

# Stone Conley

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Stone.Conley@coyotes.usd.edu

October 30, 2020

Flagler Beach, FL

RE: City Manager

Dear Liz Mathis,

My name is Stone E. Conley, and I am a motivated young professional with leadership proficiency and extensive City Administration experience. Recently, I learned of the City Manager position in Flagler Beach. I was compelled to contact you with my interest. I believe that my professional background and drive make me an ideal candidate for this opportunity. I would love to aid in the growth of the City of Flagler Beach and assist in a plan for continuing vitalization of the community. I am a personable employee, this combined with my experience in HR and City Administration leads me to believe I would be a great fit for the position.

As a person experience in high-pressure fast-paced situations, I strive for positive results through the application of my abilities in statistical analysis and design development. From my years working through different organizations and agencies, I have developed a profound love of public service. Additionally, I possess expertise in program implementation and an aptitude for optimizing performance and motivating colleagues. In any position, I can visualize success and identify innovative and effective strategies for achieving it. I am experienced in mediation and can bridge gaps within the office place.

I have artfully balanced workplace objectives and productive relationships, inspiring strategies, and insightful suggestions to achieve a competitive business edge. My decision-making and management strengths have enabled my professional growth.

I have enclosed my resume for your review. I eagerly await your response. I would be grateful to start my City Administration career in Flagler Beach. I love the state of Florida and would love the opportunity to relocate for this position.

Sincerely,  
Stone Conley

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# STONE CONLEY

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## PROFESSIONAL SUMMARY

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Versatile, experienced, young professional bringing expertise at supporting the needs of offices, organizations, and communities. Excellent at maintaining a professional appearance with constituents and customers of all backgrounds for a polished public image. Motivated leader who embraces new projects.

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## EDUCATION

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**Master of Public Administration:** State and Local Administration, Expected in 05/2021

**The University of South Dakota** - Vermillion, SD

- 3.6 GPA
- Member of Students of Public Administration, NHSLSD Chapter Member

**Bachelor of Arts:** Political Science, 05/2019

**The University of South Dakota** - Vermillion, SD

- Minored in Criminal Justice
- Member of Sigma Alpha Epsilon Fraternity
- Executive Recorder, DDays Chair, IFC Chair, Events Coordinator, Brotherhood Chair, and Risk Manager for SAE
- IFC Executive Board Member: Greek Week Chair
- Member of the National Honors Society of Leadership and Success

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## WORK HISTORY

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**Graduate Research Assistant**

**University of South Dakota**, 06/2020 to Present

- Assisting Dr. Ed Gerrish with a semester long research paper on the efficiency of City Amenities, focusing on the ratios and financial aspects of the top 18 populated cities within SD
- Utilization of CAFRs and Audited Financial Reports to design an analysis worthy of recommending to local and state government

**City Administration Intern (Paid)**, 05/2020 to 08/2020

**City Of Little Falls** – Little Falls, MN

- Participated in projects assisting in HR Management, Budgetary and Fiscal Management, Engineering & Public Works, and Public Health
- Aided in creation and implementation of the "Coronavirus Preparedness Plan", and utilized research to aid in opening all businesses within Little Falls post COVID-19 shutdown
- Assisted in researching, applying, and receiving grants for the Farmer's Market Pavillion and Camp Ridley Childcare Center,
- Presented to City Council on the new Le Bourget Park Frisbee Golf Course which was approved
- Integrated all City Employees into NEOGov HR/Training software, altered HR policies for City Employees
- Developed training programs remotely via Zoom for the purpose of maintaining OSHA standards in safety training/requirements
- Aided in developing the Annual Financial Report alongside Expenditure Reports

**Customer Service Representative**, 01/2017 to 06/2020

**Liberty National Bank** – Elk Point, SD

- Performed Mobile and Roaming Customer Service duties
- Pursued opportunities to advance client relations skills and further enhance customer satisfaction in every interaction.
- Performed audits of vaults, ensured all Federal Reserve money adhered to the bank's business standards
- Trained new employees on bank protocol and daily duties
- Maintained statistical database of customers using Fiserv for all transactions

**United States Senate Intern, 01/2018 to 05/2019**

**Office of Senator Charles Grassley – Sioux City, Iowa**

- Planned and managed public gatherings, community events and townhall forums to keep constituents happy and informed with the Senator's overall work
- Researched congressional, senatorial, alongside governmental articles daily to stay informed about local, regional, national, and international events
- Assisted Senator Joni Ernst and Representative Steve King's offices on joint projects within the state of Iowa
- Communicated and informed all Iowa offices alongside the D.C. office on Capitol Hill of findings and statistics daily
- Met with regularly major federal, state, local, regional, and private business leaders on behalf of the Senator with regards to projects and enterprise within the region

**Election Outreach Specialist, 08/2018 to 11/2018**

**Republican Party of Iowa – Sioux City, IA**

- Utilized door knocking and GOTV tactics to assist in the 2018 November Elections
- Distributed information on the election alongside registration paperwork
- Delivered all voter information to the County Auditor's office daily
- Utilization of call banking, email banking, and remote outreach methods to inform voters of the upcoming election
- Visited over 1,000 voter's homes and informed them of the election