

They Want To Move (back)...

and who can blame them?

Looking for a Human Resource Manager, Project Manager, Nuclear Engineer, or Administrator? Here are five professionals that may meet your hiring needs who want to move to the north-land!

The NWWIB is dedicated to addressing the workforce challenges of every industry in our region. With that in mind, this 7th edition features profiles for some of the most sought-after professionals in the country.

Take a look at the profiles listed below and see if the talent you need isn't already knocking at the door. Feel free to forward this newsletter on to anyone else who might be interested, or check us out online at: www.WorkWhereUPlay.com
Older issues of this newsletter can be found at www.nwwib.biz



Work Where You Play

JOHN THOMPSON

SENIOR ENGINEER

Iron, Price, Taylor

- Master of Science, Nuclear Engineering - UW- Madison
- Law License, State of Illinois, November 2004
- Juris Doctor- Chicago Kent College of Law
- EIT Certification, State of Nebraska

JILL MATCHETT

ACCOUNTING

Sawyer

- 7 years of managerial experience
- 12 years as an Account Clerk
- Professional Communications- Alverno College
- Proficient with Windows, Excel, Word, Lotus 1-2-3, Billing/scheduling software
- Course study BHE College Kewanee, IL

RHIANNA GARLOUGH

HR MANAGER

Burnett, Washburn

- B.A. in Psychology, University of Minnesota – Twin Cities
- Experience providing Human Resource management for up to 140 employees
- 10 years of experience in Human Resources
- Experienced in developing and implementing employee rewards programs, safety training, and employee orientation programs

BRIAN ANTCZAK

CONSTRUCTION PROJECT MANAGER

Barron, Rusk, Taylor

- Construction Management- University of Wisconsin – Stout
- Residential / Light Commercial Construction Degree - WITC
- 8+ years of experience in managing construction projects
- Overall responsibilities include manage & develop staff, maintain & develop internal coordination, manage & develop sales

SHANNALEE HORVIK

ASSOC. DIRECTOR- ADMINISTRATION

Douglas

- Bachelor of Arts in Communications, Minors in Management & Psychology, College of St. Scholastica, Duluth, MN
- Mini-Master in Volunteer Management, College of St. Thomas
- Experience in Executive Administrative Assistance, Solution Based Office Process Analysis, Advanced Computer Skills, Presentation Preparation and Delivery, Business/Technical Writing

John Thompson

Telephone: 402-874-1244 email: johnet@mc.net

PROFESSIONAL EXPERIENCE

FULL TIME STUDENT, January 2001 to present (see Education details below)

- Master of Business Administration, DePaul University
- Law Degree, Chicago-Kent College of Law
- Currently pursuing employment options

COMMONWEALTH EDISON, Nuclear Fuel Management, Downers Grove, Illinois
Principal Engineer/Senior Engineer, February 1995 – January 2001

- Represented ComEd Boiling Water Reactor (BWR) sites on peer group committee
 - Drafted and negotiated industry position papers
 - Member of BWR industry peer group steering committee
- Drafted responses and recommendations regarding issues common to the ComEd BWR sites
- Analyzed and investigated non-conformances and drafted root cause reports
- Evaluated systems as part of formal system functional review program at LaSalle Station
- Evaluated site Reactor Engineering by invitation in peer audit of River Bend Station in Louisiana
- Provided independent review of reload licensing packages for BWR core reloads
- Provided training, on-site support and independent review support for site reactor engineering activities

NEBRASKA PUBLIC POWER DISTRICT, Cooper Nuclear Station, Brownville, Nebraska

Lead Reactor Engineer, September 1989 – January 1995

- Supervised site reactor/system engineers
- Represented Reactor Engineering on the emergency response team
- Analyzed non-conformances and drafted root cause reports
- Drafted safety evaluations under 10 C.F.R. 59.
- Managed site Reactor Engineering procedures, tracking and reporting of special nuclear materials under 10 C.F.R. 70 and 10 C.F.R. 74.
- Represented the station on BWR peer group committee
- Provided on-site coverage for plant power evolutions involving startups, shutdowns, control rod pattern adjustments and evolutions involving assigned systems
- Interacted with Nuclear Regulatory Commission (NRC), Institute of Nuclear Power Operations (INPO), and the Federal Emergency Management Agency (FEMA)
- Served as Shift Technical Advisor (STA) from 1991 to 1995; this included on-site duty and continued re-qualification training with an operating crew

