

KIM HAMILTON

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January 17, 2024

City of Laingsburg

RE: Clerk/treasurer

Dear City Council,

Please consider my application for the Clerk/Treasurer position. I believe that my skillset and experience match well with the needs of the City. I have included my resume for your review.

In my Deputy Clerk position with City of Laingsburg, I handled tasks very similar to what you outlined in the job description. With my ability to learn, I know I can quickly close any knowledge gaps to become an asset to the City of Laingsburg.

I have effective communication skills and the motivation to take on challenging work. I'm also skilled at Elections, account management and BS&A software that the City currently uses. I am confident that I have the drive, knowledge, and experience you need.

Sincerely,
Kim Hamilton

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EDUCATION

Lansing Community College

| Lansing, US

2 years general classes

Laingsburg Community

High School | Laingsburg, US

SKILLS

- Sales Expertise
- Cash Handling
- Clerical Support
- Verbal and Writing Communication
- Handling Payments
- Professional Correspondence
- Customer Satisfaction
- Accounts Payable and Accounts Receivable
- Billing and Invoicing
- Data Recording
- Administrative Management
- Customer Inquiries
- Records Preparation
- Voter Registration
- Document Organization
- Detailed Records and Reporting
- Telephone Etiquette
- Microsoft Office

KIM HAMILTON



517- 712-5688



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Laingsburg, MI 48848

PROFESSIONAL SUMMARY

Focused Deputy Clerk with expertise in customer service, data entry, and administrative support. Detail-oriented and organized with strong interpersonal and communication skills. Proven ability to work efficiently under pressure and meet tight deadlines.

EXPERIENCE

Deputy Clerk/ Election Specialist- Current

City of Laingsburg | City of Laingsburg, Laingsburg

- Receives and assists walk-in visitors determines their needs and provides positive feedback in explaining City policies and procedures; refers visitors to appropriate departments when necessary, and assists customers at the counter by taking payments and issuing receipts
- Prepares information for mortgage/title company requests
- Prepares cash flow reports
- Responsible for balancing the cash; prepares daily deposits
- Provides a variety of other clerical and administrative support services and completes special projects as requested to facilitate efficient office operations
- Serves as a back-up when the Clerk/Treasurer is unavailable
- Assists with the Settlement of taxes each year with the County Treasurer's office
- Ensures all tax bills are mailed summer & winter
- May perform follow up on delinquent tax payers - phone calls, letter writing to those businesses that are delinquent
- Responds to written requests for information by fax or email
- Assists in keeping an up-to-date Standard Operating Procedures manual
- Receives, prioritizes, and assists in processing Freedom of Information Act and OMA requests
- Stays up to date on changes in related laws and ensures departmental compliance
- Serve as recording secretary for multiple Board meetings
- Assists in Processes payroll for City employees

- Records and keeps cemetery information up to date in Pontem Software
- Records and keeps utility billing information up to date in BS&A
- Records tax payments in BS&A
- Records all other cash in appropriate BS&A software
- Prepares public notices to publish in local paper
- Distributes and sort's mail
- Maintains up to date voter information files in QVF and processes absent voter information and election administration
- In Charge of all City, State and Federal Elections for the City of Laingsburg

Owner-Daycare Provider - 2006 - 2021

Kimmie's Group Daycare | Kimmie's Group Daycare, Laingsburg

- Completed CPR and first aid training yearly through the state of Michigan
- Submitted and accounted for employee's weekly payroll
- Created and implemented weekly lesson plans for kids age 0-12
- Kept and recorded all records and reports for the State of Michigan for a group daycare license
- Multiple early childcare training and conferences per year
- Overseen 4 to 5 employee's training and records for The State of Michigan license
- Monthly Budget for group daycare
- Daily reports to parents

Corporate Secretary

ISRA Vision | ISRA Vision, Lansing

- Completed administrative duties for the president of the American division, including all communication, scheduling, and tasks as assigned
- Arranged and coordinated travel schedules for engineer staff of 20
- Handled correspondence between department heads and engineers
- Bookkeeping and filing for the American division Accountant

Assistant Manager

Canteen, General Motors | Canteen, General Motors, Lansing

- Handled all finances for 10 different cafeterias
- Created employee schedule for staff of 35
- Assisted in customer service as needed.

General Manager

U-Save Auto rental-Save Auto rental

- In Charge of all Rentals in and out
- Daily Reports
- Customer Service
- Daily handling of money
- Completed all administrative duties daily reports, weekly reports
- Administered all contracts with outside insurance companies.

REFERENCES

Paula Willoughby

Finance Director at City of Dewitt Former **Clerk/Treasurer**
517-927-6068
paula_willoughby@yahoo.com

Samantha Cheadle

Administrator/Supervisor at Auto Owners Former **Client**
517-927-4920
cheadle.samantha@aoins.com

Amanda Dedic

Training Coordinator at Auto Owners Former **employee at Kimmie's Group Daycare**
517-898-2139
amandajoy94@gmail.com

EXTRACURRICULARS CERTIFICATIONS

Michigan Professional Municipal Clerk Designation 03/2024
Election Officials Accreditation Program
Supervised All Laingsburg Elections for the last 3 years
Qualified Voter File Class
Election Classes Shiawassee County
Criminal Justice Security Awareness certificate