

SPECIAL NOMINATION COMMON COUNCIL MEETING AGENDA
TUESDAY, SEPTEMBER 8, 2026 AT 6:30PM
COUNCIL CHAMBERS, BERLIN CITY HALL, 2ND FLOOR
MEETING IS OPEN TO THE PUBLIC & CITY HALL IS HANDICAPPED ACCESSIBLE
CITY MEETINGS CAN BE WATCHED LIVE OR RECORDED
ON THE CITY OF BERLIN YOUTUBE PAGE @CITYOFBERLIN5623

1. Call to order/Roll Call
2. Seat Virtual Attendees (if necessary)
3. Interview At Large Alderperson Applicants, Richard D. Schramer, Angela Femali, Jason Fischer and Tiffany Morris. RECOMMENDATION: Listen to applicant's response to the following questions: "Why did you apply to be an Alderperson?" "What do you see as the City's greatest strength and weakness?" "What would you bring as a member of the Common Council?"
4. Appoint Alderperson. RECOMMENDATION: Following discussion and deliberation as necessary, Alderperson may nominate an applicant to fill the vacant Alderperson position. Following nominations, Alderpersons may vote to appoint the Alderperson.
5. Swearing in of Alderperson. Following appointment of the Alderperson, the appointed Alderperson will be sworn in and take office.
6. Adjourn.

Note: In adherence to the City of Berlin Public Meeting Participation Policy, public participation will be allowed under each agenda item at the discretion of the presiding officer, with the exception of the Consent Agenda. Attendees must register their intention to participate on either a general comments section or a specific agenda item prior to the meeting by filling out a Registration Card, which can be obtained from the Internet, City Clerk's office or in the City Hall Council Chambers at the podium. Registration Cards should be turned in prior to the meeting to either the presiding officer or City Clerk.

Aldersperson Nomination Meeting Interview Questions

Why did you apply to be an Aldersperson?

What do you see as the City's greatest strength and weakness?

What would you bring as a member of the Common Council?

**CITY OF BERLIN
BOARD, COMMITTEE, COMMISSION & COMMON COUNCIL
APPLICATION FORM**

Name: RICHARD D. SCHRAMER
Address: 426 VAN HORN RD
Phone Number(s): [REDACTED]
E-mail address: [REDACTED]

City residency is required for appointment to a city board, committee or commission. Other eligibility requirements may also exist.

Area of Interest: (choose all that you have interest in)

☐ Board of Review	☐ Oakwood Cemetery Board
☐ Parks & Recreation Commission	☐ Committee On Aging
☐ Plan Commission	☒ Common Council Vacancy, Ward # <u>4</u>
☐ Police & Fire Commission	☐ Community Development Authority
☐ Water & Sewer Commission	☐ Housing Task Force
☐ Zoning Board of Appeals	☐ Library Board
☐ Other _____	

Applicant Questions (attach additional sheets if necessary)

1. Do you have any issues with attending meetings at the specified times? (See Meeting Schedule)

NO

2. Please indicate why you are interested in serving on any of the above Board, Committee or Commission: ALDERMAN 4TH WARD OR AT LARGE

3. What knowledge, experience, or abilities do you have that would make you an effective board member: 18.5 YEARS IN BERLIN CITY GOVERNMENT

4.5 AS ALDERMAN, 14 AS MAYOR

4. Please provide any additional information for consideration: SEE RESUME.

Resume

Richard D. Schramer

426 Van Horn Road, Berlin, WI 54923 -- [REDACTED]

City of Berlin Government Service 2002-2021:

- **Alderman 4th Ward 2002-2007**

- ✓ Appointed in 2002, reelected to 3 consecutive terms, the last of which was ended being elected as Mayor
- ✓ Served as Council Liaison to:
 - Planning Commission
 - Police and Fire Commission
 - Cemetery Board
 - BCDC Board
 - Library Board
 - Community Development Authority
 - Business Improvement District
- ✓ Council President 2005-2007
- ✓ Worked with a UW Landscape Architecture student on a downtown riverfront plan as a Capstone project

- **Mayor – 7 consecutive terms 2007-2021**

- ✓ **Economic Development Projects and Successes**

- Established the Economic Development Team that met biweekly and reviewed all economic development leads for commercial, industrial, and recreational projects
- New Walmart opened in 2011
- Old Walmart building purchase by West Side Garage
- Old Walmart building long term tenant Tractor Supply
- Sale of old Westside Garage for a new Kwik Trip store
- Old Kwik Trip site transformed into a new Dominos