Reactor Engineer I, November 1985 – September 1989

- Served as system engineer for mechanical, electrical, and nuclear systems
- Planned and administered fuel bundle loadings for spent fuel shipments
- Drafted special nuclear material accountability, transfer, and reporting documents
- Drafted various reports to fuel vendor, INPO, and NRC
- Drafted various safety evaluations and procedure revisions in support of reactor engineering, relevant system operations, and design changes

PROFESSIONAL TRAINING

Team Building Skills, Jane Neilsen and Associates, 1991
Root Cause Analysis for Power Plants, Failure Prevention, Inc., 1989
Problem Solving and Decision Making, Kepner-Tregoe, 1988

TECHNICAL TRAINING

Cooper Nuclear Station Shift Technical Advisor, 1991 through 1994
Control Rod Drive Diagnostic Testing, General Electric, 1990
Abnormal Event Analysis, General Electric, 1990
Boiling Water Reactor (BWR) Station Nuclear Engineering, General Electric, 1986

EDUCATION

UNIVERSITY OF WISCONSIN-MADISON, Madison, Wisconsin
Bachelor of Science, Nuclear Engineering, May 1984

- 3.31 GPA
- Deans' List: 1st, 5th, & 8th semesters

UNIVERSITY OF WISCONSIN-MADISON, Madison, Wisconsin
Master of Science, Nuclear Engineering, August 1985

- 3.38 GPA
- Institute of Nuclear Power Operations Fellowship

CHICAGO-KENT COLLEGE OF LAW, Chicago, Illinois
Juris Doctor, May 2004

- Dean's List: 4th semester
- 3.00 GPA: "A" grades in Copyright, Legal Drafting, Evidence, and Seminar

DEPAUL UNIVERSITY, Chicago, Illinois
Master of Business Administration, Finance Concentration, with distinction, June 2004

- GMAT score: 680
- 3.85 GPA
- Phi Kappa Phi & Beta Gamma Sigma

CERTIFICATIONS

EIT, State of Nebraska.
Law License, State of Illinois, November 2004
United States District Court, Northern District of Illinois, January 2005

JILL MATCHETT

825 NE 3rd Street • Galva, IL 61434 • (309)525-2763 • jill.matchett@gmail.com

Summary of Qualifications

Results oriented professional with 7 years of managerial experience coupled with 12 years as an Account Clerk. A solid history of exceptional work relationships with the public and internal personnel. Major strengths in organization, leadership and staff development. Dedicated, dependable and proactive with the ability to establish priorities and work independently.

Professional

Proficient with Windows, Excel, Word, Lotus 1-2-3, Billing/scheduling software

Experience

Henry County Health Department Kewanee, IL 2001 – Present

Team Leader – Clinical Services Secretarial Staff

- Interview, orientate and train new personnel. Part of a 3 panel interview committee
- Develop, assess and monitor employee performance standards through auditing and employee/client feedback. Acknowledge exemplary employee attitude and work ethic. Implement disciplinary action when necessary.
- Collaborate between departments to promote the Health Departments Mission, including review and resolution of customer complaints and or suggestions.
 - Ensure compliance with state funded grant programs through audit reviews, providing corrective actions when necessary.
 - Create and implement department policies and procedures as a member of a quality assurance committee. Examples include client confidentiality protocol and immunization record keeping.

Henry County Health Department Kewanee, IL 1995 - Present

Clinic and Home Health Account Clerk

- Prepare and transmit billing for Medicare, Medicaid, and private insurances. Includes mass roster billing for influenza and pneumonia.
- Monitor and review schedules and Clinic billing report to insure charges are appropriately billed.
- Maintain and update charges, coding, schedule changes in billing software, troubleshooting when necessary
- Compile statistical data for Medicare licensure/cost reporting and other grant funded programs
- Audit client charts to verify correct information documented to support billing.
- Submit data to the appropriate state agency to support grant reimbursement

Other Experience

LES, Inc. Wyoming, IL Office Manager
Industrial Cable Systems West Jersey, IL Account Clerk
Chuck Hay Insurance Galva, IL Customer Service Representative
Galva Foundry Co. Galva, IL Account Clerk
The Galva Bank Galva, IL Bank Teller

Education

Course study BHE College Kewanee, IL

- Supervisory 101
- Accounting 101, 102, 103, Computerized, Cost
- Business courses including Law, Writing,

References

Available upon request

Rhianna L. Garlough-Buresh

274 N McCarrons Blvd, Roseville MN 55113 651.487.3250; 651.331.0063

rhiannagarlough@gmail.com

Objective

A position in a human resources department within a progressive company in or outside the Twin Cities area.

