MEDICAL ADMINISTRATION

Air Force Certified – Medical Service Specialist/Aerospace Medicine Technician

Air Force Certified – Phlebotomist & Radiology Assistant

BUSINESS ADMINISTRATION

Effective Management Performance – staffing – advanced personnel training

Negotiating Contracts – public relations – marketing sales & planning

Coordinating Events – develop, plan and analyze financial budgets

Quality Assurance – internal systems development – client / customer satisfaction

Foreign and Domestic Affairs – proper protocol and diplomacy

COMPUTER KNOWLEDGE

Windows XP/NT – Macintosh – Proficient

Microsoft Office Professional 2003 Applications – Proficient/Word 2003 / Excel 8.0

Powerpoint / Access / Outlook / Works / Lotus Notes – Meeting Maker – SAP

Adobe Reader / Photoshop – Acrobat – Claris – Orion – Filemaker Pro – Form Flow

Visio 2003 – Desktop Publishing

SECURITY CLEARANCES

Topex/Poseidon MSA – JPL/NASA, Topex Ground System – JPL/NASA

U.S. Air Force Secret – Flight Line Clearance**AWARDS**

Air Reserve Forces Meritorious Service Medal, National Defense Service Medal

Aerial Achievement Medal – Meritorious Aerial Flight/Operation Desert Shield/Storm

Southwest Asia Service Medal w/1 Bronze Service Star

PROFESSIONAL MEMBERSHIPS

Women In Film – Co-Chair – Universal Studios Network Breakfasts

Women In Film – Event Coordinator – Crystal Awards 1995

Changing Images In America (CHIA) – Event Coordinator

Post Oscars Talent Showcase

ENTERTAINMENT INDUSTRY

MODEL/SPOKESPERSON

1994 – 1998 Hotskins Bodywear – Fitness Apparel – Fit Model
Badwear Bodywear – Fitness Apparel – Int'l Sales Rep
Thai-Dyed Catalog – Women's Apparel – Model/West Coast Dist.
Macy's – Jewelry Dept. – Seasonal Store Model
Fossil – Watches – Corporate Offices Show Model
Women In Film (WIF) – Spokesperson – Studios'/Network Co-Chair
Women In Film (WIF) – Spokesperson – Crystal Awards Production
Changing Images In America (CHIA) – Spokesperson
Post Oscars Awards Talent Showcase

TV/RADIO/FILM/VIDEO/COMMERCIALS

Currently TV – Amnesia – Game Show – Primary Candidate Representative
Mark Burnett Productions
February '07 TV – Are You Smarter Than A 5th Grader – TV Game Show – Contestant
– Mark Burnett Productions – Host: Jeff Foxworthy
January '06 TV – Blind Date – Psychic Consultant – Relationship Counseling
Summer '06 RADIO – KPFK 90.7FM – Author of a post Katrina presentation, topic of
discussion “A Practical Approach to Spiritual Living” with
Dr. Janolyn F. Moore, MA ChT, PhD
1995 – 1997 FILM – Brilliant Disguise – Featured Actor – Starring: Robin Givens
FILM – Mixed Nuts – Background – Director: Nora Efron
MUSIC VIDEO – En Vogue (Runaway Love) – Featured Dancer
COMMERCIAL – Coke – Featured Dancer – Lopes Production
COMMERCIAL – Sprint – Background – Johns & Gorman Prod.

EVENT COORDINATOR

A Place For US National (Non-Profit Organization)
1997 Racial Harmony Hall of Fame Inductee's Award Banquet
Editor – Banquet Program – Recipient: Montel Williams

National Conference for Community and Justice (NCCJ)
1999 39th Annual Humanitarian Awards – Dinner & Silent Auction
Talent Coordinator

OFFICE PRODUCTION

Speak Films Production – Feature Film – Office Production Assistant
LionStar Entertainment Group – Film & TV Financing – Director of Operations

PRODUCTION COORDINATOR

MacArthur Park Productions – Feature Film – Project Financing Consultant
Set Spiritual Counselor

REFERENCES

Wella Sebastian Corporation, 6109 Desoto Ave., Woodland Hills, CA 91367
Jason Black, Supervisor, Marketing Division, Customer Service Dept. – Co-worker
Cell: (818) 674-6301

Jet Propulsion Laboratory, 4800 Oak Grove Drive, Pasadena, CA 91109
Richard P. Kemski, Mission Assurance Mgr. – Mission Assurance Office
Bus: (818) 354-0009 – Fax: (818) 393-1907 / M/S 301-415

Career Strategies, Inc., 21031 Ventura Blvd., Suite 1005, Woodland Hills, CA 91364
Debbie Chyba – Temporary Employment Department
Bus: (818) 883-0440 – Fax: (818) 348-4274