

# Cover Letter

To whom it may concern:

I am writing to apply for the Parks and Recreation Director position with City of Creede. I am interested in this position based on my active involvement in the recreational department at Christopher Newport University. I have a degree in Integrative Biology with a minor in Chemistry. I also have experience working with children as a substitute teacher and animals with working with Holistic Wildlife Services.

In my past positions with the Recreation Department at CNU I developed programs for the department and improved current programs. During this position I oversaw a staff of up to fifteen (each season) and monitored the condition of the equipment and their performance while at work. My high energy level, interest in recreation activities and high level of activity allows me to interact with people positively and efficiently. My high level of organization skills and communication aid in the planning and function of the coordinating portion of the position. I would greatly appreciate the opportunity to develop these skills further with the community of Creede.

Sincerely,

Catherine Buchanan

# Catherine LeAnn Buchanan

721 Old Greenville Rd. Staunton VA, 24401

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## Objective:

To gain knowledge through personal experiences in order to learn and grow both personally and professionally specifically concerning biological sciences and recreation

## Qualifications:

- Excellent public speaking skills
- Can successful multitask
- Proven organization skills
- Extensive experience with customer service
- CPR/First Aid/Defibrillator certified
- Excellent difficult terrain navigator
- Survey and assess mine certified
- Rabbits vaccinated
- Proven off road driving skills
- Proven field work and field work leadership skills
- Mist netting
- Radio telemetry
- IR filming
- Mine surveying and mapping
- Work in extreme weather conditions

## Employment History:

*CNU Recreational Department*

September 2011- September 2012

Newport News, VA

- Referee intermural soccer games in order to keep a safe environment for players during games
- Supervisor September 2012 - August 2013
- Program Assistant August 2013 - May 2015
  - Managing and hiring officials and supervisors which included scheduling of shift, formal payroll data and on field evaluations
  - Customer service involving players during games for complete game control and office questions regarding money and other issues

*Front Desk Assistant, CNU Residence Life*

August 2012 - May 2014

Newport News, VA

- Provide excellent customer service and ensure safety and security for students for living in the residence halls

*Undergraduate Research*

September 2012 - May 2013

Newport News, VA

- Aided in measuring stigmas and styles and of plants in order to provide evidence on whether or not there is an effect of growth within the side with a duration of time
- Aided in counting pollen grains in order to determine its effects on the plants reproduction process

*Front Desk Assistant Coordinator, CNU Residence Life*

August 2013 - May 2014

## Newport News, VA

- Provide excellent customer service and ensured safety and security for students for living in the residence halls while maintaining, training, and scheduling other staff members to conduct the desk correctly

## *Wildlife Biologist, Holistic Wildlife Services*

New Mexico and Arizona

May 2013 - August 2013

May 2014 - August 2014

- Tasks included: mist netting and identification of bats native to the southwestern United States, handling of federally endangered species (*Leptonycteris yerbabuena*: lesser long-nosed bat), assistant management of other undergraduate research assistants, use of radio telemetry to track bats and locate roost monitoring, cave and abandon mine surveying, mapping and monitoring, GPS and topographic mapping and data entry

## *Substitute Teacher, Augusta County Schools*

Augusta County, Virginia

December 2015- Present

- Assume all duties of the regular classroom teacher according to the designated plans left and in accordance with the school rules. Maintain normal classroom routines and discipline procedures while maintaining a positive learning atmosphere and aiding the students with their assignments.

## **Education:**

*Christopher Newport University, Newport News, VA*

August 2011 - May 2015

- Bachelor of Science in Integrative Biology  
With a Minor in Chemistry

## **Community Involvement:**

*Habitat for Humanity, CNU Chapter*

Newport News, VA

August 2011 - August 2014

- Raised money to go on alternative spring break trip in order to help build houses for the unfortunate
- Worked on three houses involving laying sod, put on siding, and foundation work
- Other community work including fundraising and other local work

## *Rebuilding Together*

Staunton/Greenville, VA

September 2009 - 2011

- Raised money for building projects throughout the local community by supervising and fundraising throughout the high and elementary school to fund these projects
- Helped build a wheelchair ramp for a handicapped unfortunate woman in order for her to be able to leave her home

## *Appalachian Trail Conservancy (ATC)*

Staunton, VA

August 2009 - 2011

- Built a portion of the Appalachian Trail to make the route more desirable and reroute from dangerous portions for potential hikers
- Responsible for maintenance, repairing shelters and other structures, and the monitoring and managing rare plants and invasive species

