



TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA 86331
(928) 634-7943 FAX (928) 634-0715

Founded 1876
Incorporated 1899

AGENDA SPECIAL MEETING OF THE JEROME TOWN COUNCIL COUNCIL CHAMBERS, JEROME TOWN HALL THURSDAY, JULY 25, 2019 AT 11:00 AM

Pursuant to A.R.S. 38-431.02 notice is hereby given to the members of the Council and to the General Public that the Jerome Town Council plans to hold the above meeting.

Persons with a disability may request an accommodation such as a sign language interpreter by contacting Joni Savage, Deputy Clerk, at 928-634-7943. Requests should be made early enough to allow time to arrange the accommodation. For TTY access, call the Arizona Relay Service at 800-367-8939 and ask for the Town of Jerome at 928-634-7943.

A copy of the full public meeting packet may be reviewed at the offices of Jerome Town Hall and at the Jerome Public Library.

ITEM #1:	CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE Mayor/Chairperson to call meeting to order. Town Clerk to call and record the roll. Mayor/Chairperson or designee to lead the Pledge of Allegiance.	
ITEM #2:	PROPOSALS FOR PARKING KIOSKS Council will continue their review of proposals received for parking kiosks and may approve the purchase of same.	Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #3:	ZONING ADMINISTRATOR POSITION Council may conduct interviews of applicants for the position of Zoning Administrator, and may make an appointment to that position, or appoint an Acting Zoning Administrator.	Sponsored by Mayor Alex Barber Discussion: Possible Action
ITEM #4:	ADJOURNMENT	

The Town Council may recess the public meeting and convene in Executive Session for the purpose of discussion or consultation for legal advice with the Town Attorney, who may participate telephonically, regarding any item listed on this agenda pursuant to A.R.S. § 38-431.03 (A)(3). The Chair reserves the right, with the consent of Council, to take items on the agenda out of order.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that this notice and agenda was posted at the following locations on or before _____ on _____ in accordance with the statement filed by the Jerome Town Council with the Jerome Town Clerk.

970 Gulch Road, side of Gulch Fire Station, exterior posting case
600 Clark Street, Jerome Town Hall, exterior posting case
120 Main Street, Jerome Post Office, interior posting case

J. Savage, Deputy Town Clerk

SCHEDULE OF INTERVIEWS FOR ZONING ADMINISTRATOR:

12:00 p.m. Alexander Bennett (in person)

12:30 p.m. Kiersten Conner (via Skype)

1:00 p.m. August Potor (by phone)

ALEXANDER BENNETT:

How many years of Relevant experience do you have?

2

Are you willing to undergo a background check, in accordance with local law/regulations?

Yes

What about the role excites you and motivated you to apply? Please describe your interest in working with us

I am a very detailed and procedural type of person. I am looking to enter and grow with an employer that will allow me to use these attributes. I also have a fascination with the law and its workings.

When are you available for an interview or phone screen? Please list 2-3 dates and times or ranges of times.

04/09/19: 0800-1600 04/10/19: 0800-1600 04/11/19: 0800-1600

What is your expected salary range?

\$42,000

Please list one to three references. Include the person's name, company and title, contact details (email and/or phone number), and explain your relationship (former boss, current coworker, etc).

Kyle Karasch, Civitan Foundation, 602-885-0567, former supervisor

Alexander Bennett

Guard - Trident Security

Phoenix, AZ

alexanderbennett88_o36@indeedemail.com

Professional with Urban Planning degree possessing strong interpersonal skills, effectively communicate with business contacts, staff, and customers while utilizing experience in planning works and education.

Work Experience

Guard

Trident Security

August 2017 to Present

Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.

Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.

Counselor

Civitan Foundation

June 2014 to July 2017

responsible for daily care and support for mentally and physically challenged individuals in a residential, recreational milieu

Transported individuals with special needs to and from program

Entered data about client goal progression.

Intern

Coconino County Planning and Zoning

2015 to 2015

Documented approximately 10 years of Conditional Use Permits for Coconino County

- Reviewed and evaluated Coconino County's Comprehensive Plan

- Reviewed and evaluated transferred development rights

Independent Study

- Researched and wrote application for Downtown Flagstaff Heritage Square to be inducted into APA's Great Public Spaces.

