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FERGUSON TOWNSHIP APPLICATION FOR ABC MEMBERSHIP

Date: Sunday May 15, 2016

Name: Andrea S. Harman

Address: 1443 Linn Street
State College, PA 16803

Phone: (w) 814-865-1870 (h) 610-844-5621 (e-mail) andrea Harman@outlook.com

Occupation: Admin Support Asst.

Are you a resident of Ferguson Township?

yes No

If yes, for how many years? 2.5 Voting Ward: 1 2 3
(Circle One)

Experience as an elected or appointed official: I have not served as such an official in the past, though I do actively serve on several local boards and committees.

Type of Position:
N/A
See Above

Duties Involved:
N/A
See Above

ABC(s) that you are interested in being appointed to:
I am interested in serving wherever there is the most need.

Special Skills you have which relate to the ABCs applied for:
Grantwriting, event planning, community engagement, project management, economic development

Other information that may be relevant in requesting appointment to the ABC(s): (please attach any additional relevant information)
Thank you for your consideration! Please see my resume (attached) for more details.

Andrea S. Harman
Signature of Applicant

Return your completed applications to: Ferguson Township Manager
3147 Research Drive
State College, PA 16801

Andrea S. Harman

1443 Linn Street, State College PA 16803

cell: 610.844.5621 - email: andreaharman@outlook.com

Education

Penn State University, State College, PA Graduation Date: May 2006

Major: B.S. in Business Administration - Marketing

Walden University, Online Program Anticipated Graduation Date: 2017

Major: Masters of Business Administration – Project Management

Work Experience

December 2014 through Present – Penn State Applied Research Lab

Position: Administrative Staff Assistant

- Provides technical writing & proofreading services to lab employees
- Assists with process and program development for publication projects
- Conducts production work for ARL documents, posters, etc.
- Coordinates with service providers on and off campus
- Provides database management support to ARL Security as needed

September 2012 through Present - Centre County Chamber of Business & Industry

Position: Membership & Committee Coordinator

- Directly served Chamber President (scheduling, ghostwriting, etc.)
- Oversaw event planning for large and small scale events throughout the year
- Created publications & templates, executes basic graphic design projects
- Assisted with preparation of documentation and proposals for economic development projects
- Coordinated member-facing & internal communications, maintained membership database
- Managed website & social media (overall internet presence)

July 2011 through January 2013 – Impressions whq, inc.

Position: Office & Project Administrator

- Directly served Creative Director & team (providing project management, copywriting support, info management)
- Oversaw day-to-day office operations including (but not limited to) maintaining a functional working environment, managing inventories & supplies
- Managed reporting for cost & time spent on projects including weekly hours reports, monthly project cost tallies and year-end resource & project analysis

December 2007 through June 2011 - Pinkerton Consulting & Investigations

Position: Executive Administrator

- Directly served President, Executive Vice President, and Vice President of General Counsel (provided ghostwriting, travel coordination, technical support, legal support, etc.)
- Edited and developed promotional and informational materials for assorted divisions of the company (such as internal and external powerpoints, marketing slicks, giveaways, etc.)
- Coordinated and managed major company events (such as worldwide VP meetings, internal and external company presentations, etc.)

Skills

- Extremely well versed in Microsoft Office Suite, esp. MS PowerPoint, Publisher, Excel, & Word
- Experience with data entry in QuickBooks and data retrieval in IBIS
- Very well developed business writing and editing skills, aptitude for ghostwriting
- Accomplished speaker and presenter
- Successful project and event manager

References Available Upon Request