

Chelsea Wolfe

1727 County Road 2100 North, Urbana, IL
Telephone: (217)-255-3681
Email: wolfe2chelsea@gmail.com

Education:

Western Illinois University 1 University Circle, Macomb, IL
B.S. in Recreation, Park and Tourism Administration
Graduation: May 14, 2016
Emphasis: Events and Tourism
Minor: Theater GPA: 3.69

Parkland College 2400 W Bradley Ave, Champaign, IL
A.S. in Early Childhood Education
Attended: Aug 2012-May 2014 GPA: 3.49

Employment History:

Camp Counselor June 6, 2016- July 8, 2016
Employer: Girl Scouts of Central Illinois, 301 Sugar Lane, Mahomet, IL
Assisted in the operation of the camp and its programs
Identified and respond to hazards
Planned and conducted program activities
Assisted campers in emergencies (illness, injury)
Taught and promoted respect for others
Maintained constant supervision of campers
Cleaned and sanitized recreation spaces daily

Unpaid Intern January 18, 2016- May 14, 2016
Employer: The Crossing Church, 1600 W. Jackson Street, Macomb, IL
Planned and prepped programs/activities for pre-school-college age students
Leader in Crossing Kids Xtra afterschool program
Answered and redirected telephone calls
Created rosters in Microsoft Excel
Placed and picked up supply orders
Made reservations for mission trips and fundraiser venues
Assisted in event set ups and tear downs

Orientation Leader May 2015-August 2015
Employer: Western Illinois University Admissions, 1 University Circle, Macomb, IL
Acquainted prospective students to WIU culture and campus traditions
Led groups of varying sizes on tours of campus
Followed a strict time schedule
Presented at transfer student programs
Utilized social media to engage students and promote the program

Floor maintenance staff June 2010-August 2014
Employer: Vista Products Company, 1727 CR. 2100 N. Urbana, IL
Loaded and Unloaded equipment
Operated floor care equipment
Assisted with stripping and waxing floors

Volunteer Experience:

CKX Afterschool Program *The Crossing, Macomb IL* Jan. 2015-May 2016
Supervised students Preschool-5th grade, assisted with homework, read stories to the students, cared for injuries

Service Over Self *Memphis, TN* Spring Break 2015 & 2016
Roofed houses in inner-city Memphis, picked up litter from abandoned lots

Love the Lou *St. Louis, MO* September 2014-2015
Assisted in building a community garden, pulled overgrown weeds, raked leaves, picked and canned tomatoes to give away

The Well Student Ministries *Community Free Church, Mahomet, IL* July 2012-Jan 2015
Planned and led games each week, prepared snacks, planned lock-ins and fun nights

Dance Marathon *WIU Union, Macomb IL* March 7, 2015
Checked participants in, ran the merchandise table, assisted with coat check

Food for Thought: Fall Party *First Presbyterian Church, Macomb IL* October, 2014
Assisted group with planning, implementing and assessing the fall party

Vacation Bible School *Community Free Church, Mahomet, IL* June, 2011-14
Assisted with set up and tear down, assisted with/ran games station

Student Teaching *St. Joseph-Ogden Grade School, St. Joseph, IL* Feb-May 2013
Prepared learning materials, assisted with homework, guided the students to music class and lunch, supervised recess

Certifications:

American Red Cross CPR and First Aid Expires: June 7, 2018

References:

A.J. Fuhrman
Internship supervisor
Phone: (309)-836-7870
Email: ajf@thecrossing.net

Sarah Jewell
WIU Assistant Admissions Director
Phone: (309)-298-3134
Email: s-jewel@wiu.edu

Val Jones
GSCI Assistant Director
Phone: (217)-836-9389
Email: northwind.ast@gmail.com

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
PO Box 457
Creede, CO 81130

- 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: Parks and Recreation Director

Date you will be available for employment: Sept. 1, 2016

Personal Data

Name: Last: Wolfe

First: Chelsea

Middle Initial: L

Address: 1727 CR. 2100 N.