Phoenix, AZ

(480) 677-1538

alexanderbennett88_o36@indeedemail.com

Treasurer

Pi Kappa Phi

2014 to 2014

Safeway

September 2012 to September 2013

Cash handling, greeting customers, answering inquiries, bagging groceries, scanning items, and reconciling receipts with cash. Employers select resumes highlighting strong numeracy skills, customer service orientation, attention to detail, and courtesy.

Treasurer

Kiwanis Club- NAU Chapter
2012 to 2013

Education

B.S. in Geographic Science & Community Planning + Minor

Northern Arizona University - Flagstaff, AZ
2015

Additional Information

Areas of Expertise

- Excellent ability to develop working relationships with regulatory bodies, commissions, local governments, and private landowners
- Outstanding analytical, communication, and technical writing skills
- Comprehensive knowledge of urban planning principles
- Capable of involvement in the creation, preparation, and requisition of graphics and reports on land use

Additional Skills

- ArcGIS

- Interpersonal & Communication Skills
- Regulatory Compliance
- Time Management
- Problem Solving

AUGUST POTOR:

How many years of Relevant experience do you have?

6

Are you willing to undergo a background check, in accordance with local law/regulations?

Yes

What about the role excites you and motivated you to apply? Please describe your interest in working with us

I think through my experience working for various Federal Agencies, I can be an asset to the town. I love new challenges.

When are you available for an interview or phone screen? Please list 2-3 dates and times or ranges of times.

7/15/19-Any time 7/16/19-Any time 7/17/19-Any time

What is your expected salary range?

\$23/hr

Please list one to three references. Include the person's name, company and title, contact details (email and/or phone number), and explain your relationship (former boss, current coworker, etc).

Joe Martin Former Supervisor, now retired Apache-Sitgreaves National Forest, Black Mesa Ranger District. Overgaard, AZ (575)644-0044 Joe.martin1861@gmail.com Tim Watkins Archaeologist Bureau of Land Management, Agua Fria National Monument 21605 N 7th Ave. Phoenix, AZ 85027 twatkins@blm.gov (623)580-5565 Sean P.

August P. Potor, MA

5023

augustpotor@gmail.com

Summary of Qualifications

SOI qualified/ Extensive familiarity with Federal Agency Policies and Procedures / Historical Archaeology / Familiarity with Section 106/110 Compliance / Knowledge of Four Corners, Rocky Mountains, Sierra Nevada's, Eastern Plains, Southwest, Great Basin Archaeological Areas/ Skilled with ArcGIS, ArcMap, Trimble GPS Units, Excel Database, Digital Photography, Compass and Map Orienteering / Problem Resolution / Team Contributor / Consensus Building / Time Management / Quick Learner / COR Level I Certified

Self-motivated, energetic and organized professional with Archaeology/Anthropology background and a passion for history. Strong communication, relationship building, and problem-solving skills utilizing integrity and a positive attitude. Well-developed negotiation, analytical, technical and planning abilities with demonstrated success in identifying challenges, opportunities and workable solutions. Cooperative team member and persuasive communicator with ability to promote concepts with energy and focus to influence others toward action and the pursuit and recognition of excellence. Highlighted strengths include:

- Maintains high ethical and reliability standards; protects highly sensitive and confidential data.
- Able to perform assignments and implement processes following specific directions and established protocol.
- Prepares, maintains, and operates laboratory equipment with precision, safety, and attention to detail.
- Experience in data collection, record keeping, and database technology.
- Skilled in analyzing, prioritizing and categorizing a variety of data formats; capable of finding patterns, organizing ideas and identifying causes/outcomes.

- Ability to handle multiple priorities and adapt to changing needs in a responsive and efficient manner.
- Talent for simplifying complex, technical information and resolving difficult situations quickly.

I. EDUCATION

2014–2018: Master’s Program in Cultural Resource Management.

Adams State University at Alamosa, Colorado. Awarded 5/11/18.

2013–2014: Master’s in Archaeology Program (*attended as a non-degree seeking student*). Eastern New Mexico University (ENMU) at Portales, New Mexico.

2005–2009: Bachelor of Arts in Anthropology.

California State University at Chico, California.