Summary of Qualifications

Excellent human resources background, including: applicant screening; employee orientation, evaluation and placement; payroll management, safety and training; retention and benefits planning. Experienced in developing and implementing employee rewards programs, safety training, and employee orientation programs.

Work Experience

October 2007 - Present

Senior Human Resources Supervisor, Molex Copper Flex Products, St Paul, MN

- Promptly report any compliance related concerns to Corporate HR Management team and work through appropriate resolution.
- Conduct safety and orientation training, regulatory compliance training, policy and procedures training and corporate communication initiatives.
- Maintain communication with departments on all human resources related issues.
- Represent organization at personnel-related hearings and investigations.
- Work independently with minimal supervision; prioritizing job duties according to business needs.
- Advise management of risks associated with current business practices and actively recommend improvements by providing expertise to management in local, state and federal employment laws. Provide consultation and support to management and employees on all HR related matters to ensure application of HR strategies and policies in compliance with Affirmative Action/EEO, ADA, and other legal HR issues
- Provide HR leadership and counsel on employee relations issues.
- Monitor and provide coaching on the Performance Management System process
- Coordinate and monitor all recruitment / staffing efforts including headcount forecasting, evaluate employment levels & coordinate new employee orientation
- Evaluate wage and benefit surveys within the local market and benefit structure / levels and make recommendations & coordinate benefit administration
- Evaluate variances to the HR related budget (headcount, recruiting, etc.)
- Implement cost containment measures

May 1998 - December 2006

Human Resources Manager, Regal Services Group, Inc Oakdale, MN

- Designed new employee orientation package, established and facilitated new employee orientation process to foster positive attitudes toward company goals, vision and mission.
- Developed and maintained recruitment program to ensure company maintained an adequate pool of qualified candidates for positions in company. Interviewed applicants and participated in selection process.
- Conducted wage surveys within geographic area to determine wage structure and rates, and recommended adjustments to pay ranges within company.
- Developed and maintained employee performance management program. Trained staff in the process of performance management.
- Administered company training program by conducting a needs assessment of employees, assisted managers in developing or arranging training programs. Maintained records regarding employee training programs.
- Administered employee benefit program for the company consisting of health insurance, dental insurance, retirement, workers' compensation, vacation, sick time, and other employee benefits.

- Investigated accidents and prepared reports for insurance carrier and agency.
- Maintained current knowledge of applicable state and federal legislation regarding: EEO, ADA, FMLA, wage and labor laws, and OSHA.
- Ensured that the company complied with the requirements of the various legislative/regulatory mandates. Developed or arranged training programs for employees regarding the various state and federal requirements. Served as resource person to management and employees regarding issues related to federal and state legislation.
- Administered company grievance process. Conferred with supervisory staff and employees regarding grievance procedure.
- Conducted studies regarding to staffing levels, absenteeism, job analysis, and made recommendations to management.
- Organized and conducted staff meetings, training sessions, and seminars to update staff of changes that may alter functions, procedures and general activities in order for the staff to adequately perform job duties.
- Developed and maintained employee handbook and safety manuals.
- Supervised office staff and oversaw administrative functions

June 1994-May 1998

Special Project Manager, Regal Services Group, Inc Oakdale, MN

- Performed data base management for 3M Health Care.
- Worked with 3M Health Care Marketing Managers to update sales literature.
- Generated data files necessary for development of new sales software and web site.
- Performed additional systems support as needed.

June 1991-June 1994

Production Coordinator, Regal Services Group, Inc Oakdale, MN

- Reviewed production schedule and job tickets with the Operations Manager.
- Coordinated priorities for customer jobs.
- Communicated job instructions and completion dates to employees. Set up jobs, worked closely with employees to ensure jobs were completed according to customer expectations.
- Conferred with manager to determine progress of work and obtain information regarding changes in processing methods.
- Conducted inventory of materials and supplies necessary to complete jobs. Communicated discrepancies to the Operations Manager in a timely manner.
- Compiled and recorded necessary information pertaining to specific jobs using Regal Jobs system, time sheets, and other miscellaneous documents.
- Cross trained employees and provided back up in case of absence.
- Participated in the employee performance management system, provided input regarding employee performance to manager.

Education

B.A. in Psychology, University of Minnesota – Twin Cities 1998

Proficiencies

Advanced working knowledge of the Microsoft family of programs, including Windows NT, Word, Excel, Access, Power Point, Publisher, Explorer and Outlook. Basic working knowledge regarding SAP, PeopleSoft, HRtrack, and other HRIS programs.

