

CAREER SUMMARY

Over thirteen years of experience in public sector management and services at both the state and local government levels, with a goal of becoming a city administrator or city manager. My experience ranges from a legislative document processor to my most current position as a city secretary, with extensive knowledge and skills in governmental processes and procedures and demonstrated commitment to participatory, effective, accountable and transparent government. Specific skills in budgeting and finance, human resource management, economic development, public safety operations, communication, intergovernmental relations (including legislation/lobbying) and public speaking. Proven record of effective change management and leading and inspiring teams to a high level of achievement through collaborative management style, building rapport at all levels within the organization, as well as across organizations and at state and national levels. Excellent organization and project management, interpersonal and communication skills. High energy and enthusiasm coupled with professionalism and integrity.

PROFESSIONAL EXPERIENCE

City of Killeen

Killeen, TX – July 2022 to September 2022

Interim City Secretary (Strategic Government Resources Consultant)

Town of Argyle

Argyle, TX – May 2022 to June 2022

Town Secretary/Assistant Town Administrator/Human Resources Director

City of Wimberley

Wimberley, TX – November 2017 to March 2022

City Secretary/Municipal Court Clerk

- Prepared, posted, and distributed agendas, packets and minutes for city meetings
- Composed ordinances and resolutions as needed
- Attended all City Council meetings and other board, commission and committee meetings as required
- Coordinated board, commission and committee appointments and membership
- Served as the Records Management Officer and ensured the Texas State Library and Archives Commission Local Government Retention Schedules were followed
- Acted as the Open Records Manager/Public Information Officer
- Ensured meetings complied with legal requirements, including the Texas Open Meetings Act and Texas Public Information Act
- Served as the Court Clerk and oversaw activities of the Municipal Court
- Assisted with budget preparation and implementation
- Served as the Election Coordinator
- Maintained a list of registered voters within the city
- Contacted the appropriate sources regarding election results

- Responsible for the creation/maintenance of information on the city's website
- Served as the city's social media director
- Ensured the Texas Local Government Code was properly implemented
- Acted as a liaison between the city staff and the citizenry
- Provided general support to city departments and managed various aspects of each department

City of Oak Ridge North
Oak Ridge North, TX – April 2016 to October 2017
City Secretary/Human Resources

- Prepared and posted all city agendas, meeting packets, minutes, ordinances and resolutions
- Attended all board and commission meetings, including City Council, Planning & Zoning Commission, Economic Development Corporation Board, Board of Adjustment, Capital Improvement Advisory Committee
- Provided human resource information to staff as needed
- Served as the official Records Manager/Public Information Officer
- Responsible for legislative affairs for the city
- Ensured the Texas Local Government Code was properly implemented
- Provided general support to city departments
- Served as the Election Coordinator for the city
- Responsible for all aspects of human resources for the city including employee onboarding, reviewing and recommending changes to the city's personnel policies and procedures as needed, and addressing employee issues

Texas Historical Commission – Staff Services Division
Texas State Capitol Complex, Austin, TX – June 2013 to October 2015
Accountant II

- Responsible for all aspects of accounts payable and receivable, interagency transactions, cash handling and management, and daily deposit vouchers
- Reconciled accounts, bank statements and/or appropriation balances, and reported findings
- Researched reconciliation discrepancies and reported findings
- Audited accounting and financial documents for accuracy and compliance with departmental policies and procedures and with state and federal statutes
- Responsible for aspects of purchasing and contract management, including vendor management, invoice review and resolution of billing issues
- Assisted with fiscal note entering and processing during legislative sessions

Texas Historical Commission – Division of Architecture
Texas State Capitol Complex, Austin, TX – October 2011 to June 2013
Office Manager/Administrative Assistant IV

- Prepared purchasing requisitions for the division
- Served as the division's open records liaison
- Assisted staff in managing the Texas Historic Courthouse Preservation Program
- Prepared the quarterly work log and narrative for the THC Commissioner's quarterly meetings
- Maintained State Archeological Landmark database and tracked permits throughout the entire process until completion reports were received Texas Legislative Council

Texas State Capitol, Austin, TX – November 2010 to May 2011

Document Processing Technician

- Ensured accurate assembly and distribution of legislative drafts/documents
- Assisted with delivery of legislative drafts/documents throughout the Capitol Complex
- Updated the election code database
- Performed routine clerical duties and assisted with special projects
- Helped with document filing, mail-outs, and answering phones

EDUCATION

Master of Public Administration

Stephen F. Austin State University, Nacogdoches, TX – Summa Cum Laude – 2015

Bachelor of Arts in Communication Studies

Texas State University, San Marcos, TX – Summa Cum Laude – 2010

CERTIFICATIONS

Notary Public, State of Texas (Commission expires 5/5/2024)

Texas Registered Municipal Clerk (Certification expires 12/31/2023)

PROFESSIONAL MEMBERSHIPS/AFFILIATIONS

- Texas City Management Association – Associate Member
 - Ethics Committee Member (2021 – present)
- Texas Women’s Leadership Institute (2021)
- Texas Municipal Clerks Association, Inc.
 - Resolutions Committee Member (2020)
 - Resolutions Committee Member (2021)
 - Audit Committee Chair (2022)
- Texas Municipal Clerks – Capital Chapter
- Texas Municipal Clerks – Hill Country Chapter
 - Treasurer (2020 – 2022)
- International Institute of Municipal Clerks (IIMC)
- Texas Women Leading Government – Central Texas Chapter
 - Secretary/Treasurer (2019 – 2020)
 - Treasurer (2021 – 2022)