II. ADDITIONAL ACADEMIC TRAINING AND AWARDS

- 2019: GHS and OSHA Hazardous Communication (HAZWOPER 40)
- 2018: Introduction to Forest Service Geospatial Resources (GTAC)
- 2018: ArcGIS 10.5 Advanced Editing (GTAC)
- 2018: CLC 106: COR with a Mission Focus (COR Level I Training)
- 2018: ArcGIS 10.3/10.5 Geoprocessing (GTAC)
- 2018: American Heart Association BLS CPR/AED Training
- 2017: Basic Map Reading: DOI Learn
- 2017: Managing Historic Period Mining Sites: DOI Learn
- 2014: Mobile Global Information Systems and GNSS Workflows for Enterprise GIS Applications, Apache-Sitgreaves National Forest
- 2014: Professional and Technical Writing, ENMU
- 2014: Geographic Information Systems for Anthropology, ENMU
- 2013: Archaeology of the Southwest, ENMU
- 2012: Global Positioning Systems of GIS, Sierra College
- 2012: Beginning ArcGIS Software: Sierra College
- 2012: Intermediate ArcGIS Software: Sierra College
- 2009: Certificate of Merit for reaching INFRA database reporting goals

- 2008: Certificate of Achievement for Forest Service fieldwork

III. PROFESSIONAL EXPERIENCE

April. 2019-Current. Aztec Ruins National Monument, NPS- Aztec, NM. *National Monument located in NW New Mexico centered around Ancestral Puebloan Ruins.*

Archaeological Technician, GS-7 (40 hours a week)

- Selected to record historic inscriptions within the ruins of Aztec Ruin.
- Conducted archaeological site stabilization to the Aztec Ruins.

Feb. 2019-April 2019. Harris Environmental- Tucson, Arizona. *Environmental consulting firm, based out of Tucson, AZ.*

Archaeological Technician, (Crew Lead) (40 hours a week)

- Served as an Archaeological Crew Lead for a large archaeological survey of 10,000 acres on portions of the Yuma Proving Grounds in southwestern Arizona.
- Operated technology to record archaeological sites, as it related to scope of project (ArcGIS Survey 123, Photographic methods, Terrasync).

Dec. 2018-On-Call. Transcon Environmental- Mesa, Arizona. *Environmental consulting firm, with offices across the Western United States.* **Archaeological Technician, On-Call (40 hours a week)**

- Served as an Archaeological Monitor for a construction project in downtown Tempe, AZ.
- Utilized technology to record archaeological units, as it related to scope of project (ArcGIS Survey 123, Avenza Maps).

April 2018–Nov. 2018. Apache-Sitgreaves National Forest/Alpine Ranger District-Alpine, Arizona. *Encompasses over two million acres of mountain country in east-central Arizona.*

Archaeological Technician, GS-7 (Crew Lead) (40 hours a week)

- Functioned as a Crew Leader to conduct archaeological surveys for Timber Sales, leading two and four-person teams.
- Extensive use of Trimble GPS Units.
- Report writing and ArcGIS Map production.
- Heritage Database (NRM) entry and manipulation.
- Special Use Permitting.

- Led a team of volunteers during a Passport in Time Project in Overgaard, AZ. Provided guidance and instruction on site identification, feature sketch map, and photography.

October 2017-April 2018. Lower Sonoran Monument Field Office, Phoenix, AZ Bureau of Land Management/American Conservation Experience *Administers lands within the National Monument, just southeast of Phoenix.*

Archaeological Technician, Intern (40 hours a week)

- Worked on an interdisciplinary team that involved collaboration with other departments.
- Conducted archival research on archaeological sites.
- Participated in a site monitoring, recordation and survey, Section 106 Consultation.
- Monitored the integrity the Juan Bautista de Anza National Historic Trail.
- Authored Comment Documents for Project compliance.
- Worked with ArcCatalog and ArcGIS to monitor Cultural Database integrity.
- Conducted 43 CFR 3809 Surface Management, Cultural Resource clearance and surveys.

November 2016-August 2017. Western Area Power Administration/Northstar Technology, Phoenix, AZ. *WAPA markets and transmits wholesale energy in a 15-state region.*

Archaeological Technician, Northstar Contractor, GS-7 equivalent (40 hours a week)

- Monitored culturally sensitive areas during transmission line construction and maintenance activities.
- Utilized GPS units in a association with ArcMap, Pathfinder Office and ArcPad during fieldwork to orient location and record cultural resources.
- Proficient use of ArcGIS, specifically for site database maintenance including digitizing archaeological site locations.
- Practiced inter-agency communication across departments and fields.

