

# SHERYL A. WEIR-LATTY

908 NW 41<sup>st</sup> Ave · Homestead, Florida 33033 · 786-344-3882, [sheweir00@yahoo.com](mailto:sheweir00@yahoo.com)

## SKILLS & QUALIFICATIONS

18 years management experience in purchasing, customer service along with 5 years human resource experience.

CFARS and FARS certified. Conducted over 1100 hours of individual and group counseling session, with juveniles and adults

Well knowledgeable working with Microsoft word, excel, outlook, PowerPoint, and QuickBooks.

Pass certification exams for School Counseling, Special Education K-12 and Elementary K-6.

Reliable, responsible, understanding and excellent team player.

## EMPLOYMENT

### ADJUNCT PROFESSOR

*Florida International University*

(MAY 2014-PRESENT)

*Miami, Florida*

As an adjunct professor I develop courses, select and order texts books and course kits. Conduct classroom contact hours, grade assignments, prepare syllabus and digitally mediated learning; which can encompass answering student e-mails, maintaining course websites, managing online discussions or teaching blended or electronically-delivered courses.

### SCHOOL COUNSELOR & TEACHER

*Miami-Dade County Public School*

(JUNE 2012-PRESENT)

*Miami, Florida*

As a counselor, I interpret test results and other students data to establish the school's counseling program and develop activities and resources to implement and evaluate the program. Provide individual and group counseling services to meet the developmental, preventive, and remedial needs of students. I consult with students, parents, teachers and other school community personnel to assist in meeting the needs of students.

As a teachers I assist children with specific learning disabilities, speech or language impairments, mental retardation, emotional disturbance, multiple disabilities, hearing impairments, orthopedic impairments, visual impairments, autism, combined deafness and blindness, traumatic brain injury. Use various teaching methods to promote learning, including intensive individualized instruction, problem-solving assignments, and small-group work.

### MENTAL HEALTH COUNSELOR INTERN IMH 11701

*Regis House/ Florin Coltea MHC*

(AUGUST 2011-PRESENT)

*Miami, Florida*

As a mental health counselor intern I worked with individuals and groups ranging from ages 8 to 18 years old to promote optimum mental health. I conducted clinical assessments on new clients, implemented and applied the appropriate counseling method to help individuals deal with addictions and substance abuse, depression, social I skills, and other debilitating mental health issues. I also conducted weekly evaluation to determine the effectiveness of treatment, referral and education of clients. Conducted parent meetings when needed to ensure that clients were receiving the support needed to help improve their ability to function.

Name of Supervisor: Florin Coltea,  
Telephone Number: 954-518-0684

### VICE PRESIDENT/ PURCHASING MANAGER

*Ultimate Services & Repairs*

(JUNE 2005-JUNE 2016)

*Miami, Florida*

Oversee air-conditioning construction projects, submit bids for upcoming air-conditioning projects, order air-conditioning, and home appliance parts, acquire and maintain residential and commercial service contracts, implementing marketing strategies, supervise five service technicians, and all other administrative tasks, including payroll, prepare and submit state sales taxes.

## EDUCATION

### M.S. COUNSELING EDUCATION

*Florida International University (CACREP Accredited)*

(DECEMBER 2012)

*Miami, Florida*

### BACHELORS IN ARTS

*Florida International University*

(DECEMBER 2008)

*Miami, Florida*

### LINGUISTICS

*University Of The West Indies*

(1999-2001)

*Kingston, Jamaica*

## REFERENCES

Available upon request.