

Sheri Novar

4460 W. Hutchinson Street
Chicago, Illinois 60641
(224)409-3990 ▪ novarsheri@gmail.com

QUALIFICATIONS

- Exceptionally strong communication skills, both in the art of listening and responding to people
- Professional, articulate, and has an aptitude for engaging people in conversation
- Able to coach people in an objective manner
- Deep and profound understanding of human behavior
- Open to supervision and coaching from others

PROFESSIONAL EXPERIENCE

NORC, Chicago, Illinois

May 2015-

- Project knowledge of SDR and NIS
- Trained on SDR and NIS interviewing
- Refusal converter for NIS
- 800 Line for SDR

Administrative Assistant, Landmark Education, Chicago, Illinois

2011-2014

- Prepared Reports
- Managed a variety of projects
- Supported other staff members in achieving the results of their projects

Therapist in Private Practice , Chicago, Illinois

1991-2011

- Did individual, couples and group counseling
- Taught problem solving skills
- Lead personal growth workshops
- Used a variety of therapeutic techniques to support patients in being more effective in their lives
- Utilized my strengths in listening and collaboration

Results Unlimited, Chicago, Illinois

1980-1988

- Developed and built the business
- Led workshops to help businesses and individuals become more successful
- Helped people enhance their communication and presentation skills

Phone Manager, Erhard Seminar Training, Washington DC

1977-1978

- Enrolled people in doing the est training
- Managed phone groups

Enrollment Manager, Erhard Seminar Training, Chicago, Illinois

1978- 1980

- Trained and developed assistants to enroll people into the est programs
- Supported people in becoming leaders in their communities
- Responsible for all aspects of production of the est training in the Midwest

EDUCATION

Loyola University, Chicago, Illinois

- MA in Social Work

May 1988

University of Maryland

- BS in Education

May 1972