

NORTHFIELD TOWNSHIP

MEMO


To: Northfield Township Board
From: Jennifer Carlisle
Date: 6/7/2017
Re: Front Desk Clerk/Building Dept Asst.

Dear Township Board,

We posted for our Front Desk Clerk/Building Department Assistant position on May 18, 2017. We received 221 resumes in response to our advertisement. After an initial review of the resumes, 19 phone interviews were conducted, and 4 of these candidates were brought in for in-person interviews. All four of the candidates we interviewed were well-suited for the position.

After much consideration, we have extended a conditional offer (pending Board approval) to Christina Rollison at \$15.00 per hour, which she has accepted. She is able to start on June 14th.

Sincerely,



Jennifer Carlisle
Administrative Assistant

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5 candidates

Front Desk Clerk/Building Dept Assistant - Whitmore Lake, MI



Christina Rollison

Owner/Business Manager/Bookkeeper

Brighton, MI



Status: Interviewed ▼

Interested?

Yes

Maybe

Reject

Send message

More actions ▼

Candidate Evaluation Questions (1/1)

May 30

Have you completed the following level of education: High school or equivalent?

Yes

Cover Letter

May 30

May 30, 2017

Hello,

Thank you for taking the time to consider me for employment. As you will see on my resume, I worked at Green Oak Charter Township in the past for the Assessing and Supervisor's departments. I feel that my work was highly regarded by my superiors and co-workers and had left my position with a nice letter of recommendation from the Supervisor Mark St. Charles. I understand that you are currently searching a candidate to work as a Front-desk Clerk and Building Department Assistant; I would absolutely love to be considered to fill that position! I would be an amazing addition to your staff with my skills and nature. As you can see on my resume, in addition to relevant township experience, I also have experience in sales, appointment setting, trade shows, human resources and bookkeeping.

I pride myself on being a fast learner who loves to be challenged and I am extremely eager to join an organization that will offer me the opportunity to learn, grow and be challenged. Since leaving my prior position at Green Oak Charter Township, I have been gaining knowledge in different areas of business as well as raising my family. I also have kept current on technology so that I may have a seamless transition into a rewarding position.

At this point in my life, I look forward to digging into a full and satisfying career utilizing all of the experiences that I have accumulated. I love to learn and grow and I am excited by the possibilities that lie ahead.

Thank you again,

Christina Rollison

CHRISTINA S. ROLLISON

Employment

RECEPTIONIST / MEDICAL BILLER / BOOKKEEPER

May 2014-September 2014

Jump-In Therapy and Wellness Center

Bookkeeping-all aspects, maintain client files, coordinate care, answer phones, set appointments, process medical billing, ship packages, order product and supplies, inventory supplies, answer email inquiries, general office duties, provide outstanding customer/patient care.

CLERICAL ASSISTANT to the Assessor and Supervisor

August 2006-April 2008

Green Oak Charter Township

Clerical duties, processing forms, data entry into BSA assessing software, working on special projects, organizing and setting up for events, answering phones, assisting residents with various assessing questions including estimating tax amounts and answering property questions, creating spreadsheets, filing, mail, creating computer drawings of homes and the evaluation of homes for assessing purposes. While employed I earned Level I and Level II Assessor's certificates.

ASSESSING ASSISTANT

SUMMER 2004

Argentine Township

Argentine, MI

Measuring and evaluating exteriors of homes and recording findings for assessing purposes.

OWNER

1995-Present

Wedding Cake Art and Design Center/Oleary's Bakery

Brighton/Howell, MI

Conducting all aspects of a small business including developing and implementing advertising and marketing plans, bookkeeping duties, payroll, representing the business in foodservice trade shows, product sales, developing and maintaining business relationships, designing store displays, ordering supplies, inventory control and rotation, making deliveries, all aspects of human resources, scheduling and baking.

CLERICAL / PLACEMENT

1995-1996

Action Associates/Workskills Corporation

Brighton, MI

Interviewing and placement of employees for temporary employment agency and later performing clerical/administrative work including: creating forms, correspondence, filing, greeting people, updating the company business plan and job descriptions, data entry, mail screening, keeping meeting minutes for board meetings, upkeep of office equipment and various projects as assigned.

PLACEMENT SPECIALIST / TEMP

1993-1995

Kelly Services

Holland, MI

Responsible for interviewing, evaluating, testing and sending temporary employees to assignments as well as maintaining customer accounts and relationships. Temporary employee through Kelly Services sent on financial and administrative assignments.

ASSESSING ASSISTANT

Summer 1989

Brighton Township

Brighton, MI

Measuring, evaluating and sketching homes for assessing purposes.

Education

BACHELOR OF SCIENCE IN BUSINESS-FINANCE

1991 - 1993

Ferris State University

Big Rapids, MI

ASSOCIATE IN SOCIAL SCIENCE

1989 - 1991

Washtenaw Community College

Ann Arbor, MI