

# Dana Harrigan

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## Summary

Inquisitive professional with 9 years of administrative experience between municipal government and private business. Passionate about food, travel, and literature.

Looking to move forward with my career in a new and challenging environment. Excited to find a great organization that will allow me to make positive change in the world.

## Work Experience

### Emergency Skills Inc.

New York, NY

TRAINING CENTER ASSISTANT

May 2019 - Present

- Assisted with the creation of training and promotional materials.
- Performed data entry and led collaborative initiatives involving proprietary client database.
- Scheduled training for existing and prospective clients.
- Coordinated meetings and scheduling for program manager.

### Town of Secaucus

Secaucus, NJ

ADMINISTRATIVE ASSISTANT, TOWN CLERK'S OFFICE

April 2018 - May 2019

- Processed and issued licenses and permits in accordance with State and local regulations.
- Corresponded with internal and external attorneys about Open Public Records Act compliance.
- Various clerical duties for the Clerk and Deputy Clerk.

PROGRAM DIRECTOR, DRUG FREE COMMUNITIES GRANT

July 2017 - May 2019

- Generated action plan in partnership with grant Program Coordinator.
- Budget management and planning for grant funds.
  - Kept in accordance with grant spending requirements while adapting to community needs.
  - Reported to federal monitor on spending and activities.

ADMINISTRATIVE ASSISTANT, HEALTH DEPARTMENT

September 2016 - April 2018

- Processed and issued health licenses in accordance with State and local regulations.
- Prepared Board of Health Agendas for monthly open public meetings.
- Reconciled bank accounts for licensing fees.

### City of Cape May

Cape May, NJ

KEYBOARDING CLERK I, TOWN CLERK'S OFFICE

May 2015 - September 2016

- Performed records management (inventory and destruction) in accordance with State regulations.
- Processed and issued licenses in accordance with State and local regulations.

SECRETARY, SHADE TREE COMMISSION

May 2015 - September 2016

- Prepared Agendas and Minutes for monthly open public meetings.
- Prepared reports on spending and activities for Town Council and Administration.

### Environmental & Technical Services

Woodbine, NJ

ACCOUNT MANAGER, LOWER TOWNSHIP MUNICIPAL UTILITY AUTHORITY

May 2011 - May 2015

- Managed utility billing and collections for the township.
  - Recorded payments from residents in corresponding utility account.
  - Settled billing disputes between residents and the township.
- Trained new employees on position procedures for various accounts.
- Entered water meter readings and metadata into billing software.

## Education

### Richard Stockton College

Galloway, NJ

BACHELOR OF ARTS IN LITERATURE

December 2014

- Graduated with Honors.
- Minored in Holocaust and Genocide Studies.