

# MR. KIM SHARPS

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## Objective

To obtain a position with a company or agency utilizing my extensive experience in education, training, and organizational skills in order to help achieve an organizations goals

## Experience

### Instructor

Anne Arundel Community College

Arnold, MD

1/10 - Present

Instructed courses in Workplace Communications, Computer Literacy, and Adult Education. Also performed administrative tasks on daily basis including, but not limited to, student registration and recruiting.

### Instructor

Anne Arundel County Public Schools

Annapolis, MD

12/04 - 6/09

Worked as a special educator in a day middle school program, evening middle school program, and also regular school settings. Assisted in administrative tasks including, but not limited to, conducting intake meetings and attending IEP meetings.

### Case Management Assistant

Prince Georges County Correctional Center

Upper Marlboro, MD

8/03 - 6/04

Assisted case managers in daily tasks including home monitoring, weekly testing, and file management. Also monitored home visits and logged daily activity.

## Education

### Bachelor of Science, Liberal Studies

Excelsior College

Albany, NY

2007

### Certificate, Business Management

Anne Arundel Community College

Arnold, MD

2008