



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,

Jorge O. Elorza
Mayor

IN CITY COUNCIL
MAR 05 2015

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
 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