June 2016-October 2016. Green River Field Office, Vernal, UT Bureau of Land Management *Located in the northeast corner of Utah and administers lands within Dagget, Duchesne and Uintah Counties, plus a small more portion of Grand County.*

Archaeological Technician, GS-7 (Crew Lead) (40 hours a week)

- Conducted cultural resource inventories and site monitoring for range improvement activities across BLM Lands, Section 106 Consultation.
- Familiarity with GPS and ArcMap use.
- Understanding with Pictograph and recordation methods.
- Tribal Consultation

November 2015-On-Call. PaleoWest, Phoenix, AZ *Archaeological Consulting Firm located in Phoenix, AZ.*

Archaeological Technician, (40 hours a week)

- Participated in excavations at Pueblo Grande Data Recovery Project in Phoenix, AZ.

October 2015-On-Call. Logan Simpson Design, Tempe, AZ *Provides environmental consulting, cultural resources, and community planning services throughout the West.*

Archaeological Technician, (40 hours a week)

- Participated in cultural resource inventory for the National Resource Conservation Service, and the Florence FRS, for future rehabilitation of the Gila River Flood Canal.
- Conducted cultural resource inventory of 11 Arizona Fish and Game Water Tanks located in, and around Heber-Overgaard, AZ.

May 2015-October 2015. Royal Gorge Field Office, Canon City, CO. Bureau of Land Management *Administers nearly 668,000 surface acres of Public Lands in eastern Colorado.*

Archaeological Technician, GS-7 (Crew Lead) (40 hours a week)

- Conducted cultural resource inventories pursuant to the identification of cultural resources in advance of timber/fuel thinning actions; worked independently to complete 9 projects and prepare documentation for Section 106 consultation.
- Extensive use of Trimble GPS units.
- Project report writing and ArcGIS map production
- Artifact preparation and curation.
- Reconnaissance and intensive inventory of 1,410 acres.
- Archival research and historic artifact analysis.

May 2014-February 2015. Black Mesa Ranger District, Apache-Sitgreaves National Forest, Overgaard, AZ. *Encompasses over two million acres of mountain country in eastcentral Arizona*

Archaeological Technician, GS-5 (Crew Lead) (40 hours a week)

- Conducted archaeological and contractor follow-up surveys in two person and four-person crews, also functioned as group leader.
- Extensive use of Trimble GPS units.
- Report writing and ArcGIS map production.

- Heritage database entry and manipulation.

October 2013-June 2014. Eastern New Mexico University-Anthropology Department, Portales, NM.

Graduate Student Employee, GS-7 (40 hours a week)

- Clerical and inventory work with the Anthropology Department's artifact collection in Excel.

June 2013-August 2013. Hat Creek Ranger District, Lassen National Forest, Hat Creek CA. *Lassen National Forest is comprised of 1,700 square miles in the northeastern section of the Sierra Nevada Mountains.*

Archaeological Technician, GS-5 (40 hours a week)

- Part of a field crew that carried out site surveys, monitoring and recording for various District-wide timber sale and timber thinning management activities.
- Extensive use of compass, GPS units and shovel testing.
- Reorganized the department's site record filing system.

November 2012-April 2013. Eldorado National Forest, Supervisor's Office, Placerville, CA. *The Eldorado National Forest consists of 596,724 acres of forested lands located in the central Sierra Nevada. Portions of Alpine, Amador, El Dorado and Placer counties lie within the Forest Boundary.*

Archaeological Volunteer (40 hours a week)

- Volunteered to inventory and catalog Forest Service artifact collections.
- Put together a proposal for a photo log system of specific sites.

June 2012-October 2012. Stanislaus National Forest, Sonora, CA. *The Stanislaus National Forests encompasses 89,099 acres on the western slope of the Sierra Nevada Mountains in Northern California.*

Archaeological Technician, GS-7 (Crew Lead) (40 hours a week)

- Part of a two-man team that carried out site surveys, monitoring and recording of timber sale and timber thinning management activities across the forest requiring navigation compass and GPS to sites to flag and tag. Participated in a Meadow Restoration Project, which included native plant installation and fence construction.
- Authored cultural resource management reports and other location exemption reports.