- Jackson Street apartments for age 55 and over
- Patriot Place expansions
- Generac expansions
- Wisconsin Spice expansions
- New Middle School
- Old High School apartments
- New ThedaCare Surgical Center
- New Dialysis Center

✓ **Environmental Projects / Successes**

- Reconstruction of Broadway from 49 north to the Walmart
 - River Drive - road and sewer reconstruction
 - Presented to the DNR to obtain a grant and coordinated with the Boat Club for matching labor for the downtown boat dock
 - Attended and coordinated with the BCDC various projects Brookside building, Aurora Mfg...
 - Worked with City Admin to get new metal roofing on shelter houses
 - Worked with City Admin to get the badly deteriorated Riverside Park seawall repaired
 - Coordinated the dredging of the Riverside Park channel to the boat ramp
 - Worked with the various clubs for donations to get showers installed at the campground
 - Worked with the Snowmobile club to locate the new snowmobile bridge in the city.
- ✓ Formed the Community Team that met monthly comprised of representatives of the various boards and commissions, local organizations, and businesses to share information of what each group was doing.

- ✓ Established the Travel and Tourism Commission to manage the hotel room tax

Work Experience:

- **Verizon:(GTE and Bell Atlantic) work experience 1973 – 2006**
 - ✓ Software Engineering Manager responsible for the development of engineering tools across for a unified system across the U. S. when GTE merged with Bell Atlantic to become **VERIZON**.
 - ✓ 1984 and 1987 recipient of the Leslie H. Warner Technical Achievement Award for development and implementation of a calling card verification system and Automated Service Order Terminal.
 - ✓ Managed Verizon projects with budgets of over \$14 million dollars
 - ✓ Developed Operator training software and hardware when the switch manufacturer's training system failed to materialize
 - ✓ Various other engineering systems that used the microcomputer when it first came out.
 - ✓ Two U.S. Patents for system development
 - ✓ Project tracking using the Critical-Path method
- **Carpentry – Summers in High School through College**

Education:

- Bachelor of Science in Electrical Engineering (BSEE) from Michigan Technological University in 1973
- Berlin High School 1969
- St. Michaels grade school Berlin 1965

Skills:

- Project Management
- Microsoft Word
- Microsoft Excel
- Oracle relational database design with SQL (Structured Query Language)
- Fortran programming
- Basic programming
- C++ programming
- HTML and web site design
- Digital circuit design
- AutoCAD
- Quicken
- Carpentry / Home design

Hovertoon Project:

- Designed the Hovertoon, a combination hovercraft and pontoon boat based on a 23-foot pontoon chassis starting in 2008
- Patented in 2013
- Built test platform in 2018
- Built prototype in 2019
- Hold the “Hovertoon” trademark
- Designed the Hovertoon.com web site
- Had the Hovertoon featured in Boating Magazine
- Received the “People’s Choice” award at the 2024 Wisconsin Innovation awards banquet at UW Madison

Clubs and Organizations:

- Achieving a Better Community (ABC group) – Member
- Hover Club of America – Member
- Berlin Boat Club - Treasurer

**CITY OF BERLIN
BOARD, COMMITTEE, COMMISSION & COMMON COUNCIL
APPLICATION FORM**

Name: Angela Femali

Address: 211 E Liberty St. Berlin, WI

Phone Number(s): [REDACTED]

E-mail address: [REDACTED]

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Area of Interest: (choose all that you have interest in)

- | | |
|---|---|
| ☐ Board of Review | ☐ Oakwood Cemetery Board |
| ☐ Parks & Recreation Commission | ☐ Committee On Aging |
| ☐ Plan Commission | ☐ Common Council Vacancy, Ward # <u> </u> |
| ☐ Police & Fire Commission | ☐ Community Development Authority |
| ☐ Water & Sewer Commission | ☐ Housing Task Force |
| ☐ Zoning Board of Appeals | ☐ Library Board |
| ☒ Other <u>At Large Alderperson</u> | |

Applicant Questions (attach additional sheets if necessary)

1. Do you have any issues with attending meetings at the specified times? (See Meeting Schedule)
None
2. Please indicate why you are interested in serving on any of the above Board, Committee or Commission: I was a member of the Princeton City Council when I lived there. I think it is important to be involved in your community and now that I haven't finished my personal schooling I have the time to do so.
3. What knowledge, experience, or abilities do you have that would make you an effective board member: I am a 23 year member of the BASD staff. My husband owns his own construction business. These two things have allowed me to get to know a great many families in Berlin. I'm familiar with a lot of regulation--especially building codes, but others as well--because of my involvement in my husband's business.
4. Please provide any additional information for consideration: I am not a Berlin native. I grew up in Montello and my husband grew up in a small town in Western Illinois. We chose to live in Berlin and want to make Berlin a better place. With a so-called outsider view and a new face on the council, I would bring fresh ideas, opinions, and energy to the council.

