



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: December 9, 2021

RE: Introduction and Appointment of Town Clerk/Treasurer

We are excited to present Ms. Julie St-Pierre, our recommendation for appointment as the new Town Clerk/Treasurer for the Town of Foxfield, to the Board of Trustees this evening. Ms. St-Pierre's resume is attached for your review. She has an extensive background with a wide variety of experience that we feel will help make her successful in this position. In addition, she has exceptional customer service skills and a strong desire to serve the community in which she lives.

RECOMMENDED MOTION:

"I move to approve the appointment of Julie St-Pierre as Town Clerk/Treasurer contingent upon the pending background check."

ATTACHMENTS:

Exhibit A – Julie St-Pierre Resume

Julie St-Pierre

310-597-0745

julie_stpierre@yahoo.com

HIGHLIGHTS

- Revenue Generator
- Team Development
- Strong Leadership
- Inventory Control
- Budget Planning and Cost control
- Customer Focused
- Skilled communicator
- Trilingual in Spanish and French

EXPERIENCE

Waxology - Parker, Colorado
Owner - Managing Member

May 2019 - Present

- Responsibilities include but not limited to establishing budgets and sales forecasts — and making sure the company meets them. Bookkeeping, human resources, accounting, records management, forms management, payroll, purchasing, facilities management, risk management.
- Invoicing customers, collect overdue accounts, keep the accounting system up to date and reconcile bank statements. Keep records of bank statements, legal documents and tax related documents.
- Responsible for allocating daily operations such as employee scheduling and maintaining inventory.
- Responsible for payroll: collecting timesheets, verifying their accuracy, and issuing checks.
- Responsible for maintaining proper insurances and employee up to date licenses.
- Responsible for maintaining both social media platforms and company website.
- Responsible for generating daily, weekly, and monthly reports.
- Responsible for both marketing and promotion.

World Fuel Services – Worldwide
Flight Logistics Consultant

March 2020 - December 2020

- Responsible for Quality assurance of all aspects of their managed trips. Responsible for assisting in establishing and providing an unmatched quality of service and communication to all WFS Customers. Responsible for improving and enhancing the customer relationship. Responsible for incoming operational communications, including phone calls, faxes, emails, and SITA/AFTN traffic. Responsible for assuring that all trips are current and updated in a timely manner based on the most recent customer communications. Responsible for Loading all flight request into operational system. Responsible for day-to-day operations requirements such as but not limited to the following: arranging ground handling, permits, customs services, hotels, transportation and Fuel, assisting with fuel quotes and/or arrangements after normal business hours, back up flight planner and meteorologist.
- Responsible for global flight planning. This includes creating ATC routes, canceling/refiling/delaying flight plans as required, solving Eurocontrol route validation issues, reading/understanding/communicating pertinent weather information, and offering ATC route guidance to clients when necessary. Responsible for working with the Project Management Teams to perform necessary operational coordination to ensure the success of the flight/project as dictated by the PM

team / Ops management. Liaison with Customer Relations and Supporting Services. Responsible for monitoring communications after normal business hours and on weekends upon implementation of the storefront operations

zJeppesen / Boeing Company – Englewood, Colorado April 2018 – November 2018
Process Consultant Intern/Scrum Master/ Flight Planning & Dispatch

- Promotes, supports and improves effective repeatable processes, methods, measures, and best practices for software development, infrastructure services, and professional services. Gathers information from recognized industry experts and industry consortia. Using standardized processes consults and advises on deployment and effective implementation of measurement and improvement activities. Participates in the deployment of measurement and improvement activities. Promotes the use of common practices.
- Consults with projects, management, and executives within and outside their organization on the implementation and use of standard processes, procedures, measures, and tools to achieve conformance with required standards and identified business objectives.
Dedicates time to understanding all aspects of the Digital Aviation organization and how process assets can best be leveraged to support efficient execution of the processes.
- Using standardized processes consults with organizations on the development, execution, and assessment of improvement plans and establishes improvement infrastructure.
- Support the execution of proposed improvements and measures to assess the quality, efficiency, and effectiveness of the improvements.
- Advises efforts to develop and measure identified improvements for quality, efficiency, and effectiveness of process assets.
- Evaluates information collected from user feedback, Software Quality Assurance, measures, assessments, lessons learned, etc. to identify, quantify, and propose improvements to process assets.

