

Teresa Weinschenk

33011 216th Street, Bellevue, IA 52031 – Cell: 563-422-1389 Email: tweinschenk19@gmail.com

Qualifications Summary

An executive officer with over 25 years of experience in public and private sectors with a successful, proven record in the setting and implementation of management policies, governance of the organization, financial management, human resource management and talent development, program development and marketing. A business leader with extensive experience in strategic planning and implementation, budget planning and administration, and seeking grant opportunities and administration, and building innovative partnerships and public relations.

Education

- Bachelors of Business Administration, May, 2013 – February, 2014
Upper Iowa University, Fayette, Iowa
- Associates Degree of Business Administration – May, 2013
Northeast Iowa Community College, Calmar, Iowa
- Diploma, Secretarial – May, 1990
Northeast Iowa Community College, Calmar, Iowa
- American Management Institute 2003-2010
Chicago, Illinois

Professional Experience

City of Preston

06/19 - present

City Administrator/Clerk/Treasurer

- Prepare ordinances, resolutions, and proclamations to be executed, recorded, archived and distributed.
- Prepare and manage the fiscal budget including, forecasting the necessary funds for utilities, staffing, materials and supplies.
- Supervised a \$1million dollar CAT generator, Electric Plant renovation project.
- Coordinated financing and engineering for a \$1.4 million dollar City Subdivision.
- Supervise all employees of the city.
- Responsible for accounts payable coding and payments.
- Responsible for annual inspections and audits of city finances, gas utility and electric utility.
- Guide Mayor and Council on financial and economic development for the city.
- Responsible for preparing and submitting an annual report on the finances and administrative activities of the city.

G.T. Murphy Abstracter

10/18 -06/19

Vice President of G.T. Murphy Abstracter/Fritcher Abstract

- Provide information to the abstracter remotely utilizing the latest technology for the chaining process.
- Research and gather documents pertaining to the property listed in the abstract.
- Document land descriptions and documents in the title plant.
- Book abstract orders and assure they are completed in a timely manner.
- Manage the account receivables.
- Maintain professional client relationships with Banking Institutions, Realtors, Courthouse and others.

Sedgwick of Dubuque**11/16 – 9/18****Leave of Absence (LOA) Coordinator**

- Establish FMLA claims; track and code documentation in accordance with internal workflow processes.
- Analyze FMLA claims to determine eligibility and certification in compliance with state and federal regulations.
- Identify action plan; determine benefits due; and make timely case decisions based on service expectations as established by the client.
- Communicate decisions and on-going expectations with claimants and clients.
- Maintain professional client relationships.

City of West Union Iowa**3/14-11/16****City Administrator**

- Assist the Mayor and Council by making beneficial recommendations for good government and welfare of the City.
- General supervision and direction of the administration of the City government.
- Advise Mayor and Council on the financial position of the City and make recommendations for future City investments.
- Search for grants that meet the requirements of the City for infrastructure purposes.
- Research and create economic development opportunities for future development.
- Responsible for the City Budget and reporting the financial position of the City to numerous state entities.
- Promoting and prioritizing Mayor and Council goals while maintaining a balanced budget.
- Communicating with citizens, state officials and local government regarding City concerns and issues with transparency.
- Create, maintain, and enforce City Resolutions and Ordinances.
- Attend local and state meetings as a representative of the City.
- Supervise all employees within the City.

Northeast Iowa Community College**12/11-3/14****Bookstore Assistant**

- Assist with the daily operation of the campus bookstore and maintain customer service in the absence of the Bookstore Operator.
- Perform bookkeeping skills including receipting, posting, and depositing of funds.
- Updating and creating spreadsheets, reports, word documents, purchase requisitions, complete financial aid forms and other documents as required.
- Assisted with the implementation of an online solution for book ordering and payment option for students.

TriTech EMS, a/k/a Ortivus, a/k/a Sweet Computer Services, Inc.**5/92-7/10****General Manager 3/10-7/10**

- Provided leadership and direction to assure a seamless acquisition from the acquired company Ortivus to the acquirer TriTech.
- Identified operational needs, requirements, and developed action plans.
- Established and maintained external contacts and relationships with current customer base which supported the viability of the company.