- Conducted inventory using metal detectors along transects and laid out shovel test units to monitor site integrity.
- Participated in a week long Riverine Archaeological Reconnaissance Survey down the Tuolumne River, identified, mapped, and recorded new sites and site recordation of new sites and monitored existing sites.

June 2011-August 2011. Sapphos Environmental Consulting, Inc., Pasadena, CA *Local environmental consulting firm that resolves planning and resource management and compliance issues.*

Archaeological Technician, (40 hours a week)

- Participated in the Timber Hills Wind Survey, which included pedestrian survey, map reading, photography, and GPS use and site recording.
- Helped completed 3,000-acre survey within the 30-day deadline.
- Accomplished difficult survey within the time frame allotted, continued to learn and adapt to changing survey methods and needs.

June 2008-December 2009. Feather River Ranger District, Plumas National Forest, Oroville, CA. *1,146,000-acre U.S. National Forest located in the Sierra Nevada Mountains in Northern California.*

Archaeological Technician, GS-5 (40 hours a week)

- Conducted archaeological surveys, flagged and tagged archaeological sites, and performed site excavations of a 1800s Stage Coach Stations.
- Accomplished task of cleaning, cataloging and storing up to 200 artifacts within 7 days by developing a plan, delegating tasks, operating lab equipment, performing analysis, safeguarding artifacts and uploading detailed information into the database for future reference.
- Cleaned, assembled, and inventoried test hardware between work sessions. Maintained technical notes and lab records.
- Performed site recordation and mapping, took part in GIS Database manipulation and created Excel spreadsheets for detailed site record files kept on all projects.

IV. FIELD TRAINING SCHOOLS

Summer 2005. Achill Island Field School- Ireland.

Training Program for students of archaeology, anthropology and related scientific disciplines; Neolithic to 19th century excavations with instructions delivered by professional archaeologists and environmental scientists.

- Participated in a historic archaeological excavation using basic excavation methodology, surveying and planning. Followed specific instructions and modeled established procedures.
- Provided comprehensive physical lab analysis and researched local history for cataloging artifacts.
- Practiced flotation methodology for recovery of seeds, charcoal and other light fraction materials.

Summer 2003. Cabrillo College, Archaeology Technology Program- Aptos, CA.
Hands-on archaeological training and certificate program, preparing students for entry level work in governmental agencies.

- Participated in prehistoric excavations at Wilder Ranch State Park on the Santa Cruz coastline.
- Learned and applied Federal and State Laws and Regulations regarding Cultural Resource Management in the Western U.S. Researched local Native Californian Cultures relating to the program.
- Processed artifacts in a lab setting and maintained systematic, descriptive field notes.

V. Technical Reports/Published Works

Potor, August

2019 The Historic Mining Community of Summitville During the Great Depression: A Historical Archaeological Approach. *Glyphs: The Monthly Newsletter of the Arizona Archaeological and Historical Society* 69 (70): 10-12.

Potor, August

2018 *The Historic Mining Community of Summitville During the Great Depression: A Historical Archaeological Approach*. Master's Thesis, Adams State University, Alamosa, CO.

2015 *Likely Gulch Fuels Thinning 2014 Cultural Resources Inventory, Fremont County, Colorado*. BLM Colorado Cultural Resources Report Number CR-RG-15-033 (P).

Prepared for the Bureau of Land Management, Royal Gorge Field Office, Cañon City.

2015 *Trail Gulch Fuels Thinning 2015 Cultural Resources Inventory, Fremont County, Colorado*. BLM Colorado Cultural Resources Report Number CR-RG-15-173 (P).
 Prepared for the Bureau of Land Management, Royal Gorge Field Office, Cañon City.

2015 *Deer Haven Fuels Thinning 2015 Cultural Resources Inventory, Fremont County, Colorado*. BLM Colorado Cultural Resources Report Number CR-RG-15-173 (P). Prepared for the Bureau of Land Management, Royal Gorge Field Office, Cañon City.

2015 *Booger Red Fuels 2015 Cultural Resources Inventory, Fremont, County, Colorado*. BLM Colorado Cultural Resources Report Number CR-RG-15-175 (P). Prepared for the Bureau of Land Management, Royal Gorge Field Office, Cañon City.

