

# Chenista Rae Straubel

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## Introduction, Interests, and Vision

- 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>

## Competitive Advantage | Skills and Talents

### **Management and Leadership**

Management, risk analysis, problem solving and decision making, budgeting, public relations, marketing, reporting, bidding and procurement, accounting, audit, hotel/motel management; Volunteer or employee recruitment, training, retention, benefits; Strategic thinking, long and short term planning; Business planning and development

- **Community and Not-for-Profit Organizations**
  - 2003 to 2007: Board of Directors, Trustee, Newsletter Editor and Web Developer, Benzie Sportsman's Club
  - 1999 – 2003; Chairperson and Director, Community Development Committee, Parks and Recreation Committee, Intergovernmental Representative
  - 1999 – 2003; V. Chair and Secretary, Zoning Board of Appeals
  - 2001 – 2003; Secretary, Benzie / Manistee Snowbirds
- **For Profit Business Organizations**
  - Technical writing, research (business, marketing, analysis, feasibility), process analyst, employee benefit specialist, web development (legacy database integration and animation) and customer service.
    - 2005 – 2006; Operations Management Specialist / Data Operations Manager, UPS.
    - 2000 – 2004; Research and Development, Project Management, Technical Project Development and Management, BearSoft, LLC.

- 1998 - 2003; Operations Manager, Natural Touch. Inc.
- 1992 – 1996; Associate Agent, Employee Benefit Specialist, Office Manager, Northwestern Michigan Life.
- 1998 – 1999; Office Manager / Crisis (Substance Abuse) Manager; Central Diagnostics and Referral Services.
- 1996 – 1997; Facilitator of Time and Self Management Seminars and retreats; Productivity Plus.
- 1977 – 1979; Front Desk Manager, Night Manager, and Auditor: Days Inn.

#### **Communications, Technology, Research and Development, Customer Service, Training.**

- Technical writing (end-user manuals, technical reference materials, training materials, readme files, process and procedure development and documentation, newsletter, Intranets, implementation documentation), research (business, marketing, analysis, feasibility), web development (legacy database integration and animation), and customer service, process analyst.
- Business process analyst / consultant including workflows, policies and procedures, training content developer, employee handbook and orientation.
- Remote training.
  - 2000 – 2004; Web Developer, Animation, BearSoft, LLC.
  - 1996 – 1999; Communications / Technical Writer, Memory Lane Systems, Inc.
  - 1980 – 1985; Business Service Representative, Michigan Bell Telephone and A.T.& T
  - 1974 – 1979; Underwriting, AAA.

#### **Operations and Finance**

- Employee retention/benefit, key person plans. Consult, write, and service various employee benefit plans including life, health, and medical insurance, 401(k), Sepp & SAR/Sepp, dental and vision, and IRA's. Facilitated non-taxable exchange service individual and business insurance and investment plans, Develop marketing materials, presentations, and employee handouts.
  - 1992 – 1997; Northwestern Mutual Life

#### **Education**

- 2004–2006; Capella University, Minneapolis, MN; BS Candidate, Management and Leadership
- 2002-2004; University of Phoenix, Phoenix, AZ; BS Candidate, Management
- 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

#### **Certifications**

- 2003; Non-Profit Organization, Management, and Leadership
- 2003; Citizen Planning and Zoning

#### **Vocational**

- 1988 – 1989; TBA Career Tech Center, Traverse City, MI
- Computer Aided Drafting (CAD/Drafting)

#### **References & Transcript**

- Available upon request.