## *After School Learning Center Riverheads Elementary*

Staunton, VA

August 2010 - 2011

- Tutored and guided Elementary School students in grades second and fourth struggling in academics and behavioral problems

*Elementary School Summer School Assistant*  
Staunton, VA

June 2008 - 2009

- Worked with students, one on one, that struggled with previous school years in order to help them catch up or reached the desired levels for the upcoming school year

*Harrisonburg Medical Associates*  
Harrisonburg, VA

June 2010 - August 2010

- provided customer service, worked with medical lab testing, and as part of a lab team to provide adequate results

### Skills:

- Microsoft Word
- Microsoft Excel
- Mist netting
- Kestrel
- Thermal imaging camera operations
- Night vision (IR) camera operations
- Microscope measurements and identifications
- Bat handling certified including endangered species (100+ hours)
- Leading groups of people in outdoor activities
- Basic indoor lab techniques

# CITY OF CREEDE, COLORADO

## Employment Application

We are an Equal Opportunity Employer

City of Creede City Promotes a Drug and Alcohol Free Workplace

Please mail or bring your completed application to: City of Creede Town Hall, 2223 N. Main

Creede, CO 81136

- Do not change the format or layout of this form.
- Type application or print neatly.
- Answer all questions completely and sign the application and all other forms.
- Resumes may be attached but will not be accepted in lieu of a completed application.
- Read all information/disclaimers on this application.
- If you have any questions or need assistance, please contact Clyde Dooley at (719-)658-2276.
- Please use your full, legal name each time you submit an application.

### Job Data

Job Title: Director of Parks & Recreation      Date you will be available for employment: 9/6/2016

### Personal Data

Name: Last: Buchanan      First: Catherine      Middle Initial: L

Address: 721 Old Greenville Rd.

City: Staunton      State: Virginia      Zip: 24401

Phone:      Days: 5402922043      Evenings:      Alternate:

All applicants who are offered employment must provide documents which establish their identity and employment eligibility for authorization to work in the U.S. Are you a U.S. citizen?  Yes  No If no, do you have the legal right to work in the U.S.? Please explain:

Date of birth: 02/16/1993

Have you ever worked or volunteered for the City of Creede?  Yes  No

If yes, please give dates:

Driver's License No. & State: [REDACTED]      Class: none      Expiration: 02/16/2021

Have you had any traffic convictions or accidents in the last three years?  Yes  No

If yes, please list:

| Conviction or Accident | Date |
|------------------------|------|
| Conviction or Accident | Date |

Commercial Driver's License No. & State:      Class:      Endorsements:      Expiration:

Have you been convicted of any crime?  Yes  No If yes, please give details including dates, charges, and disposition. Convictions are not an absolute bar to employment. Consideration is given to the offense and its relationship to the position for which you are applying.

Have you ever been discharged from a position or resigned to avoid being discharged?  Yes  No

If yes, please explain:

**Employment Application**

We are an Equal Opportunity Employer

**Education** *Note: Complete this application in its entirety; an incomplete application will not be accepted. Resumes may be attached but will not be accepted in lieu of a completed application.*

Did you graduate from high school or do you have a G.E.D.?  Yes  No

High School Name:

Riverheads High School, Staunton, VA

Location:

| Name of School, College(s) or University | Major   | Credit Hours | Degree | Year* |
|--|---------|--------------|--------|-------|
| Christopher Newport University           | Biology | 120          | BS     | 2015  |
|  |         |              |        |       |
|  |         |              |        |       |

\*Proof of degrees from an accredited College/University will be required upon hire.

| Name of Trade/Technical/Business<br>or Other School(s) Attended | Course of Study | Diploma & Year |
|---|-----------------|----------------|
|   |                 |                |
|   |                 |                |

List license (date & number), professional registrations (date), certificates and professional memberships:

List honors, awards, fellowships:

**Skills Overview**

Approximate typing speed in words per minute:

50 WPM

List computer software with which you are familiar:

Microsoft office, MS Word, MS Powerpoint, MS Excel, MS Project, MS Publisher, MS Onenote, Adobe Photoshop, MS Windows Media Player

Fluent in a language other than English:

Yes  No

Language(s):

Speak:

Read:

Write:

Please summarize relevant skills and experience that exemplify your qualifications for the above position:

Relevant skills include proficient in organization in team involvement and managing and knowledge in nature and outdoor activities.

