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# SHAWNA HENDERSON

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520-603-3000

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## OBJECTIVE

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Freelance, blog, and creative writing.  
Interests include creative writing, travel,  
reading, parenting tips, and party  
planning.

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## SKILLS

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- Adaptability
  - Adobe Creative Cloud
  - Communication
  - Editing
  - Excel/Google Sheets
  - Inclusive
  - Leadership
  - Microsoft Word/Google Docs
  - PowerPoint/Google Slides
  - Problem-solving
  - Proofreading
  - Revising
  - Spelling
  - Strong Vocabulary
  - Time Management
  - Typing
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## VOLUNTEER EXPERIENCE AND LEADERSHIP

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**AUTHOR DINNER CO-CHAIR 2021/2022**  
**AUTHOR DINNER DECORATIONS CO-CHAIR/2019-2020**  
Tucson Festival of Books

**READING REPRESENTATIVE/2021-PRESENT**  
ONCE UPON A BOOK CLUB  
Reading and reviewing ARCs

**PTO VOLUNTEER/2015-PRESENT**  
Leman Academy of Excellence

- PTO Community Representative
- Staff Appreciation Coordinator
- Gala Committee Volunteer Coordinator
- Gala Committee Silent Auction Committee Member
- 8<sup>th</sup> Grade Etiquette Dinner & Dance Co-Chair
- PTO President

**COOKIE MANAGER /2012-2015**  
Girls Scouts of Southern Arizona

**PTO VOLUNTEER /2010-2013**  
Wilson K-8 School

- Staff Appreciation Coordinator
- Book Fair Volunteer

**JUNIOR LEAGUE OF TUCSON/2005-PRESENT**  
Junior League of Tucson

- Sustainer Holiday Tea Co-Chair
- Sustainer/New Member Brunch Committee Member
- Placement Advisor
- Nominating Committee Member and Chair
- Board Member
- Communications Chair
- Holiday Houses Event Committee and Co-Chair
- Rummage Committee



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## EDUCATION

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### **BACHELOR OF ARTS IN ENGLISH/2022**

Grand Canyon University  
Bachelor of Arts in English with an Emphasis in Professional Writing –  
4.0

### **ASSOCIATE OF SCIENCE IN PARALEGAL STUDIES/1996**

Pima Community College  
Internship at Pima County District Attorney's Office - 1996

### **HIGH SCHOOL DIPLOMA/1992**

Gibsonburg High School

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## EMPLOYMENT EXPERIENCE

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### **ADMINISTRATIVE ASSISTANT/BEACH FLEISCHMAN & CO**

2000-2001  
Communications, Scheduling, Assembly, Coordinating, Computer Skills

### **ADMINISTRATIVE ASSISTANT/HERB KAY, LLC**

1998-2000  
Communications, Scheduling, Computer Skills

### **RECEPTIONIST/BECKLIN HOMES**

1997-1998  
Phone Communications, Scheduling, Computer Skills

### **BAKERY/DELI ASSISTANT**

1992-1998  
Customer Service, Cleaning, Food Service, Baking

### **EMPLOYEE/HARDEES**

1990-1992  
Customer Service, Food Service, Cooking