Angela Femali, EdD

Educator

211 E Liberty St.
Berlin, WI 54923



EDUCATION

EdD, Educational Leadership – Edgewood University 2025

M.S.Ed., Reading Specialist Certification – UW–La Crosse 2020

M.Ed., Professional Development – UW–La Crosse 2004

Secondary Education Licensure (English) – UW–Oshkosh 1999

B.S., Communications – UW–Oshkosh, 1994.

EXPERIENCE

Berlin Area School District – High School English Teacher & Instructional Coach (2002–Present)

- Standards-based instruction, differentiated learning, classroom management
- Mentorship of pre-service and new teachers; PD leadership
- Department chair and PLC leader
- Dual Credit/transcripted credit instructor for Advanced Composition, Public Speaking, Contemporary American Literature
- Developed 9th grade literacy course
- Co-teaching experience

Forward Corporation – Upward Bound – English Instructor (2021–Present)

- Face-to-face and online instruction for first-generation students
- multimodal design
- Curriculum development

Berlin Area School District – Summer School Teacher (2023–2025)

Oconomowoc Area School District – English Teacher (1999–2002)

PRESENTATIONS

Wisconsin State Reading Association Conference Presenter (2026) –

“Morphemes are the New Super Power”

National Council of Teachers of English (2026)–

“Imagine the Word. Unlock the Meaning: Power Morphemes in Action (Poster Session)”

CERTIFICATIONS

Wisconsin English Teacher License

Reading Specialist License

Reading Teacher License

Director of Instruction License

AFFILIATIONS

Berlin Community Scholarship Corporation

Membership committee chair, Policy committee member, high school scholarship selection committee

National Council of Teachers of English

Member

Wisconsin State Reading Association

Member, former member of high school advisory committee

Gamma Phi Beta Sorority

Foundation scholarship committee member

UW Oshkosh Alumni Board

Former member (2021-2024)

SKILLS

Instructional Design, Assessment, LMS (Canvas/Blackboard), Classroom Management

CITY OF BERLIN
BOARD, COMMITTEE, COMMISSION & COMMON COUNCIL
APPLICATION FORM

Name: Jason Frasier
Address: 463 Hollside Drive Berlin, W/O 54923
Phone Number(s): [REDACTED]
E-mail address: [REDACTED]

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Area of Interest: (choose all that you have interest in)

- | | |
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| ☒ Police & Fire Commission | ☒ Community Development Authority |
| ☒ Water & Sewer Commission | ☒ Housing Task Force |
| ☒ Zoning Board of Appeals | ☒ Library Board |
| <u> </u> Other <u> </u> | |

Applicant Questions (attach additional sheets if necessary)

1. Do you have any issues with attending meetings at the specified times? (See Meeting Schedule)

None

2. Please indicate why you are interested in serving on any of the above Board, Committee or Commission: I like to be part of the community.

3. What knowledge, experience, or abilities do you have that would make you an effective board member: I've worked in many types of work from managerial positions to laborer.

4. Please provide any additional information for consideration:

I enjoy volunteer work, enjoy doing new things, enjoy decision making

Jason Fischer

Berlin, WI 54923 | [REDACTED]

Professional summary

I am a hard working person that likes to stay busy. I enjoy working in the Powersports and Marine field. I'm the type of guy that likes to feel like I have made a difference in all that I do!

Work experience

Utility Worker

City of Omro Wisconsin | Omro, WI

July 2022 to Present

My job duties include working in the laboratory and testing samples of water and waste water, maintaining proper facility Operations, On Call for emergency situations, helping the public works department when needed, maintaining safe water operations and sewer operations for the entire city. Operating and maintaining 3 city wells and pumps, operating the waste water treatment plant. Documenting results of all testing for the Chief Operator.

Service Manager

Ecklund Motorsports | Appleton, WI

November 2017 to Present

As the service manager I managed a full Motorsports Service Department with a total of 7 service employees. I maintained employee schedules weekly, worked as a service writer answering service calls and scheduled incoming work. I submitted and tracked and finalized all warranty claims, implemented and made policies and procedures for the department. Conducted weekly meetings tracking and monitoring service efficiency. Promoted upcoming sales, met with all customers at time of the unit sale. In 2020 the dealership took on Alumacraft, Mercury, and Yamaha Marine. I helped get the franchise going, rigged boats, tested boats, and started to work towards Mercury Technician status to be able to help in the service department whenever needed.

