

Sharon Poore
Executive Assistant to the President/CEO

Sharon Poore serves as executive assistant to Gateway Community and Technical College President/CEO G. Edward Hughes. In addition to providing administrative support, she serves as the recording secretary for the Gateway board of directors, the President's Cabinet and the President's Leadership Team.

Poore serves on a variety of college teams and committees, including the Community Outreach Mission, Vision, Values (MV2) Team, the United Way Committee, and the Graduation Committee. She also participates in the planning and coordination of special events, such as ground-breakings, building dedications, community gatherings and similar events.

Poore joined Gateway in 2002. She previously served as project and program services administrator for GE Capital IT Solutions, secretary to the president of StarKist Seafood Company/Heinz Global Seafood, and as coordinator of sales administration and administrative secretary to the executive vice president of marketing and sales at Heinz Pet Products. She also served as executive secretary to the regional sales manager for a division of Johnson & Johnson and secretary/receptionist at the Greater Bristol Area Chamber of Commerce, on the Tennessee-Virginia border.

Poore is a graduate of Virginia Highlands Community College in Abingdon, Va., and has completed numerous professional training courses. She is a 2009 graduate of Gateway's LEAD leadership training program and was named 2007 Administrative Professional of the Year by the Northern Kentucky Chamber of Commerce.