BRIAN ANTCZAK

**E17101 Ludington Drive
Fall Creek, Wisconsin 54742
Phone: (715)-877-3700**

Email: bluehillsbucksaw@yahoo.com

OBJECTIVE

To procure a Construction Management position which entails a broad set of responsibilities, for a growing construction company that is committed to developing a positive relationship with their subcontractors and field employees.

EDUCATION

University of Wisconsin – Stout 8/98 – 5/02

Major: Construction Management

Degree: Bachelors of Science: GPA of 3.60

• Focus: Project & Labor Management, Estimating, Scheduling, Cost Control, Risk Management, Structural & Site Engineering, Mechanical / Electrical / Plumbing Systems.

Wisconsin Indianhead Technical College 8/94 – 5/96

Major: Residential / Light Commercial Construction Degree: Associates: Graduated with Honors

• Focus: Architectural Drafting, Business Management, Scheduling, Estimating, Carpentry / Concrete / Masonry Material Application.

WORK HISTORY

Automated Building Components 5/06 – Present

Position: Manager of Engineering, Customer Service, and Sales Departments

Responsibilities: Manage & develop staff, Maintain & develop internal coordination, Manage & develop sales, Lean Leader, Assist with product development

- * Manage staff, workflow, training, technical information, code compliance.
- * Develop customer service department.
- * Develop commercial construction market sales.
- * Lead residential construction market analysis & strategic sales planning.
- * Facilities, property and equipment management.
- * Oversee and assist with on site corrections / repairs.
- * Research and development of new product lines.
- * Study and implement Lean manufacturing principals.
- * Coordinate with Plant, sister plants and sister companies
- * Building / design professionals partnership or conflict resolution
- * Software development

Miron Construction 5/02 – 5/06

Position: Project Manager

Responsibilities: Project Buyout, Scheduling, Estimating, Submittal Review, Cost Tracking & Cost Projections, Owner & Subcontract Pay Requests, Daily communication and coordination with Architects, Engineers, Owners, Superintendents, Subcontractors, & Suppliers.

Projects: Environmental, Industrial, Institutional, Healthcare, Educational, Retail Markets

* UW- Whitewater – Upham Hall Science Center Remodel - \$7.5M

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- * Depere WWTF – Sludge Storage Wall - \$14K
- * Depere High School Casework Remodel - \$42K
- * City of Marion – Arts & Environmental Center - \$3.7M
- * UW-Stevens Point – Fine Arts Remodel Phase Two - \$800K
- * Gulfstream Storage Building - \$200K
- * UW-Stevens Point – Comm. Arts HVAC Renovation - \$1M
- * Kewaunee Administration Building - \$2.5M
- * UW-Stevens Point – Fine Arts Addition & Remodel - \$12M
- * Fox River Remediation & Treatment Plant - \$1.3M
- * Myrtle Werth Hospital Lobby Remodel - \$50K
- * Bellin Building Demolition and Remodel - \$250K
- * Columbia County Maintenance Shop - \$6.8M
- * Sacred Heart Hospital Chiller Addition Water Heater Replacement - \$1.9M
- * Gulfstream Wood Shop Addition - \$510K
- * Camp Hoarse Shoe - Upgrades - \$72K
- * Chippewa Falls Waste Water Treatment Facility - \$2.8M
- * North Side Booster Pump Station - \$446K
- * Sturtevant 150 Bed Workhouse - \$1.7M
- * Iola Waste Water Treatment Facility - \$1.7M
- * Osseo Jr/Sr High School - \$1.7M
- * Brandon Waste Water Treatment Facility - \$2M
- * Shorewood Lift Station - \$357K
- * Oshkosh Correctional Recycling Facility & Parking - \$670K
- * Riverview Medical Cancer Center (Concrete Subcontract) - \$145K

Cooper Engineering 5/01 – 9/01

Position: Assistant Engineer - Internship

Responsibilities: Surveying, Inspection, Document Interpretation, Coordination of Contractors.

Project: Wisconsin DOT Project;

* Highway 182: Six miles of urban road reconstruction: Mass Excavation, Relocation of private utilities, Replacement of public water, storm & sewer, Track mounted boring, Directional boring, Railroad spur reconstruction, Curb & Gutter, Paving

Summit Consulting Services 5/00 – 12/00

Position: Assistant Project Manager & Superintendent - Internship

Responsibilities: Project Buyout, Material consolidation for barge & air transport, Submittal Review, Schedule and supervise work activities, Daily communication with Village Elders, Tribal Council & Engineers.

