

# JESSICA CLAIRE

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## SKILLS

- Accounting, Risk Management
- Accounts payable, Strategic planning
- Administrative, Supervisory experience
- Asset management, Supervision
- Agency, Taxes
- Auditing, Training programs
- Benefits, Transportation
- Bridges, Troubleshoot
- Budget development, Written
- Budget management
- Budgets
- Budget
- Business operations
- Change management
- Competitive
- Contract management
- Contracts
- Financial
- Financial statements
- Focus
- Functional
- Government
- Grant writing
- Grants
- Human resources
- Insurance
- Invoicing
- Law enforcement
- Local government
- Meetings
- Works
- Organizational
- Personnel
- Policies
- Presentations
- Procurement
- Profit
- Project management
- Relationship management
- Repairs

## EDUCATION AND TRAINING

Bloomsburg University of Pennsylvania  
1991

*Bachelor of Science:* Business Administration, Mathematics

## SUMMARY

Highly motivated Sales Associate with extensive customer service and sales experience. Outgoing sales professional with track record of driving increased sales, improving buying experience and elevating company profile with target market.

## EXPERIENCE

**Bergankdv - Management Consultant**  
*Bloomington, MN • 07/2018 - Current*

- Providing remote management and support to the Board of Supervisors and staff.

**East Buffalo Township - Township Manager / Chief Administrative Officer**  
*City, STATE • 10/2012 - 07/2018*

- A local government with a land area of 15+ square miles, 51+ road miles, and population of 6,800+.
- Responsible for day-to-day operations, ensuring compliance with local and state laws and regulations.
- Planning for \$10M annual budget for multiple funding sources.
- Budget management focus on cost effectiveness and oversight of accounting procedures for compliance with annual and project auditing.
- Construction project management.
- Serve as owner representative.
- Ensure project completion to engineering design specifications.
- Manage contractor contracts obtained through competitive bidding.
- Asset management and strategic planning for capital construction, equipment and repairs for roads, bridges and other infrastructure.
- Human resources including administration of group benefits; and establishment and implementation of written personnel policies.
- Lead and develop administrative staff and public works laborers and tradesmen.
- Relationship management with stakeholders including local, county and state government representatives; public utility providers; law enforcement and other emergency and public services.
- Directly accountable to elected governance Board.
- Facilitate meetings, provide status reports, financial statements and influence public policy transformations.
- Serve as township secretary, treasurer and public records officer.
- Key Achievements:.
- Lead change management as the first organization CAO.
- Improvement of organizational fiscal health, including an increase for capital reserves and initiation of a retirement benefits investment fund without increasing taxes for four years.
- Construction management of a \$3.5M municipal project; controlled cost overruns to less than 1%.
- Instrumental in a public-private partnership to redevelop a 42-acre brownfield into job-creating commercial area.
- Project management included building construction oversight and administration of State and Federal grants totaling \$3.6M.
- Project completion was on time and within budgets.
- Procurement and management of four Pennsylvania Department of Transportation grants totaling over \$1M for infrastructure improvements; Local and Regional Conservation grants totaling \$42k for infrastructure improvements; and three Pennsylvania Department of Environmental Protection grants totaling over \$275k for recycling programs.

**Central Pennsylvania Workforce Development Corporation - Fiscal / Project Coordinator**  
*City, STATE • 06/2008 - 09/2012*

- A nine-county, state and federally established and funded workforce investment area providing employment and training programs for employers and job seekers.
- Develop and monitor annual budget for six American Job Centers.
- Project management of programs for regional workforce, employers and educators.
- Contract management with vendors and partners; including accounts payable and receivable.
- Owner representative for construction management and facilities renovation plans.
- Establish and implement policies and procedures for adult education and training programs.
- Troubleshoot and resolve business issues with collaboration from key stakeholders.
- Deliver financial reports and program results presentations to executives and a 44-member Board of Directors and project team members.
- Key Achievements:.
- Assist in procurement and implementation of \$3M U.S.
- Department of Labor Technical Skills Training grant for in-demand occupations.

**PA Treatment & Healing - Corporate Business Director**  
*City, STATE • 07/1999 - 06/2008*

- A non-profit social services agency serving 25 counties and over 60 public school districts.
- Direct all business operations as a member of a cross-functional management team and as secretary for a volunteer Board of Directors.
- Oversight of customer invoicing and agency expenses.
- Annual budget development and audit compliance; program regulatory compliance oversight.
- Facilities and vehicle fleet maintenance; contract management; and insurance procurement.
- Human resources including employee benefits plans.
- Direct supervisory experience of administrative staff and remote supervision of regional staff.
- Grant writing and project implementation, including presentation of project results.
- Key Achievements:.
- Development of program guidelines and contract gaining agency's approval as a private provider of alternative education by the Pennsylvania Department of Education.
- Establishment of policies for the first Risk Management Committee and serve as Chairperson, resulting in significant decrease in employee injuries and reduced insurance premiums.

## ACTIVITIES AND HONORS

- Leadership Susquehanna Valley, Board Member, 2016 - 2018
- Buffalo Valley Regional Police Commissioner, 2016 - 2017
- Union County Greenway & Open Space Plan Steering Committee Member, 2016 - 2017
- Union County Emergency Management Operations Center Team Member, 2013 - 2018