2015 *High Park Fuels 2015 Cultural Resources Inventory, Fremont Count, Colorado*. BLM Colorado Cultural Resources Report Number CR-RG-16-053 (P). Prepared for the Bureau of Land Management, Royal Gorge Field Office, Cañon City.

2015 *31 Mile Mountain Fuels 2015 Cultural Resources Inventory, Fremont County, Colorado*. BLM Colorado Cultural Resources Report Number CR-RG-16-054 (P). Prepared for the Bureau of Land Management, Royal Gorge Field Office, Cañon City.

2015 *Shelf Road Campground Cultural Resources Inventory, Fremont County, Colorado*. BLM Colorado Cultural Resources Report Number CR-RG-16-058 (P). Prepared for the Bureau of Land Management, Royal Gorge Field Office, Cañon City.

2015 *Spruce Basin 2015 Cultural Resources Inventory, Fremont County, Colorado*. BLM Colorado Cultural Resources Report Number CR-RG-16-070 (N). Prepared for the Bureau of Land Management, Royal Gorge Field Office, Cañon City.

Tactikos, Joanne C., Spiandorello, Jonathan C., and Augustine P. Potor

2017 *Cultural Resource Survey of the Oracle-Tucson 115-kV Transmission Line, Pinal and Pima Counties, Arizona*. Technical Report No. 16-WAPA-10. Western Area Power Administration, Phoenix, Arizona.

Tactikos, Joanne C., and Augustine P. Potor

2017 *Monitoring Results for the Electrical District 2 to Saguaro # 2 Transmission Line Rebuild Project, Pinal County, Arizona: Phase I*. Technical Report No. 16-WAPA11 Western Area Power Administration, Phoenix, Arizona.

VI. ADDITIONAL SKILLS AND TRAINING

COMPUTER / SOFTWARE SKILLS

- Microsoft Word
- Excel
- Open Office

- PowerPoint
- Adobe Photoshop CS5, Adobe Elements 13
- INFRA/NRM (U.S. Forest Service Governmental database for archeological findings)
- ESRI ArcGIS v10+, ArcMap v10+
- Trimble ArcPad v10+
- Trimble Terrasync

LAB & EQUIPMENT / TECHNICAL SKILLS

- Familiarity with Great Basin, Southwest, Eastern Plains, Sierra Nevada's, Rocky Mountains and Four Corners Archaeology
- Artifact cleaning, and cataloging
- Staging and photography, field photography
- Trimble GPS; Garmin, Total Station
- Compass and backcountry orienteering
- Archaeological excavation; Cultural Resource Surveys
- Historic/prehistoric material identification
Flotation process to eliminate organic materials and other mini-artifacts.

References for **AUGUST POTOR**

Joe Martin

Former Supervisor, now retired Apache-Sitgreaves National Forest,
Black Mesa Ranger District.
Overgaard, AZ

Joe.martin1861@gmail.com

Tim Watkins

Archaeologist

Bureau of Land Management, Agua Fria National Monument

98007 twatkins@blm.gov

Sean P. Berry

Regional Preservation Officer

Western Area Power Administration Desert Southwest Region Phoenix,

AZ 85099 berry@wapa.gov

Stephanie Welch

Archaeologist, South Zone

Okanogan-Wenatchee National Forest, Naches Ranger District

98937 WA

98937 stephaniewelch@usda.gov

THOMAS ALEXANDER DUNBAR

Recent College Graduate

Education

Aug 2016 - May 2018 Baccalaureate of Science in Public Management and Policy

The University of Arizona

- Member of Student Alumni Association
- Member of Tau Sigma Honor Society
- Graduated cum laude (3.61 GPA)
- Minored in History
- Extensive coursework in law, policy, and management

Aug 2013 - May 2016 Associate of Business

Yavapai College

- Graduated cum laude (3.71 GPA)
- Member of College's Honors Program, Officer and Vice President of Phi Theta Kappa Honors Society for Yavapai College (2013-2016), Treasurer of IamYC Philanthropy Club (2015-2016), Bucky O'Neil Society (2015-2016)
- Received 2016 President's Award for Clarkdale Campus
- 2016 All-Arizona Academic Team Member (Full Tuition Waiver awarded by the Arizona Board of Education Regents to any in-state school)
- Dean's List 2013-2016

Work experience

Aug 2012 - Feb 2014 Sales Associate

Big Five Sporting Goods

A Big Five Sporting Goods Associate is required to: dress in business professional attire, have extensive knowledge of the companies various products, arrange shelving and items in accordance with corporate policy, greet and help customers in a courteous manner, clean the store, and to load and unload the stock truck once per week.

