

Rebecca Anderson

April 21, 2021

Mayor Fournier
City of Tenino
PO BOX 4019
Tenino, WA 98589

To Whom It May Concern,

Please accept my enclosed application for the position of Clerk/Treasurer. I believe that my experience and knowledge make me an excellent fit for this position in your organization.

In my role as the Administrative Coordinator for the Aberdeen Police Department, I have proven to be a reliable, professional and efficient member of the Administrative team. I am accustomed to performing important tasks in a high-pressure environment and maintaining confidentiality. I am responsible for handling the entire Departments billings and invoices, as well as payroll. For the past several years I have played a huge roll in determining the Departments budget and distributing monies through the different line items. In the six years I have held this position; I have updated processes and made them more efficient, saving the Department time and money.

My attached resume further illustrates my duties and accomplishments, as well as my fourteen years of experience in customer service.

I believe that my combination of experience, skills and positive attitude make me an ideal candidate for this position. I will meet and surpass expectations in this role. I am looking forward to hearing back from you and am excited for the opportunity for an interview.

Thank you for your consideration,

Rebecca Anderson

Rebecca Anderson

Administrative Coordinator with 14+ years of experience in customer service, excellent reviews and maintaining the utmost confidentiality. Competent in Microsoft Office programs and Springbrook. Looking to expand my knowledge and experience into a new role.

PROFESSIONAL EXPERIENCE

ABERDEEN POLICE DEPARTMENT

Administrative Coordinator

Aberdeen, WA
May 2014 – Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Purchase and maintain office supply inventories, while being careful to adhere to budgeting practices
- Coordinate and maintain department records
- Maintain utmost discretion when dealing with sensitive topics
- Process payroll
- Handle all incoming and outgoing billing
- Assist in preparation of Department budget
- Record, transcribe and distribute minutes of meetings
- Type documents such as correspondence, drafts, memos, and emails
- Open, sort, and distribute incoming messages and correspondence

ABERDEEN POLICE DEPARTMENT

Police Services Specialist

Aberdeen, WA
December 2011 – May 2014

- Performed general clerical duties to include but not limited to: photocopying, faxing, mail distribution and filing of sensitive documents
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Maintained department data base systems
- Entered and maintained orders and warrants in national data base
- Handled public information requests

GRAYS HARBOR E-911

911 Telecommunicator

Aberdeen, WA
September 2006 – December 2011

- Answered incoming 911 and non-emergency phone calls
- Dispatched Police, Fire, and EMS services
- Trained new personnel
- Maintained a sense of calm even in the most high stress situations
- Reviewed monthly call statistics and report where growth was needed

EDUCATION

GRAYS HARBOR COMMUNITY COLLEGE

Associate of Arts in General Studies, June 2004

Aberdeen, WA

WASHINGTON STATE UNIVERSITY

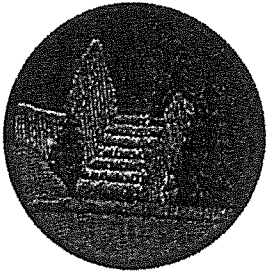
August 2004-June 2005

Pullman, WA

- Studied sociology and human development

ADDITIONAL SKILLS

- Friendly and outgoing
- Quick learner
- Organized and efficient



CITY OF TENINO

APPLICATION FOR EMPLOYMENT

149 S Hodgden Street, P O Box 4019
Tenino, WA 98589
(360) 264-2368

Position Applied For: Clerk/Treasurer Department _____

Name: Anderson Rebecca Joyce
Last First Middle

Address: _____
Street / P O Box City State Zip

Home or Message Phone: _____ Business Phone: _____

Are you legally eligible for employment in the USA? Yes No (If yes, verification will be required)

Are you of the legal age to work? Yes No

RECORD OF EDUCATION

Circle highest grade completed: 8 9 10 11 12 GED 13 14 15 16 17 18 18+

Type of School	School and Location	Course of Study	Degree
High School or GED	Aberdeen High School, Aberdeen	Diploma	x
Business or Technical			
Undergraduate Studies	Grays Harbor Community College Aberdeen, WA	General	AA
Graduate Studies			
Other Courses and Training	Washington State University Pullman, WA	Sociology, Psychology Human Devel.	

List any special licenses or certificates you hold which are necessary, useful or required in this position. Give kind of license, issuing state and expiration date.

Were you in the US Armed Forces? Yes No If yes, what branch? _____

What was your occupational specialty? _____

REFERENCES

Below, give names of three persons you are not related to, whom you have known at least one year.

Name	Relationship	Years Acquainted	Daytime Telephone
Chelsea Varwood	former co-worker, friend	10	360-690-1380
Kristi Loughheed	former co-worker, friend	10+	360-589-0757
Kacie Greene	co-worker	2	360-580-4923

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Be sure to include any non-paid experience which is related to the job for which you are applying. If additional space is required, attach a separate sheet.

Title of Position	From Mo Yr	To Mo Yr	Starting Salary	Last Salary	Hrs/ Week	Reason for Leaving	Name of Supervisor
Admin. Coordinator	05/2014	04/21	4,000	5,029	40	current	Chief Shumate
Name and Address of Company and Type of Business		Describe the work you did:					
Police Department		Process payroll, monitor budget, process billing and					
210 E Market St.		invoicing. Prepare memos, committee reports,					
Aberdeen WA 98520		letters. Edit/compose discipline and commendation,					
Phone #: 360 538-4411		manage and prepare grants.					

Title of Position	From Mo Yr	To Mo Yr	Weekly Starting Salary	Weekly Last Salary	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Records Clerk	12 2011	05 2014	3,000	3,300	40	new position	Ofc Wayne Schmidt
Name and Address of Company and Type of Business		Describe the work you did:					
Police Department		Process daily reports, assist the public,					
210 E Market St.		assist officers and other staff. take incoming					
Aberdeen WA 98520		payments/bail. Process public records requests					
Phone #: 360 538-4411		and CPL's.					

Title of Position	From Mo Yr	To Mo Yr	Weekly Starting Salary	Weekly Last Salary	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Eq 11 Telecommunicator	09 2006	12 2011	3,300	3,500	40	new position	Richard Garmen
Name and Address of Company and Type of Business		Describe the work you did:					
Eq 11 Communications		Answer emergency and non-emergency calls,					
1006 N H Street		dispatch police and fire, train new employees					
Aberdeen WA 98520							
Phone #: 360 533-7885							

Title of Position	From Mo Yr	To Mo Yr	Weekly Starting Salary	Weekly Last Salary	Hrs. Per Week	Reason for Leaving	Name of Supervisor
Para-educator	09 2005	09 2006	1,200	1,200	30	new position	Beth Branshaw
Name and Address of Company and Type of Business		Describe the work you did:					
Hoquiam School District		Assist classroom teacher, supervise					
325 W Chenault		children, create classroom content					
Hoquiam WA 98550							
Phone #: 360 538-8200							

In compliance with federal and state laws and equal employment opportunity guidelines, applicants are considered for employment on the basis of qualifications and demonstrated abilities without regard to race, religion, creed, color, national origin, sex, disability, sexual orientation, or age.

I understand that all appointments are probationary for a period of twelve (12) months, during which time the employee must demonstrate fitness to continue employment and that any appointment will be contingent upon the results of a complete character and background investigation. I understand that misrepresentation in any of my answers or statements will result in cancellation of my application, or, if employed, will be cause for dismissal. I agree to these conditions, and I hereby certify that all the statements made by me on this application are true and complete to the best of my knowledge.

Signature: P Anderson Date: 4/21/2021
 The City of Tenino is a smoke-free/drug-free work environment