Projects: Various remote projects within the Alaskan bush

* Pilot Station Water Storage & Treatment Facility, and Sanitary Sewer upgrades – \$2M

* Togjack Haul Road, Landfill, & Cold Storage Facility – \$2.8M

* Kiana Bulk Fuel Cell Containment, Storage & Distribution Facility - \$3.4M

* Kongiginack Boardwalk & Washiteria - \$1.5M

Mid-West Construction Services 5/99 - 9/99

Position: Superintendent / Carpenter Forman

BRIAN ANTCZAK

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Fall Creek, Wisconsin 54742
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Email: bluehillsbucksaw@yahoo.com

Responsibilities: Organized daily activities and work with crew, Documentation of all daily events, Communication between suppliers, owners, and inspectors.

Projects: Various Multifamily & Residential Housing Projects

Antczak Woodworking & Rentals 7/98 – 5/02

Position: Self – Employed Carpenter & Landlord

Responsibilities: Manage & Self-perform residential projects, Maintain rental property & recruit tenants, Resolve / Address tenant issues.

Projects: New Residential Homes, Remodel Homes, Garages, Decks, Misc. Carpentry

Rob Carlson Builders 9/97 - 7/98

Position: Carpenter

Responsibilities: Layout, Framing, Finish work, Communication with suppliers & other trades.

Projects: High End Residential Homes, Commercial Properties

Northwest Builders 5/96 – 9/97

Position: Carpenter / Welder / Operator

Responsibilities: Light gauge metal framing, Erect structural steel, Welding, Concrete Formwork & Flatwork, Operation of crane & forklift, Wood framing, Finish work.

Projects: Various Commercial Projects

Sunset Construction 5/93 – 5/96

Position: Carpenter / Laborer Responsibilities: Entry level carpenter position framing & finish work.

Projects: Residential Homes

Antczak Family Farms 11/74 – 5/93

Statement: Growing up on a successful family farm and actively participating in daily activities has given me a strong work ethic, and a sense of responsibility. It has taught me the importance of teamwork, time management, and the importance of taking pride in ones work.

ORGANIZATIONS & ACTIVITIES

- Leadership Barron County, Member & Project Lead – 2007 - Present
- Sectary - Wisconsin Western Rail Transit Authority – 2006 - Present
- Quarry Quest – Volunteer, Teaching youth about construction – 2002 - 2006
- Active Member - Sigma Lambda Chi, Students Leading Construction - 1999- present
- Guest Speaker - UW-Stout Construction Education Advisory board - Spring 2001
- Volunteer - Native Empowerment, teaching the trade of Carpentry - Spring 2000

ShannaLee M. Horvik

shorvik@gmail.com

Skill Summary

Executive Administrative Assistance, Solution Based Office Process Analysis, Advanced Computer Skills, Presentation Preparation and Delivery, Business/Technical Writing, Meeting Facilitation, Event Planning, Deadline Management, Organizational Skills, Material Design, Corporate/Non-Profit Marketing and Communications, Photo/Graphic Editing, Public Relations, Communications Planning, Grant/Proposal Writing, Confidential Information Handling, Training Coordination and Development

Education

Nonprofit Management, Leadership Development, Communications Planning, Program Evaluation, Outcome Management, Volunteer Management, Mentoring, Cultural Dynamics Continuing Education Credits Earned

Mini-Master in Volunteer Management, College of St. Thomas Center for Business Excellence, Minneapolis, Minn.

Bachelor of Arts in Communications, Minors in Management and Psychology, College of St. Scholastica, Duluth, Minn.

Public Relations, Advertising and Communications Classes, University of Wisconsin-Superior, Superior, Wis.

Computer Experience

Proficient in the use of PC or Mac computers, Microsoft Office Products (Word, Works, Access, Excel, Power Point), Email Systems (Groupwise, Outlook, Google Apps), Customer Relations Management Software (Deltek Vision, FundEZ), Desktop Layout and Publishing Software (Quark Xpress, Adobe PageMaker, InDesign, Photoshop), Accounting Software (Quickbooks Pro, Reckoning A/E), Internet Tools and Research (any browser), Intranet and Email Administration and Management (Google Apps)

Experience

The City, Inc., Associate Director of Administration, November 2006 - July 2008, Minneapolis, Minn.