Correctional Officer II

Wisconsin Department of Corrections | Redgranite, WI

2006 to Present

Job Duties: As a D.O.C Correctional Officer 2, I am employed at the Red granite Correctional facility.. I am currently an Emergency Response Unit (ERU) member at Red granite Correctional Institution, with over 5 years of experience working as a correctional officer. I am trained in many tactical procedures including, weapons certified, POSC, baton control, handcuffing, restraint use, pepperball use, CN and CS inert gas use, and intermediate weapon, and deadly force utilization and have worked in segregation and armed posts. I also have cell entry skills and experience along with verbal de-escalation experience, and I put that training to use everyday inside and outside the institution. I am also a trainer inside the institution for fire protection and prevention for all officers and staff and have aided in training at the D.O.C Wisconsin Training Center in Oshkosh to new recruits. I have experience in the administration and scheduling areas of my career as I volunteered for a temporary position at the Red granite correctional facility while working as an officer scheduling shifts and positions for approximately 200 officers on 3 shifts. The scheduling included scheduling vacation days, scheduling days traded officer to officer, filling post/position coverage, sick leave documenting, and schedule adjusting, scheduling future medical trips and much more.

I am also CPR and AED certified not only through Fox Valley Technical College but through D.O.C. also. This comes from a fourteen year experience enrolled with a completely volunteer fire department as a state certified firefighter 1, first responder, certified fire inspector, and training officer in my home town where I am currently maintaining a Captains position for the past 6 years. I have great skills in both hands on training, and verbal communications training as I am also Train the Trainer certified through the D.O.C, and have attended a Wisconsin Joint ERU training at Volk Field in 2009.

Parts Manager Service manager

Ecklund Motorsports and Marine | Oshkosh, WI

2000 to Present

cc casual

Job Duties: Parts manager, maintain all parts department projects and duties including hiring and firing for the department. Following, introducing, and implementing new department policies and procedures. Covering the parts warranty department, submitting and following the parts claim thoroughly until payment was made. Making monthly progress and sales reports, and presenting them to the monthly department managers meetings. Maintaining proper inventory management, shipping and receiving and much more. I stayed part time throughout my career in corrections from 2006-2016. Brands that I worked close with are BRP(Can-Am)(Snowmobiles-Atv-Utv), Arctic Cat(ATV-Snowmobiles), Yamaha (ATV, Snowmobile, Cycle, Marine), Honda (ATV-Cycle), Suzuki (ATV-Cycle). Mercury Marine, Evinrude Marine (BRP and Evinrude, Johnson) I enjoyed working with the public and ensuring their needs were met. In 2017 I became the full-time service manager.

Captain

Poy Sippi Fire Department | Poy Sippi, WI

1998 to Present

Job Duties: I am very skilled in the Fire Service, and First Responder area. I am fire fighter 1 certified, first responder certified, Confined space trained and certified, and Haz-Mat technician certified. I am also ICS, 100, ICS 200, 300, and ICS 700 trained. I work for my home town volunteer fire department which has 64 active members including 2 Lieutenants, 4 Captains, and 4 Assistant Chief's based out of two stations. I worked my way up through the ranks and am currently the departments training Captain and hold morning meetings monthly for firefighters that work odd hour shifts that are not able to make normal timed meetings. These meetings and trainings are to insure all our members obtain and meet proper training levels, and to achieve their yearly mandatory hours of service. I attend meetings or trainings held every Wednesday. I am also a state certified fire inspector and am in charge of all local businesses in the Poy Sippi fire district. My duties are to schedule and perform all inspections and make sure these inspections are done and meet all standards according to NFPA. I also carry a certification of a Hazardous Materials Technician (HAZ-MAT) and worked closely with the Waukesha County Haz-Mat team before the team was dismantled in 2007. All my trainings and certifications were obtained through Fox Valley Technical College, or the Wisconsin Department of Corrections.

Service Manager/PARTS MANAGER

Sweetwater Performance Center and Marina | Oshkosh, WI

October 2016 to November 2017

I spent a year as service manager at a full service Mercury, Evinrude, mercruiser, Crown line, Manitou dealer. I am also the parts manager, eBay sales person. I oversee and schedule all incoming service work, order all parts for over the counter sales and service repair orders. I also help as a dock hand when time permits, including head pump outs, has fill ups, and technical service advice, transport boats with the travel lift, and marine fork lift. I am also in charge of the summer and winter storage and winterization scheduled and dry stack racking scheduled.

