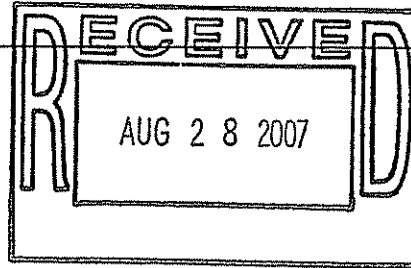


CONNIE I. HANSEN

2983 NE Yellowpine Rd.
Prineville, OR 97754

Home: (541) 416-1008
Work: (541) 416-4040
Cell: (541) 905-2630



August 28, 2007

City of Prineville
City Council
387 NE Third Street
Prineville, Oregon 97754

To the City Council, Staff and Citizens of Prineville:

Please accept my letter of interest in becoming a member of the City Council to fulfill the term for the current vacancy.

My experience in community involvement, private industry, development, public works, budgets, land use planning and social services has provided me with a well rounded knowledge base to bring to this position.

The City of Prineville, as we all know, is changing and is experiencing growth that will need to be carefully monitored and reviewed for the future of the community. I feel that I can provide a level of experience to help affect a positive, thoughtful growth for a community that I love to work in and call home.

I understand the time commitment and dedication that is required to be a City Council member. Throughout the years I worked in the Planning and Public Works Departments at the City of Fairview I was the staff liaison and recorder for the Planning Commission and the City Council. I was fortunate enough to have additional training in Oregon Land Use and Planning, helped to revise the Development Code and worked on a variety of community projects. I am willing to commit to the position the time necessary to fulfill my obligations to the community.

I look forward to having the opportunity to discuss my qualifications and interest in this position with the Council and staff. My resume is attached for your review and to help to provide more information about my experience.

Sincerely,



Connie I. Hansen

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OBJECTIVE

To further my commitment to the citizens and community of the City of Prineville by serving on the City Council.

SUMMARY OF QUALIFICATIONS

I am an enthusiastic, creative, positive, and talented individual experienced in areas such as project management, contract management, budget development/maintenance, marketing and promotions, volunteer coordination, event planning, community outreach, desktop publishing, office management, grant writing, and land use planning and the construction permits process. I have excellent communication skills, am well organized, computer literate, and have a real talent for working with people from all walks of life.

PROFESSIONAL EXPERIENCE

- ***IronHorse Development, LLC (Brooks Resources Corporation) – Prineville, Oregon***
 - **Development Assistant (July 2006 – present)**
 - Assistant to the project manager for construction of the infrastructure of a large residential, commercial and civic development.
 - Coordinate with construction contractor to assure quality of infrastructure, timely completion of work, track budgets, change orders, accuracy of accounts payable billings.
 - Owner relations through Architectural Review applications of home plan submittals, meetings, and enforcement of Design Guidelines and CC&Rs; maintain database of owners, coordinate the Homeowners Association.
 - Work with community members, public agencies, utility companies, local businesses and builder/contractors.
- ***City of Fairview – Community Development and Public Works – Fairview, Oregon***
 - **Administrative Assistant (2000 – 2006)**
 - Assist Community Development Director and Senior Planner with all types of land use applications.
 - Assist the Public Works Director with the bid process, infrastructure improvements, project tracking and budgets, grants, and parks development.
 - Coordinate with developers, contractors, local and state agencies to monitor plan submittals and track progress for all levels of development projects within the city.
 - Supervise permits clerks in processing construction permits for residential, commercial and industrial development.
 - Maintain land use/planning files including plans, approvals, and associated projects.

- Staff liaison and recorder to the Planning Commission and City Council, which increased my involvement in, and understanding of the land use process from beginning to end, as well as the city government process.
 - Assist the Economic Development Specialist with marketing and promotional materials development, community outreach, public presentations and land use analyses.
 - Project Management: Parks and Community Center programs, Summer on the Green, SOLV Site Coordinator, recruit and manage volunteers for varying projects, development of a community garden, recycling program coordination, Community Visioning meetings and plan development, interface with the Historical Society, schools and other community groups.
 - Grant writing and project management: successfully wrote and managed several grants for parks, the Community Center, transportation, and economic development.
 - Office management and budget tracking.
- ***Agri-Business Council of Oregon – Portland, Oregon***
 - **Administrative Assistant (1999 – 2000)**
 - Promoted agriculture through education, public presentations, development of marketing materials, and event coordination throughout the state.
 - Managed the office including accounts receivable and payable, managed the budget.
 - Maintained a large membership database.
 - Facilitated working relationships with state and local agencies, the Cattleman's Association, the wine industry and other agri-business enterprises
 - Project Management of large, statewide *Denim and Diamonds* auction.
- ***Gard Strang Edwards and Aldridge Advertising Agency and Gard Gerber – Portland, Oregon***
 - **Administrative Assistant (1994 – 1999)**

This position began as a part-time assistant to the Financial Director, but was offered full-time within 3 months due to quality of work.

 - Desktop publishing, development of marketing and presentation materials.
 - Office management, including supervision of office staff.
 - Project coordination for account executives on large accounts such as the Oregon Health Sciences University, PGE and statewide election campaigns.
 - Database development and maintenance.
 - Computer systems troubleshooter and trainer.
 - Managed large scale office consolidations when the company acquired other agencies.
- ***YWCA of Portland – Portland, Oregon***
 - **Program Director and Site Manager for Social Services (1985 – 1989)**
 - Direct supervision of staff of eight.
 - Budget development and reporting for multi-service programs from several funding sources (\$2.5 million dollars).
 - Grant writing and management.

- Developed community presentations and trainings.
- Coordinated with local and state agencies to assure quality services to frail and at risk clients.
- Developed programs, policies and procedures
- Managed the site facility and budget.

◦ ***Pima County Hospital – Tucson, Arizona***

• ***Hospital and Long-term Care Social Service Case Management and Inspector (1977 – 1984)***

- Management, counseling, discharge planning and coordination of services for low-income population for large hospital and long-term care programs in the county.
- Community outreach, training and program development.
- Part of team to inspect care in long-term care facilities.

EDUCATION AND TRAINING

- *Masters Degrees in Education and Psychology.* Northern Arizona University, Flagstaff, Arizona
- *Bachelors Degree in Psychology.* Chapman College, Orange, California
- *Land-use seminar/training programs,* Portland, Oregon
- *Grant-writing courses,* American Association of Grant Writing Professionals
- *Computer software coursework,* Portland Community College

Local Boards and Committees:

Big Brothers Big Sisters, Prineville, Oregon

Citizens' Advisory Board, Prineville Police Department

Hospice Auction Committee, Prineville, Oregon

REFERENCES

Randall A. Jones

Project Manager
IronHorse Development, LLC
Prineville, Oregon 97754
Work: (541) 350-5199

Shauna Zinn

Branch Manager
Brooks Resources Realty
Prineville, Oregon 97754
(541) 416-1008

Maureen Crawford

Director
Crook County Parks and Recreation
Prineville, Oregon 97754
Work: (541) 447-1209

Mike Weatherby, Mayor

City of Fairview
1400 NE Village Street
Fairview, Oregon
Work: (503) 665-7929

Larry and Debbie Smith

ABC Fencing
421 NW 10th
Prineville, Oregon 97754
Work: (541) 447-6780

Other references upon request