

Chenista Rae Straubel

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Competitive Advantage

- Fields of interests:
 - Internet
 - Communications
 - Research and Development
 - Customer Service
 - Information/Computer Technology
 - Human Resources
 - Government.

With a passion for growing and learning I consistently demonstrate my life's ambitions and motto "life comes in cans – I can do this." Living this challenge I seek to share my strengths (leadership, organization, research, and writing) while challenging my weaknesses with a progressive organization offering a stimulating environment.

Visit my websites to sample my work and research, read my virtual interview, FAQs, and more information.

Websites:

- Services: <http://www.cstraubel.name>
- Talent, skills, gifts: <http://www.cstraubel.name>
- Sample research, projects, and coding: <http://www.cstraubel.name>

Experience

03/2000-10/2004; BearSoft, LLC. Benzonia, MI

Web Design / Development

- Research and Development, TCP/IP, Project Management

1998-2004; Natural Touch, Inc. Interlochen, MI

President, Chairperson of the Board of Directors

- Customer Service, Finance, Bidding and Procurement, Human Resources, Site Director, Administrative duties, advertising, etc.
- Customer Service
- PC & Network Troubleshooting including hardware and software issues
- Web development
- Technical Writer

1997-Present; Simply Your Site

- Contract / Independent Developer

1996–2000 Memory Lane Systems, Inc. Petoskey, MI

- Documentation Specialist (Technical Writer) / Intranet Developer

- Industry specific software: End-user manuals, technical reference materials, training materials, read-me files, process & procedure development and documentation, company newsletter, implementation documentation.
- Intranet and content developer, training and company-wide support including telecommuters (HTML).
- Business Process Analyst / Consultant - workflows, policies & procedures, training content developer, employee handbook & orientation.
- Industry specific research & documentation and recommendations.
- Remote training.

2005–2006 Kelly Services Petoskey, MI

- Operations Management Specialist/Data Operations Manager

1995–1996 / 1985 – 1992 Kelly Services Traverse City, MI

- Customer Service
- Office Manager temporary position
 - Office manager for local substance abuse referral service working with youth, families, and adults.

1992–1995 Northwestern Mutual Life Traverse City, MI

Employee Benefit Specialist, Office Manager, Associate Agent

- Coordinate the quoting and implementation of employee benefit plans. Consult, write, and service various employee benefit plans for various agents, companies, and employers including life insurance, health insurance, 401(k), Sepp & SAR/Sepp, dental and vision insurance, and IRA's, etc.
- Coordinate non-taxable exchanges of investments.
- Service various insurance and investment plans.
- Develop marketing materials, presentations, and employee handouts.
- Certificates of Achievement:
 - Essentials of Life Underwriting, Essentials of Disability Income Underwriting
 - Essentials of Group Disability Income
 - Essentials of Variable Contracts
 - NML Client Building, and
 - APEX - Assistants - Partners in Excellence

1983 – 1985 A.T. & T. E Lansing, MI

- Customer Service Representative, Billing Agent
- Communications / Information Systems Specialist - Business
- Sales & Billing Specialist – Business

1980 - 1983 Michigan Bell Telephone Traverse City, MI

Customer Service Representative, Customer Orders

- Communications / Information Systems Specialists - Business
- Certificate(s) of Achievement:
 - Building Successful Teams
 - Excellence in Customer
 - Service, Business Telephone Etiquette

Education

2004–2007 Capella University, Minneapolis, MN

- BS Candidate, Management and Leadership
- Ambassador Program

2003 Northwestern Michigan College, Traverse City, MI

- Certificate: Non-Profit Organization, Management, and Leadership

2003 Michigan State University, E. Lansing, MI

- Certificate: Citizen Planning and Zoning

1990–1992 Northwestern Michigan College, Traverse City, MI

- Associates of Applied Science, Paralegal Professional.
- Social Science major, English minor.
- Awards: Good Standing / Deans List - Spring 1991, Winter 1992 & Spring 1992
- Graduated in Good Standing, GPA 3.40

1989-1990 TBA Career Tech Center, Traverse City, MI

- Computer Aided Drafting (CAD/Drafting)
- Award: GM - CPC Engineering & Michigan Industrial Technology Education Awards - State Honorable Mention 1988.
- Award: Michigan Industrial Education Awards - Regional - Third Prize 1988.
- Award: Michigan Industrial Education Awards - Regional - Honorable Mention 1988.
- Certificate of Competency - Drafting Trainee, First Year

Certificates

- Creating Web Pages
- Advanced Web Pages
- CGI Programming for the Web
- Record keeping for Small Businesses
- H & R Block Basic Income Tax Preparation
- General Bookkeeping
- Certificate of Appreciation, Volunteer, "Adopt a Student" 12/1992
- Candidate for Certificate in Non-Profit Leadership
- Michigan State University: Citizen Planner (Zoning)

Community Interests & Leadership Experience

- Board Member, Web Site Developer, Newsletter Editor, Benzie Sportsman's Club
- V. Chair & Secretary Inland Township Zoning Board of Appeals
- Inland Township Intergovernmental Representative
- Secretary, Benzie-Manistee Snowbirds (Snowmobile Club)

References & Transcript

Available Upon Request.