Farm Mechanic

Poy Sippi Fire Department | Berlin, WI

1998 to 2000

Job Duties: From high school I worked as an atv, lawn and garden, and farm equipment technician specializing in Mustang skid loaders, gas and diesel tractors and much more. I obtained many mechanical skills while learning about the career on the job.

Mechanic

Bills Tire and Automotive | Poy Sippi, WI

1995 to 1998

Job Duties: While still in high school I worked as a mechanic. My duties were minor engine repairs, oil changes, brake repair, tire repair and installation working on cars, trucks, semi trucks, and farm tractors. Throughout my years at Bills Tire I learned a lot about the automotive and tire trade and after learning more took on more responsibilities.

Education

my career

Corrections Training Center
2006

general education (Associates)

Fox Valley Technical College
2000 to 2004

Berlin High School | Berlin, WI
1995 to 1998

Skills

- Diesel Engine Repair
- Mechanic Experience
- Brake Repair
- Vehicle Maintenance
- CCTV
- Law Enforcement
- Landscape Maintenance
- Heavy Equipment Operation
- Auto Service Management
- Farming
- Leadership
- Service Technician Experience
- Blueprint Reading
- Security
- Automotive Repair
- Writing skills
- Suspension
- Oil Change
- Mechanical Knowledge

Certifications and licenses

Motorcycle License

CPR Certification

First Aid Certification

CITY OF BERLIN
BOARD, COMMITTEE, COMMISSION & COMMON COUNCIL
APPLICATION FORM

Name: Tiffany Morris

Address: 318 Sacramento St Berlin, WI 54923

Phone Number(s): [REDACTED]

E-mail address: [REDACTED]

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| ☐ Water & Sewer Commission | ☐ Housing Task Force |
| ☐ Zoning Board of Appeals | ☐ Library Board |
| ☐ Other _____ | |

Applicant Questions (attach additional sheets if necessary)

1. Do you have any issues with attending meetings at the specified times? (See Meeting Schedule)

no I do not.

2. Please indicate why you are interested in serving on any of the above Board, Committee or

Commission: I want to help be a voice for the community and help make decisions that positively impact the community.

3. What knowledge, experience, or abilities do you have that would make you an effective board

member: my experience in management, administration, and regulatory compliance has taught me how to thoroughly listen to people effectively, work with diverse individuals, and find practical solutions.

4. Please provide any additional information for consideration: _____

Tiffany Morris

Berlin, WI 54923

Authorized to work in the US for any employer

Work experience

Park Assistant (seasonal)

RJourney • Redgranite, WI

June 2025 to Present

- Created and maintained electronic filing systems to ensure efficient organization and retrieval of documents
- Assisted in the preparation of reports, presentations, and correspondence by gathering data and formatting information
- Handled incoming calls, emails, and mail; directed inquiries to appropriate personnel or provided necessary information
- Coordinated campground events such as team-building activities, holiday parties, and park meetings
- Performed general administrative tasks including photocopying documents, scanning files, faxing paperwork

Bartender/Server

Mastricola's On Broadway • Berlin, WI

August 2023 to May 2025

- Crafted and served a wide variety of cocktails, beers, and wines to patrons in a fast-paced bar environment
- Maintained cleanliness and organization of the bar area, ensuring compliance with health and safety regulations
- Efficiently handled cash transactions and accurately processed payments using POS system
- Collaborated with kitchen staff to ensure timely delivery of food orders for customers seated at the bar
- Provided exceptional customer service by engaging with guests in a friendly manner and anticipating their needs
- Organized special events such as themed nights or live music performances to attract new customers
- Resolved customer complaints promptly and effectively to maintain high levels of satisfaction
- Collaborated with management on pricing strategies based on market trends and competitor analysis
- Participated in monthly team meetings to discuss new promotions or menu changes

Lifeguard (Seasonal)

