

Chenista Rae Straubel

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Introduction, Interests, and Vision

- Fields of interests:
 - Public Land Management Organizations
 - Private and Public Not-for-Profit Agencies and/or Organizations
 - Communications / Interpreter
 - Customer Service
 - Writing / Research and Development
 - Internet / Information / Computer Technology

With a heart to protect our environment and public lands, I seek the opportunity to share my enthusiasm and joy with like-minded volunteers and guests of the public lands.

Websites:

- Talent, skills, gifts: <http://www.cstraubel.name>.

Competitive Advantage | Skills and Talents

Landscape Management & Landscape Maintenance

Major shareholder and Operations Manager for Natural Touch, Inc., a privately held Michigan Corporation. Natural Touch, Inc. encouraged and promoted environmentally friendly alternatives to landscape maintenance by implementing landscape management processes that discouraged the use of chemicals. I am experienced in the use of zero-turn tractors/mowers and most out-of-doors maintenance equipment. I am experienced in the use of specialized software for landscape planning.

- 1998 – 2003 Operations Manager / On-site Coordinator / Team Leader

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

- 2007 – Present: American Red Cross Certified in CPR-Adult, Child, Infant
- 2007 – Present: American Red Cross Certified in First Aid
- 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

- Don & Kathy Shadwick, 20626 Fewins Rd., Interlochen, MI 49643; 231 275 7212
 - Don was in my part-time employ as a independent contractor through Natural Touch, Inc. for approximately 3 years.
 - Don and Kathy were my landlords for many years and also my neighbor.
 - Kathy has been my friend for many years (20 +/-).
 - I babysit their dog Sophie, in their absence.
- Janine Armstrong, 2847 Timber Ridge Rd., Interlochen, MI 49643; 231 633 3686
 - Janine has been my friend for approximately 10 +/- years.
 - I babysit their two dogs, Buddy and Jane, and watch their home in their absence.
- Jan & Phil Nugent, 1204 Lipp Farm Rd., Benzonia, MI 49616; 231 383 4400.

- Jan and Phil have been my friends for approximately 3 years and we have attended several churches together and have enjoyed mutual fellowship.
- I babysit their dog Tucker, in their absence.

Transcripts

- Available upon request.