

## **Sharon Dykes**

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### **Profile Summary**

Self-starter entrepreneur with extensive ADA experience. Seeking an appointment that will allow me to utilize my education, leadership skills and work experience to further the mission of the disability community by providing a unique perspective.

### **Volunteer Experience**

#### **Jacksonville Transportation Advisory Committee Current Vice Chair/Former Chair**

**04-01-2013 – Present**

- Efficiently facilitate all monthly meeting of the Jacksonville Transportation Advisory Committee.
- Attended monthly action items meeting to ensure that the weekly program updates for the AA to brief the Administrator of the SBA on the progress and challenges of the office's initiatives and projects.
- Disseminated administrative information to employees through email, phone, and memos, keeping them informed of relevant policies, procedures, and deadlines.
- Accept, examine, evaluate, route, and maintain incoming communication, administrative email, and route sensitive correspondence appropriate staff members or external stakeholders.
- Arrange travel in Concur, create travel authorizations and organize receipts for reimbursement of Oll's leadership team.
- Determine logistics for travel to the White House by communicating arrival directly to security personnel at the White House
- Assisted in the formatting of SOP with particular attention to 508 compliance
- Drafted outgoing communication to external stakeholders, Equity Partners, small business owners
- Review reasonable accommodations requests for initial determination
- Tracked deadlines to ensure compliance with regulatory constraints by bringing them to the attention of the associate administrator

**US Small Business Administration, Fort Worth TX**

**11-10-2020 – 05-27-2022**

**Office of Disaster Assistance, Processing & Disbursement Center**

**Full Time 60 hours**

**Loan Specialist (General) - Remote/Virtual GS-9**

Loan Officer for the Emergency Response to COVID 19 Economic Injury Disaster Loan division at SBA specialist processing. Review and evaluation of applications for Targeted Advance Grants, Supplemental Grants and large commercial loans over 2m.

- Promoted to Team Lead, responsible for final review approval/decline on loan and grants
- Reviewed applications for Farm and Agriculture, Non-Profit and Franchise businesses
- Decisions were documented and in compliance with guidelines and congressional policy
- Determine eligibility for all loan amounts using corporate taxes and legal documents
- Final decisioning and reconsideration review of Targeted Advance Grants and Supplemental Targeted Advance Grants
- Calculated cash flow to determine applicant's eligibility and ability to repay
- Collected and organized data sets to be analyzed for identifying risk
- Interpreted data as related to grants accounting, auditing, and financial status
- Credit Analyst, evaluating credit history to determine credit worthiness
- Analyzed corporate, individual and partnership tax returns to determine revenue
- Interpret and review legal documents to discern entity status and business activity
- Communicate in writing and verbally with leadership, internal and external stakeholders
- Analyzed files for potential fraud risks to ensure minimal risks to agency and taxpayers
- Assigned tasks to team members in the absence of the Team Lead
- Review contracts, lease agreements and deeds to determine ownership and viability
- Review citizenship documentation to determine eligibility
- Ensure files contained all legal documentation to substantiate funding
- Verbal and written recommendations and justifications for all lending decisions
- Applications processed on RAPID software system

**Law Office Jared I. Loucel**  
**Paralegal**

**08-2017 - 10- 2020**  
**Full Time 40 hours**

- Maintained client files from the initial intake through legal proceedings, until closure
- Provided quality customer service, dispute resolution and maintaining client relationships
- Analyzed credit reports, tax returns, bank statements and other financial information to ensure compliance and provide the client with the best possible outcome
- Managed and maintained corporate calendar to track files and court dockets
- Maintained calendar for attorneys office appointments, court appearances and events
- Communicated in writing and verbally to clients, opposing counsel and third parties
- Prepared discovery requests and submitted requested discovery to opposing parties while maintaining compliance with state and federal procedures
- Drafting and editing motions, discovery, answers, interrogatories, notices, and memorandums
- Prepared Chapter 13 Petitions: Including Chapter 13 plans
- Case law research utilizing LexisNexis and Westlaw
- Provided written communication of my findings
- Prepared adversary Proceedings in accordance to the federal rules of procedure

- Accurately monitored Pacer for timely updates and to ensure compliance with deadlines
- Fulfillment of all trustee requests by obtaining necessary documents from the clients

### **Freelance Legal Document Preparer**

**02-2011 - 07-2017**

- Prepared a wide variety of legal documents with a focus on bankruptcies
- Maintained client files with relevant documents
- Provided quality customer service and client dispute resolution
- Established project milestones based on the design and scope of work
- Responsible for developing all aspects of project documentation
- Executed necessary project management methodology to ensure project success

### **COMMUNITY VOLUNTEER ACTIVITIES**

- Past Chair of the Mayor's Disability Council
- Chair of the Jacksonville Transportation Authority Advisory Council
- Assisted in the settlement agreement between the city of Jacksonville and the Department of Justice for project civil access
- President of the Center for Independent Living board
- Volunteer of Disabled Parking Enforcement
- Volunteer in Disabled Services for the City of Jacksonville
- Community advocate for persons with disabilities