Oct 2014 - May 2019 Confectioner

Sedona Fudge Company

Along with providing expedient and friendly customer service my responsibilities included: opening and closing the store, cleaning the store (sweeping, dishes, windows, and bathrooms) money handling including counting end of day totals with the credit card receipts, answering the store phone to take orders and coordinate inventory delivery's with the owners, lifting heavy cooking supplies including 25 and 50 pound boxes of chocolate, 50 pound bags of sugar, and 60 pound containers of corn syrup, and making the various candies offered by the store including those that required specialized training with a chocolate seeding machine.

Sep 2016 - April 2017 Team Member

Jamba Juice

As a team member at Jamba Juice I was trained to make smoothies, and prepare the various ingredients that went into the stores drinks. Along with cash handling, I was also required to clean the orange juice, carrot, and wheatgrass presses, the numerous blenders required to complete the drinks. We had to complete the drinks in a rapid and timely manner. In order to keep the store clean I was required to: sweep, mop, and take out the trash at various stations within the store.

- Feb 2018 - May 2018 Special Events Parking Monitor
University of Arizona - Department of Transportation
 Special Events Parking Monitors had a series of responsibilities including, but not limited too: collecting parking fees for the various garages and lots around campus during the campuses' many special events, arranging and removing signage meant to direct traffic, and alerting the proper authorities if and when people would illegally park and obstruct traffic. As an extension of my responsibilities I was also trained as a driver for both cars and golf carts to transport handicapped patrons too and from events.
- Feb 2018 - May 2018 Assistant Manager
Teaholic
 Along with providing excellent customer service, I was trained to make the various tea products served by the store in accordance with the owners traditional Asian style recipes. I was also tasked with money handling, troubleshooting various machines including the register's tablet and sugar machine, I was also required to take out the trash, doing the dishes, and sweep and mop the store before closing.
- Jun 2018 - Aug 2018 Internship
Yavapai College Foundation
 In order to complete my degree with the University of Arizona I was required to complete a 140 hour practical internship with either a government organization or a 501(c)(3) non-profit organization. I chose to work as an assistant to the fundraising staff for the community college I attended, Yavapai College. I was afforded many varied and challenging responsibilities during my time with the organization including: training in spreadsheet and data management for the organizations' databases and events, organizing and updating the organization files pertaining to it's "Legacy League" group of donors. I appeared in a YouTube video advertising the college's "Fun Run" that served as a "Dollars for Scholars" program, or it collected funds for the college's various leadership and honors organizations. I was required to scan pictures and documents to update the YCF's website concerning its connection to the 50th anniversary celebration of the founding of the school, I sat in on scholarship committee meetings, and met the various board members that worked with the foundation. I spoke with donors, both in person and over the phone, to thank them for their support of the college. I helped to organize a tax workshop sponsored by the Foundation as a Thinktank for other non-profits in the area to educate them on how the changes to the tax code may change people's donation habits, and how to cope with any reductions.
- Sep 2018 - April 2019 Cart Maintenance
Agave Highlands Golf Course
 In order to maintain the fleet of 60 carts operated by the course it was my job to clean and park them for either a second round around the course, or the next day of business. In between carts it was also the cart staff's responsibility to pick the driving range and clean the balls. Our final duties were to take out the various trash in and around our work space.

References

Jason Whitesitt - Professor of Humanities and English for Yavapai College and Former Yavapai College Honors Program Director - jason.whitesitt@yc.edu/(208)755-1035

Paul Kirchgraber - Executive Director of the Yavapai College Foundation - paul.kirchgraber@yc.edu/(928)717-7773

Suzanne Longmire - Owner and Proprietor of Sedona Fudge Company - (928)300-6542

Terrance Pratt - Professor of English for Yavapai College and Former Cottonwood City Councilmen - (928) 634-6573/
terence.pratt@yc.edu

Carlos Godina - Clarkdale City Police Officer - (928)451-5553