

Chenista Rae Straubel

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Personal Mission Statement

Experience a larger vision; persevere steadfastly in truth with honesty and integrity in face of adversity, and you will reap promises and abundance in grace and mercy. Live each day as your last walking in faith.

Fields of Interest

Not-for-Profit Arena
Community, Company, Individual, and Personal Development & Growth
Technology; Information Technology; and Computer Information Systems Management
Business Management and Marketing
Communications
Research & Development
Journalism / Writing

Education

Capella University, BS candidate, Management and Leadership
1992, AAS, Paralegal, Northwestern Michigan College

Certifications

2002, Certificate in Non-Profit Leadership and Organization
Northwestern Michigan College

1999, Certificate in Citizen Planning and Zoning
Michigan State University

Community Service & Civic Representation

2003—2006, **Board of Directors, Trustee—Newsletter Editor—Web Site Developer**

Benzie Sportsman's Club. Benzonia, MI 49616

Attend Board meetings and decide with other Board members, matters concerning Club activities and issues as they arise. Write, edit, and publish both hard copy and electronic versions of the Club newsletters. Design, maintain, and host the official web site.

1998-2002, **Inter-Governmental Representative**

Inland Twp., Interlochen, MI 49643

Represented the Township Board and community concerning inter-governmental events at the county level. Prepare presentations for formal Board review.

1997—2002, **Chairman, Community Development Committee**

Inland Twp., Interlochen, MI 49643

Committee leader; Research and write the Community Development Plan gaining approval by the local township and county governing Boards as well as presentation and approval by the Department of Natural Resources. Develop and maintain relationships within the professional and governing units arena. Chair public meetings and represent the committee at public events. Create, maintain, and manage volunteer recruitment and volunteer development plans. Schedule and manage fund raising events. Prepare and present formal reports to governing boards and professional entities. Budget planning and implementation. Risk assessment and analysis. Resource allocation and management (volunteers, funds, time commitments, etc.). Public relations, prepare

documents and news articles to encourage community awareness and active participation in community issues and events. Research and develop trends in the non-profit arena and volunteer leadership, organization, and committee management. Certification in Non-Profit Leadership and Organization issued through Northwestern Michigan College.

1997—2002, V Chair, Secretary, Zoning Board of Appeals

Inland Twp., Interlochen, MI 49643

Reside over meetings concerning the application and implementation of township zoning issues and exceptions for variances. Obtained Certification as a Citizen Planner issued through Michigan State University.

Competitive Advantage

2005—2006, Data Operations Management Specialist

UPS, Petoskey, MI (Kelly Services)

Research and resolve address issues and package delivery problems in order to insure prompt package delivery and customer satisfaction.

2000—2004, Web Developer/Designer

BearSoft, LLC, Benzonia, MI

Research and Development. Design, develop and code web applications and presentations. Specialize in animation and legacy database integration for web presentation. Research and report on current trends in technology and current management trends especially as they apply to research and development companies.

1996—2003, Business and Marketing Manager

Natural Touch, Inc., Interlochen, MI 49643

Develop commercial business relationships with townships and area associations. Marketing and business planning. Risk analysis. Resource planning and budgeting. Long-term and short-term thinking including research of current and industry trends in the management and planning arena. Human resource management and employee development. Create, maintain, and implement best bidding and business practices based upon sound ethical and moral principles emphasizing integrity and honesty as core values. Customer service and appreciation.

1994—1999, Technical Writer, Communications

Memory Lane Systems, Inc., Petoskey, MI

Write, edit, and publish software manuals, technical specifications; write and edit white papers for technical presentation; research and write formal documents for further research and development; develop and maintain the company Intranet. Research, write, and present employee orientation materials, employee benefit booklets, and formal board presentations.

1992—1997, Office Manager, Associate Agent, Employee Benefit Specialist

Northwestern Mutual Life, Traverse City, MI

Manage office personnel and administrative duties. Prepare formal presentations. Quote, write, maintain, and service individual insurance products and employee benefits such as group health, life, disability, and various retirement plans. Write and maintain employee booklets.

1997—1999, Technical / Office Management / Crisis Intervention & Substance Abuse Treatment Placement Client Management

Kelly Temporary Services, Traverse City, MI

Office Manager for Central Diagnostic and Referral Services.

Crisis intervention. Develop and maintain inter-personal relationships with area counseling and treatment agencies in northern Michigan. Schedule rehabilitation for individuals and families experiencing dependency issues. Manage, maintain, and follow up treatment recommendations based upon professional assessments according to current privacy regulations regarding and governing such matters. Manage day to day office and business operations and administration. Prepare and maintain formal operational and status reports to governing agencies.

1996—1999, Facilitator; Time / Self / Life Management Seminars and Workshops

Productivity Plus, Chandler., AZ

Facilitate personal growth and train individuals and group in time management skills. Conduct presentations in workshops and seminars focusing on identifying individual core personal values and balancing life's activities and professional career demands with emphasis on creating a quality life, healthy personal relationships, and a wholesome outlook.

Publications

“Telecommuting is a win-win solution,” Traverse City Record Eagle, January 17, 1999.

“Voluntary Simplicity Primer.” Es-Sense (self publication), May 21, 1999.

“Simply Speaking,” Es-Sense (self publication), May 5, 1999.

“Inland Township Community Development Plan.” “Inland Township Community Plan Update.” Benzie County, 2001—2003

Computer Skills

Windows XP, NT, 2000, 98SE, 95

Client/Server Ethernet—Novell / NT networking, Windows Server 2000, TCP/IP

Hardware technologies including printers, hubs, routers, bridges, data modems, connectivity, and various routing protocols

Computer operations, troubleshooting applications and operating systems

Microsoft Office Professional: Access, Word, Excel, Publisher, PowerPoint, Outlook, etc.

Macromedia: Dreamweaver MX, Flash

Adobe: Acrobat Professional, Premiere, Photoshop

References & Transcripts

Available upon request.