Tools and machines you can use and operate:

Off roading vehicles, Computer, Pallet Jack, Photocopying Machine

Light or heavy motor vehicle equipment you can operate:

tractor, ATV, lawnmower

Summarize volunteer services work including dates:

Habitat for Humanity (Staunton and CNU Chapters) - 2009-2011 and 2011-2014  
Appalachian Trail Conservancy (ATC) 2009-2014

Summarize leadership roles:

Program Assistant in Christopher Newport University (CNU) Recreation Department  
Coordinator for CNU Residence Life  
Wildlife Biologist Assistant Management of other undergraduate research assistants at CNU with Holistic Wildlife Services

**Employment Application**

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**Employment History** *Note: Complete this application in its entirety; an incomplete application will not be accepted. Resumes may be attached but will not be accepted in lieu of a completed application.*

Current or most recent employer: Augusta County Schools Phone: 540-337-2535

Address: (street, city, state) 17 Howardsville Rd. Staunton, VA. 24401

Your title: **Substitute Teacher**

Employment dates From (month/year): 12/2015 To (month/year): 9/2016

Supervisor's name/title: John Matherly/Principal

Starting salary: Present/Ending: Hours per week:

Work performed: Assume all duties of the regular classroom teacher according to the designated plans left and in accordance with the school rules. Maintain normal classroom routines and discipline procedures while maintaining a positive learning atmosphere and aiding the students with their assignments.

Reason for leaving:

May we contact this employer if you are considered for the position?  Yes  No

Employer: Rick Sherwin Phone: 757-775-5129

Address: (street, city, state) 1 Avenue of the Arts Newport News, VA. 23606

Your title: Wildlife Biologist

Employment dates From (month/year): 5/2013 To (month/year): 8/2014

Supervisor's name/title: Rick Sherwin/Professor and Wildlife Biologist

Starting salary: Ending: Hours per week:

Work performed: Tasks included: mist netting and identification of bats native to the southwestern US, handling of federally endangered species (*Leptonycteris yerbabuenae*: lesser long-nosed bat), assistant management of the undergraduate research assistants, use of radio telemetry to track bats and locate roost monitoring, cave and abandon mine surveying, mapping and monitoring GPS and topographic mapping and data entry.

Reason for leaving: The season of study was over and research was complete.

May we contact this employer if you are considered for the position?  Yes  No

Employer: Christopher Newport University Recreational Department Phone: 757-286-3227

Address: (street, city, state) 1 Avenue of the Arts Newport News, VA 23606

Your title: Program Assistant

Employment dates From (month/year): 9/2011 To (month/year): 05/2015

Supervisor's name/title: Carrie Gardner and Will Kramer/ Director of Recreation

Starting salary: 7.25 Ending: 7.65 Hours per week: 20-30

Work performed: Evaluated officials, supervisors and program assistants at intermural games. Conducted administrative tasks such as creating and implementing trainings, schedules, meetings and events. Hired and trained officials, created schedules, oversaw and controlled intermural games as a program assistant, supervisor and official level. Office duties also included payroll, event scheduling and performing customer service to other students and staff.

Reason for leaving: Graduated

May we contact this employer if you are considered for the position?  Yes  No

**Employment Application**

**We are an Equal Opportunity Employer**

**Military Service**

Have you ever served on active duty in the U.S. armed forces?  Yes  No

Dates: | From: | To:

Branch:

Primary duties:

**Conditions of Consideration for Employment**

All information contained on the application is subject to verification. The City of Creede may conduct background checks including but not limited to, credit history, work references, driving records, criminal background records and educational attainment.

I understand an employment offer is may be contingent upon successful completion of a pre-employment alcohol/drug test, any applicable medical examinations, review of work references, and result of a background check.

I understand that specific positions at the City of Creede may require me to provide evidence of an acceptable driving record.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all policies, regulations and guidelines established by the City of Creede.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process (Americans with Disabilities Act of 1990).

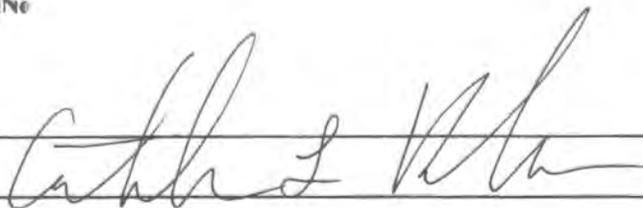
I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Creede and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from Town service.

In addition, I give the City of Creede the right to investigate and verify any information obtained through the application process. Permission is granted, and I release from any and all liability any employer, agency or individual providing the City of Creede relevant job related information that will assist in this process.

I have read and understand the "Conditions of Consideration for Employment." Please acknowledge by checking the box:

Yes  No

Signature:



Date: 9/6/2016