

Sandra M. Roos
Owner, Shadow Executive Services
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SUMMARY

Organized, multi-tasking administrative professional with extensive experience planning and conducting national educational programs for prestigious legal professionals. Consistently recognized for adaptability, creative problem-solving and ability to anticipate and adjust to changing goals.

PROFESSIONAL EXPERIENCE

AMERICAN BAR ASSOCIATION, Judicial Division, Chicago, Illinois 1979 to 2003

The largest professional association in the United States, serving over 400,000 lawyers, judges and other members of the legal profession.

Program Manager, Appellate Judges Conference (1985-2003)

Administered multiple continuing education programs for state and federal appellate judges

- Provided primary administrative support to the Committee on Continuing Appellate Education, including preparing agendas, identifying projects, recommending topics/speakers, preparing budgets and other projects.
- Organized, motivated, counseled and managed each judicial team assigned to design 3-5 unique seminars each year
- Prepared all grant applications and marketing plans.
- Selected, arranged and supervised all logistical arrangements with vendors.
- Created web presence for all programs.
- Supervised one administrative assistant

Administrative Assistant, Appellate Judges Conference (1979-1985)

Provided administrative support to the manager of the Appellate Judges Conference

EDUCATION

Masters Degree in Public Administration, 1989
Governors State University, University Park, IL

Bachelor of Science Degree in Public Administration, with a concentration in Criminal Justice,
1978, Indiana University at South Bend, South Bend, IN

PROFESSIONAL AFFILIATIONS/AWARDS

Member, National Association of State Judicial Educators (until 2003)
Recipient, Morgan Thomas Award presented by the National Conference of Appellate Court Clerks for distinguished contributions to enhancing professionalism and supporting the goals of the NCACC.

TECHNICAL SKILLS

Proficient in Microsoft Office 2003, WordPerfect 12, Dreamweaver
and Adobe Products (Photoshop CS, GoLive CS, Acrobat Professional)