



Mayor of Providence

David N. Cicilline

March 17, 2009

Honorable Members
Providence City Council
City Hall
Providence, Rhode Island 02903

Dear Honorable Members:

Pursuant to Sections 302(b) and 203 of the Providence Home Rule Charter of 1980, as amended, I am this day appointing Ms. Claudia Haugen, of 15 Arbor Drive, Providence, Rhode Island 02908, to the Board of Canvassers for a term to expire on the first Monday in March, 2015, and respectfully submit the same for your approval.

Ms. Haugen will be filling the current vacancy that exists on the Board.

Sincerely,

A handwritten signature in black ink, appearing to read "D. N. Cicilline", with a long, sweeping horizontal line extending to the right.

David N. Cicilline
Mayor

DNC: ljp

IN CITY COUNCIL
MAY 7 2009

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
A handwritten signature in black ink, appearing to read "John M. Steh", written over a horizontal line.
CLERK

CLAUDIA HAUGEN
15 ARBOR DRIVE
PROVIDENCE, RI 02908
401-274-1807

OBJECTIVE:

TO OBTAIN A POSITION THAT WILL ALLOW ME TO UTILIZE MY ADMINISTRATIVE SUPPORT AND ORGANIZATIONAL SKILLS

EDUCATION:

Certified Teacher Assistant, Community College of RI, August, 2006

Community College of Rhode Island, 1980-1986, part-time, Business

Mt. Pleasant High School, Graduate, 1972

SKILLS:

Microsoft Word/Windows, Excel, Outlook

EXPERIENCE:

RI Department of Administration, Human Resources, Providence, RI

12/05 to 6/08

Chief of Human Resources Services – Responsible for overseeing the Administrative Services Unit, which audits and processes all personnel transactions statewide. These transactions include new hires, promotions, salary increases, terminations, position status changes, vacation and sick leave accruals, sick leave banks. Carry out special projects requested by the State Personnel Administrator and Deputy Personnel Administrator.

2/99 – 12/05

Supervisor. Personnel Support Services – Responsible for auditing and processing personnel transactions for the unclassified and non-classified branches of state service. Oversee a small staff that processes various personnel transactions such as, salary increases, promotions, terminations; oversee the accrued hours program, sick leave bank program and municipal vacation credit program.

RI Office of the General Treasurer, Providence, RI

9/85 – 1/99

Personnel Aide – Responsible for all aspects of personnel and payroll functions, using the state's on-line personnel system and automated payroll system. Prepare and process all personnel forms, maintain employee accrued vacation and sick leave balances, develop memoranda to employees relating to various personnel policies and procedures, prepare job vacancy notices, new employee orientation, introduce benefit package, coordinate training sessions, prepare all Equal Employment Opportunity and Affirmative Action reports and statistics, including the department's Affirmative Action Plan.

RI Department of Business Regulation, Providence, RI

10/82-9/85

Senior Clerk Stenographer – Working within the Insurance Division, I served as clerical support for the Chief Insurance Examiner and staff. Duties included typing, filing, maintaining records of insurance companies, processing paperwork to set up new companies in the State of Rhode Island, update any changes in the companies' status, such as place of domicile, insurance line authority, address, etc.

PRIOR EXPERIENCE:

Medical Secretary, Medical Transcription, Knowledge of Medical Terminology

REFERENCES:

Available Upon Request