



Mayor of Providence

Jorge O. Elorza

February 6, 2015

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 203 of the Providence Home Rule Charter of 1980, as amended, I am this day re-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 2021, and respectfully submits the same for your approval.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Elorza".

Jorge O. Elorza
Mayor

IN CITY COUNCIL
MAR 05 2015

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
A handwritten signature in black ink, appearing to be "Claudia Haugen".
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:

5/09 – Present **City of Providence, Board of Canvassers and Registrations**
Board Member Chairperson since 3/2013.

12/05 to 6/08 **RI Department of Administration, Human Resources, Providence, RI**
Chief of Human Resources Services (Retired) – 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.

9/85 – 1/99 **RI Office of the General Treasurer, Providence, RI**
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.

10/82-9/85 **RI Department of Business Regulation, Providence, RI**
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.

REFERENCES: Available Upon Request