**DANIELLE BESAW**

**B.A., Media Studies**

30 Verona Street

Westfield, MA

413-562-6749

nefertiti1@verizon.net

**EMPLOYMENT:**

**Principal Clerk**City of Westfield, MA 9/2004 – June 30, 2010

> Provide high level of administrative support to assessment team

> Create and manage multiple databases

> Oversee office budget; process payroll; accts payable/receivable

> Develop content and maintain Assessor’s web-page on city website.

> Integrated filing system

> Produced informational/public relations video outlining the assessment process.

> Research real estate & personal property ownership

> Assist in analyzing sales data

**Collectors clerk**City of Westfield, MA 07/02-09/04

> Processed payments, responded to customer inquiries via the telephone and in person, processed financial transactions, extensive interaction with public

**Water department clerk**City of Westfield, MA-9/01-11/01

> Prepared agendas & minutes for Water Commission meetings.

> Responded to customer inquiries.

>Processed payments, prepared correspondence, scheduled service appointments.

**EDUCATION:**

**Bachelor of Arts, Media Studies**                February, 2000

 Fordham University, New York, NY

**Associate of Science, Teleproduction Technologies**

May, 1997

Springfield Technical Community College, Springfield, MA