City: Urbana

State: Illinois

Zip: 61802

Phone

Days: 217-255-3681

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:

06/08/1994

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

If yes, please give dates:

Driver's License No. & State: W4 [REDACTED]

Class: D

Expiration: 06/08/2020

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:

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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.? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		High School Name: St. Joseph-Ogden High School, St. Joseph IL Location:		
Name of School, College(s) or University	Major	Credit Hours	Degree	Year*
Western Illinois University	Recreation, Parks and Tourism Administration	64	B.S	2016
Parkland College	Early Childhood Education	61	A.S.	2014

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

Name of Trade/Technical/Business or Other School(s) Attended	Course of Study	Diploma & Year

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

CPR, 1st aid certified

List honors, awards, fellowships:

Dean's List

Skills Overview

Approximate typing speed in words per minute: 46 wpm

List computer software with which you are familiar:

Microsoft Word, Powerpoint, Excel

Fluent in a language other than English: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Language(s):	Speak:	Read:	Write:
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Please summarize relevant skills and experience that exemplify your qualifications for the above position:

I have hands on experience planning, budgeting, promoting and, assessing events targeting various populations.

Tools and machines you can use and operate:

Printer, Copier, Scanner, Fax machine, Power tools

Light or heavy motor vehicle equipment you can operate:

Cars, Golf carts

Summarize volunteer services work including dates:

After school program (01/15-05/16), Service over Self (spring break 2015 & 2016), Love the Lou (Fall 2015 & 2016), The Well student ministry (2012-2015), Dance Marathon (Feb. 2015), Food for Thought (Oct. 2015), Vacation Bible School (2011-2013)

Summarize leadership roles:

Treasurer for Memphis mission trip, Presented at transfer student programs, Led a weekly college girls bible study, Orientation leader, Move-in welcome week leader, Camp counselor, Youth group games leader

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Employment History <i>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.</i>		
Current or most recent employer: Girl Scouts of Central Illinois		Phone: 217-523-8159
Address: (street, city, state) 301 Sugar Lane, Mahomet, Illinois		
Your title: Camp Counselor		
Employment dates	From (month/year): June 2016	To (month/year): July 2016
Supervisor's name/title: Megan Dwyer, Camp Director		
Starting salary: \$240 + Room & Board	Present/Ending: Same	Hours per week: 52
Work performed: Planned and conducted activities that matched the weekly theme and/or worked towards earning badges, Identified and responded to risks, illness and injury, maintained constant supervision of campers, maintained clean recreational facilities.		
Reason for leaving: Toxic work environment		
May we contact this employer if you are considered for the position? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Employer: The Crossing		Phone: 309-836-7870
Address: (street, city, state) 1600 W. Jackson Street, Macomb, Illinois		
Your title: Intern		
Employment dates	From (month/year): Jan 2016	To (month/year): May 2016
Supervisor's name/title: A.J. Fuhrman, Discipleship and College Pastor		
Starting salary: \$0.00	Ending: \$0.00	Hours per week: 40
Work performed: Planned and prepped programs and activities for pre-school through college age students, Leader in Crossing Kids Xtra after school program, created documents in word and excel, Made reservations for mission trips and fundraiser venues, placed and picked up supply orders, assisted in event set up and tear down, made promotional materials		
Reason for leaving: Graduation		
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No		
Employer: Western Illinois University		Phone: 309-298-1414
Address: (street, city, state) 1 University Circle, Macomb, Illinois		
Your title: Orientation Leader		
Employment dates	From (month/year): May 2015	To (month/year): August 2015
Supervisor's name/title: Sarah Jewell, Assistant Admissions Director		
Starting salary: \$140 + Room and Board	Ending: Same	Hours per week: 40
Work performed: Acquainted prospective students to Western Illinois University campus and culture, Led groups of varying sizes on tours of campus, led informational discussions about financial aid and university 100 classes, followed a strict time schedule, presented at transfew student programs, Utilized social media to engage student and promote the program		
Reason for leaving: Contract ended		
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No		

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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 1991).

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: *Chelsea Wolfe* Date: *Aug. 19, 2016*