Berlin Aquatic Center • Berlin, WI

April 2024 to September 2024

- Supervised a team of 18 lifeguards, ensuring the safety and well-being of all pool patrons
- Performed regular inspections of pool facilities to identify potential hazards and ensure compliance with safety regulations
- Responded quickly and effectively to emergency situations, administering first aid and CPR as necessary
- Maintained accurate records of all incidents, accidents, and rescues that occurred during shifts
- Conducted regular staff meetings to review protocols, address concerns, and provide ongoing training opportunities
- Collaborated with management to develop strategies for improving overall pool safety measures
- Assisted in the development of emergency action plans (EAPs) specific to the facility's layout and needs
- Provided exceptional customer service by addressing inquiries or complaints from pool patrons in a timely manner
- Managed daily operations at the pool facility including scheduling lifeguard shifts, monitoring attendance, and overseeing maintenance tasks
- Implemented a system for tracking lifeguard certifications to ensure all staff members were up-to-date on required trainings
- Coordinated with local authorities during water-related emergencies or incidents requiring external assistance

Assistant General Manager

Chipotle Mexican Grill • Oshkosh, WI

June 2022 to May 2024

- Assisted in overseeing daily operations of the company, including managing staff, coordinating schedules, and ensuring efficient workflow
- Collaborated with the general manager to develop and implement strategic plans to improve business performance and achieve organizational goals
- Played a key role in recruiting, training, and mentoring new employees to ensure a high-performing team

- Developed and maintained strong relationships with vendors and suppliers to negotiate favorable contracts and pricing terms
- Analyzed financial data and prepared reports for senior management on budgeting, forecasting, sales trends, and profitability
- Led cross-functional teams in executing special projects or initiatives aimed at improving operational efficiency or customer satisfaction
- Managed inventory levels to optimize stock availability while minimizing excess inventory costs
- Ensured compliance with company policies, procedures, and regulatory requirements across all departments
- Monitored customer feedback through surveys or other channels to identify areas for improvement and implemented appropriate action plans
- Conducted regular performance evaluations of staff members to provide constructive feedback for professional development purposes
- Coordinated marketing efforts with the marketing department to promote products or services effectively within the target market segment(s)

ADMINISTRATIVE ASSISTANT

PIKES PEAK COMMUNITY COLLEGE • Colorado Springs, CO

May 2019 to May 2020

- Prepared and edited correspondence, reports, presentations, and other documents as needed
- Maintained office supplies inventory by anticipating needs and placing orders in a timely manner
- Screened phone calls and emails for executives, providing accurate information or redirecting inquiries to appropriate staff members
- Created efficient filing systems both electronically and physically to ensure easy retrieval of important documents
- Handled sensitive information with utmost confidentiality while maintaining data integrity at all times
- Acted as a liaison between executives and internal/external stakeholders to facilitate effective communication flow
- Managed and updated company databases, ensuring accuracy and completeness of information

Education

ASSOCIATES OF ARTS

PIKES PEAK COMMUNITY COLLEGE

June 2020

Associate's degree

DIPLOMA

BERLIN HIGH SCHOOL

Skills

Order assistance American Sign Language Restaurant experience Spreadsheet filtering
 Spreadsheet data validation Organizational skills POS Time Management Report writing
 Calendar management Project coordination Photocopying Personal Assistant Experience
 Microsoft Access Administrative experience within retail industry Communication skills
 Administrative experience - Administrative experience (3-5 years) Store management First aid
 Data entry Social media management Zoom File organization Sales management
 Experience working with students Computer skills Kitchen experience
 Office equipment routine maintenance Heavy lifting Microsoft Teams Appointment scheduling
 Providing product information Confidential information handling Front desk Attention to detail
 Serving Experience Restaurant management Microsoft Office Management Complaint handling

Record keeping Correspondence management Technical Proficiency Upselling CPR
Administrative experience within education industry Microsoft Excel Receptionist
Kitchen management Basic math Food safety management Stocking Serving Inventory Control
Interpersonal communication Pool maintenance Mail processing Meeting scheduling
Spreadsheet design Food service Experience with children Administrative Assistant Filing
Office supply management Customer communication Bartending Sales Customer service
Outlook Phone etiquette Greeting customers Word Scanning Grocery store
Employee relations Office experience English Marketing Employment & labor law Cash handling
Report preparation Leadership Microsoft Powerpoint Dependability Swimming
Customer complaint resolution Spreadsheet charts Phone answering Presentation preparation
Customer inquiry handling Administrative experience within non-profit industry Event planning
Faxing Supervising experience Google Workspace

Certifications

Bartender License

Managers Food Handler Certification

June 2022 to June 2027

Lifeguard Training

June 2024 to June 2026

Driver's License

CPR Certification

First Aid Certification

Additional information

SKILLS

- Social Media Fluency
- Microsoft 360
- Communication
- Customer Service
- ASL Communication Skills