

Chenista Rae Straubel

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Personal Mission Statement

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 employ the future in a mutually beneficial and rewarding arrangement with a progressive company.

Education & Certifications

- *Capella University* / BS Management and Leadership
- 1992, AAS, *Northwestern Michigan College* / Paralegal
- 2002, Non-Profit Leadership and Organization, *Northwestern Michigan College*.
- 1999, Citizen Planning and Zoning, *Michigan State University*.

Competitive Advantage

- 2005 – 2006, Data Operations Management Specialist / Address resolutions; research package delivery issues to expedite delivery: UPS, Petoskey, MI (Kelly Services).
- 2003—2006, Board of Directors, Newsletter Editor / Web Site Developer: *Benzie Sportsman's Club*, Benzonia, MI 49616
- 2000—2004, Web Developer / Designer / Project Manager / Research and Development / Information Technology including networking and TCP/IP: *BearSoft, LLC*, Benzonia, MI.
- 2000 – 2003, General and Operations Manager / Public Relations. *Natural Touch, Inc.*, Interlochen, MI.
- 1998 – 2000, Inter-Governmental Representative: *Inland Twp.*, Interlochen, MI 49643
- 1997—2002, Chairperson, Community Development Committee: *Inland Twp.*, Interlochen, MI 49643
- 1997—2002, V Chair, Secretary, Zoning Board of Appeals: *Inland Twp.*, Interlochen, MI 49643
- 1995—1999, Technical Writer, Communications. *Memory Lane Systems*, Petoskey, MI 49770.
- 1992 – 1994, Facilitator, Time and Self-Management Seminars. *Productivity Plus*, Chandler, AZ.
- 1992 – 1996, Office Manager, Associate Agent, Employee Benefit Specialist. *Northwestern Mutual Life*, Traverse City, MI.

Computer Skills

- Windows XP, NT, 2000, 98SE, 95
- Client / Server Ethernet: Novell, NT, Windows Server 2000, TCP/IP
- Microsoft: Word, Excel, Outlook, Publisher, Visio, Project, Access
- Macromedia: Dreamweaver MX, Flash 5.0 and MX
- Adobe, Acrobat Professional, Premiere, Photoshop
- Computer hardware and software troubleshooting

References & Transcripts

- Available upon request.