- * Provided administrative assistance to the President/CEO and the Board of Directors.
- * Performed editing, transcription, typing and drafting of business communications for the President/CEO.
- * Participated in senior management meetings fostering collaboration and problem solving amongst senior staff.
- * Attended community events, workshops and seminars networking as a representative of The City, Inc.
- * Coordinated visits and tours of the organization.
- * Advocated for increased legislative and community investment in North Minneapolis.
- * Wrote, edited and provided graphic design for newsletter and communication pieces.
- * Implemented and Managed an organization-wide intranet and e-mail system (Google Apps Education and Non-Profit ed).
- * Participated in communications planning for the 40th Anniversary gala.
- * Served on planning committees for agency and community events.

- * Analyzed the efficiency of administrative processes suggesting and implementing needed changes.

Melander, Melander & Schilling, Administrative Assistant and Bookkeeper, March 2006 - July 2006, Duluth, Minn.

- * Worked to streamline administrative processes.

- * Composed and typed routine correspondence.

- * Opened, screened and routed mail to appropriate staff.

- * Managed payroll, accounts payable, accounts receivable and monthly account reconciliation.

Nettleton Elementary School, After-school program supervisor, November 2005 - May 2006, Duluth, Minn.

- * Provided event planning and supervision for talent show to raise school funds.

- * Created and implemented theatre curriculum for children ages 5-10.

Child Care Provider, Private Client, August 2005 - May 2006

- * Cared for a three year old boy from 8am - 5pm daily.

- * Provided educational, safe and fun activities to stimulate his learning and development.

LHB, Inc., Marketing Coordinator, June 2000 - August 2005, Duluth, Minn.

- * Coordinated the marketing needs of the Public Works and Structures departments.

- * Wrote and designed responses to requests for proposals.

- * Created and designed marketing materials, and advertisements.

- * Scheduled and led meetings, composed and disseminated minutes to group.

- * Planned various trade show presentations and in-house workshops.

- * Created a plan for improvement of staff presentation and interview skills.

- * Planned and coordinated annual golf outing event (raising \$1,500 for a local charity).

- * Trained staff in Customer Relations Management Software.

- * Performed research, administrative and data entry duties.

Balanced Perspectives Healthcare Consulting (BPHC), LLC., Marketing Coordinator, 2004, Duluth, Minn.

- * Designed and created advertising and marketing materials for BPHC.

- * Coordinated and shot photos for materials.

- * Edited photos using photo editing software.

- * Edited marketing brochure and resumes.

Duluth Family Services Collaborative, Child Care Facilitator/Collaborative Member, February 2003 - January 2004, Duluth, Minn.

- * Provided nurturing environment for children ages 0-5 for the Family Education Program.
- * Developed and implemented age appropriate educational activities for at-risk community children.
- * Participated in devising collaborative solutions for the at-risk population in the community.
- * Attended collaborative leadership training.
- * Assisted in the implementation of programs at the Lester Park Family Resource Center.

College of Saint Scholastica, College Communications Student Employee, March 1998 - April 1999, Duluth, Minn.

- * Archived advertising, photos, and press releases.
- * Performed data entry and administrative duties.

The Vista Fleet, Senior Deckhand, May 1997-November 1999, Duluth, Minn.

- * Supervised, trained and managed staff to perform in a variety of roles.
- * Responsible for filling any role on the ship at any time (bartender, concessions, hostess, cruise narrator, deck hand, waitress, manager).
- * Assisted in the planning and coordination of events for 20-500 people. * Coordinated Birthday Parties for children ages 5-15.
- * Provided supervision of children ages 5-15 during cruises.
- * Provided age-appropriate, educational and fun activities.

Duluth East High School, Theatre Program Director, November 1997 - May 1999, Duluth, Minn.

- * Provided opportunities for learning about and participating in theatrical production at the high school level.
- * Promoted responsible decision making, deadline management and organizational skills.
- * Supervised and directed theatrical productions attended by the school and larger community.
- * Performed marketing of the program to gain free advertising in local newspapers and on local television stations.
- * Raised over \$1,000 for the American Cancer Society.

Community Involvement

- * Volunteer Lawyers Conference, Working Effectively With Pro-Bono Clients, Panel Speaker
- * Bright Beginnings Teen Mother Program, Mentor
- * Duluth Area Family Services Collaborative Governing Board, Member
- * Lester Park PA Board, Member
- * Duluth Public Schools Long Range Planning, Process Participant
- * Bridge Syndicate, Board Member, Public Relations Chair, Young Families Liason