Chief Executive Officer/Board of Directors 12/08-3/10

- Reorganization of the business to retain industry lead in Emergency Medical Services billing software and established a lead product with patient reporting software.
- Implemented and managed a budget of \$23 million and reported financial status monthly to the Board of Directors in Stockholm, Sweden.
- Attended tradeshow throughout the United States and Canada to promote the company and meet with industry leaders.
- Confirm that the company is in compliance with local and international laws and requirements.
- Provided leadership, direction, and goal setting to support cooperative initiatives.
- Collaborated with Sales and Marketing to secure future growth of product and customers.

Vice President of Operations 5/05-12/08

- Human Resources Management – recruitment and retention; securing and managing benefits program; policy and procedure development, implementation and management.
- Provided motivation, advice, and guidance to management and staff by building and maintaining trust and consistency while ensuring service and product delivery.
- Negotiated contracts and agreements on behalf of the company and established and maintained external contacts and relationships, which supported the success of the company.
- Assisted with HIPAA Compliance personnel training, and provided initial training for new employees on company policies and procedures.
- Worked closely with supervisors to assure financial and project objectives were met.
- Attended tradeshow to meet with clients and assist sales with product demos.
- Reported financials and customer relations directly to the CEO.

Vice President of Support Services 11/02-5/05

- Established process, policies, and procedures to insure superior customer support.
- Provided trouble-shooting techniques and training to the Technical Support Team.
- Developed departmental metrics.
- Communicated directly with customers regarding complaints and concerns.
- Implemented a project management program to assure customer satisfaction.
- Managed a department of 15 employees and 2400+ customers in the United States and Canada.

Sweet Computer Services 5/92-11/02**Held Various Positions:**

- Director of Support
- Director of Customer Service
- Office Manager
- Administrative Assistant

Civic and Professional Affiliations

- Jackson County Economic Alliance Board Member 2021-Present
- Grant Wood Mississippi River Region Board Member 2021-Present
- East Central Intergovernmental Association Board Member 2020-Present
- Jackson County Zoning Commission 2017-2021
- Rotary Club 2014-2016
- Harvard Business Review Board Member 2005-2010
- Parish Education Coordinator- St Peter Lutheran Church, Eldorado, IA
- Secretary-St Peter Lutheran Church, Eldorado, IA 1992-1993

September 27, 2021

City of Palm Coast
160 Lake Avenue
Palm Coast, FL 32164

Dear Mayor and City Council:

I am interested in the City Manager position for the City of Palm Coast. As reflected on my resume' I have held a variety of administration and management positions. My 25+ years in private and corporate business, along with my municipal experience has given me an in-depth knowledge of budgets, payroll, financial reporting, business accounting best practices, and the ability to manage multiple projects and employees.

My husband and I were born and raised in Iowa, however after many years of vacationing in Florida we now can now make Florida our home. The City of Palm Coast has many amenities to offer its residents and tourists. I feel I would bring a different perspective to the position, since I would be a new resident to the area, which would be a benefit to the community. I would bring a new perspective and insight assessing for areas of improvement and capitalizing on established programs and attractions.

The varied experience I bring to the job regarding budgets, customer service (people skills) and the ability to empathize with residents and employees is invaluable. I believe in working together to strive for a clean and prosperous community.

I am currently working for the City of Preston as the City Administrator where I am responsible for employees, within different departments including the Police Department. My responsibilities as the City Administrator/Clerk/Treasurer vary from day-to-day. At the current time I am working with our City Engineer and Contractors to upgrade our Wastewater Treatment Facility and develop a 26-lot city subdivision with a retention pond. Preston has gas, electric, sewer, water and sanitation utilities for which I manage and provide the governmental reporting. I work with, and report to a Mayor and five-member City Council.

I am excited for the opportunity to apply for this position, and I look forward to hearing from you to further discuss how I can add value to the City of Cocoa Beach!

Best regards,



Teresa L. Weinschenk

REFERENCES

Marc Ruden, Preston City Engineer

Origin Designs

4155 Pennsylvania Avenue

Dubuque, IA 52002

Mobile: 563-543-3218

Email: marc.ruden@origindesign.com

Kent Halverson – Former Mayor of West Union, Iowa

103 East Street

West Union, IA 52175

Mobile: 563-422-8373

Jeremiah White, City Attorney for West Union, Iowa

Elwood, O'Donohoe, Braun & White, LLP

125 North Vine Street

West Union, IA 52175

Work: 563-422-5631

Mobile: 319-430-8094

Tami Brincks, Human Resources Partner

CentralSquare Technologies a/k/a Ortivus, Inc.

PO Box 342

Calmar, IA 52132

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