Tempus Jets - Englewood, Colorado July 2017 – March 2018
Operations Part Manager

- Process phone calls and emails for price quotes, possible sales, as well as price and availability from customers.
- Daily maintenance of current accounts, oversea orders (Stan's), special requests such as AOGs, and requests that are not ordinary.
- Entry and process of sales orders for customers.
- Take in cores from both the floor and service centers; process cores back to Pilatus and Honeywell for both TASS and SDL.
- Manage Warranty Claims for both Honeywell and Pilatus
- Prioritize the customer needs and track customer backorders.
- To successfully purchase, receive, manage, and track all aspects of parts and inventory throughout our organization.
- Receive and document daily parts shipments
- Maintain proper inventory levels by monitoring inventory items to identify high volume parts
- Purchase parts and supplies with low-cost and preferred vendors

Cherry Creek School District - Centennial, Colorado April 2015 - October 2016
Special Needs Bus Driver

Transports students safely and efficiently to/from various Cherry Creek facilities and occasionally to other facilities. Assigned to both positions of Regular School Bus Driver and Special Needs School Bus Driver. Develops and promotes good community relations among various communities and school clientele.

- Performs pre/post-trip inspections to insure safe operations of vehicle and/or bus by visually or tactically inspecting all components of vehicle interior and exterior according to Colorado Department of Education Standards.
- Drives bus to transport students over specified routes safely and efficiently.
- Communicates information and procedures to students, office personnel and/or others in the event of an emergency situation.
- Performs evacuation drills as required by the Colorado Department of Education and transportation department procedures.

Department of Homeland Security - Denver, CO

March 2013- April 2014

TSA Officer

Maintaining focus and awareness while working in a stressful environment which includes noise from alarms, machinery and people, crowd distractions, time pressure, and disruptive and angry passengers, in order to preserve the professional ability to identify and locate potentially life threatening or mass destruction devices, and to make effective decisions in both crisis and routine situations.

- Operating screening equipment to identify dangerous objects in baggage, cargo and on passengers, as well as preventing those objects from being transported onto aircraft.
- Performing searches, to include hand-wand and pat-down searches.
- Controlling terminal entry and exit points.
- Interacting with the public, giving directions and responding to inquiries. AT2 Certified. TDC certified. MI2 Certified. Wounded Warrior team member.

Furniture Row Aviation Department - Centennial, CO

December 2009 - May 2012

Aviation Maintenance Specialist

Keep advanced maintenance records and Air Worthiness Directives via a computer tracing system for maintenance due (Attack).

- Worked one on one with student. Effective student tracking schedule. Coach student with both performance and scheduling issues. Schedule FAA Knowledge Tests and Check rides.
- Make contingency plans should there be weather issues as well as maintenance and aircraft limitations.
- Keep tracking system on everything that pertains to each student.
- Order parts as well as maintain stock of serviceable aircraft parts.
- Keep accurate inventory part by vendor and part number. Keep accurate serviceable parts from rejected/repairable parts. Ability to find replaceable parts and find sources for replaceable part as well as purchasing parts. Track and receive all orders.

Perfect Teeth - Centennial, CO

April 2011 – February 2013

Operations Manager

Responsible for managing the third highest producing Perfect Teeth dental office and its Customer Relationship Management.

- Budget development and implementation
- Bookkeeping, human resources, accounting, records management, forms management, payroll, purchasing, facilities management, risk management, information technology and telecommunications.

Maintained OSHA compliance as well as teaching of all my employees about OSHA regulations and compliance. Teaching of how to recognize a security related issue that could potentially be fatal. Responsible for the day to day running of the office. Liaison with senior management. Managing a range of budgets including supplies and equipment.

Ticket to Smiles - Aurora, CO

July 2006 – December 2009

Office Manager/Owner

Administer broad range of operational support functions for HMO and PPO dental practice, including performing and assisting with chairside procedures to ensure beneficial treatment operations, maintain-

ing comprehensive knowledge of modern dentistry advances and techniques, and managing clerical, operational, insurance, and benefits training for more than 15 staff members. Utilize interpersonal and communication strength to establish client network, provide compassion and support to calm patients during treatment, and perform all facets of human resources administration. Direct payroll procedures for multiple office locations, facilitate quarterly performance reviews, and coordinate internal promotions to support existing employee growth.

- Instrumental in increasing office revenue by more than 30% during first year of employment by developing new operational procedures designed for HMO practices, organizing office processes, and improving employee, community, and staff relations.
- Designed and implemented promotional marketing plan to improve office visibility and advertise business products and services.
- Spearheaded development and opening of second office location with full responsibility for staff training and orientation.
- Coordinated design, organization, and establishment of specialty dental department, which effectively earns more than 10% of annual office revenue.
- Successfully managed human resources procedures, including coordinating quarterly employee performance reviews, developing and implementing staff pension program, and maintaining compliance with required OSHA regulations.

EDUCATION

Master Degree in Engineering Management, Aerospace/Aviation
Embry-Riddle Aeronautical University, Daytona, FL

Bachelor of Science in Global Aviation Management, Administration
Utah Valley University, Orem, UT