

Keesaer, Robert W

From: Planning & Design Services <no-reply@wufoo.com>
Sent: Friday, April 22, 2016 9:46 AM
To: Keesaer, Robert W
Subject: Architectural Review Committee Application Form

Name * Rhonda Lawson

Date of Application * 04222016

Address *



United States

E-mail address

no-reply@wufoo.com

Employer * Schuler Bauer Real Estate Services

Occupation * Realtor

Which Historic Preservation District to you live in? * None

Primary Phone Number *

Volunteer Activities None currently

Have you ever served on any City and County Boards and Commissions? If yes, please list board/commission info, as well as dates of service. * N/A

Are you employed by Louisville Metro Government? * No

Do you or a member of your immediate family have ownership interest in any company that does business with Louisville Metro Government? No

*

Do you or a member of your immediate family No
have ownership interest in any property that is
the subject of a condemnation proceeding,
planning and zoning proceeding or any other
administrative or court proceeding in which
Louisville Metro Government or its agencies
are interested parties?

*

Do you have any contract or matter pending No
before any Louisville Metro Government
agency? *

Have you ever been sued by the former City of No
Louisville, Jefferson County or Louisville Metro
Government? *

Please attach your resume *



rhonda_january_2016_resume.doc 50.00 KB · DOC

Electronic Signature *

Rhonda Lawson

Rhonda Lawson

Professional Overview

I present to you a highly organized, detail-oriented professional who has experience working in corporate, government and the private sector. The diversity in each different setting has allowed me the opportunity to gain technological, analytical, team-building and multi-tasking skills.

Summary of Skills

- | | | | |
|-------------------------|----------------------------|-----------------------|--------------------------------|
| ◆ Licensed Realtor | ◆ Data Analysis Specialist | ◆ Computer Instructor | ◆ eLearning Support Specialist |
| ◆ Workforce Development | ◆ LexisNexis® | ◆ Data Management | ◆ Office Management |
| ◆ The Raisers Edge® | ◆ Professional Researcher | ◆ Leadership Training | ◆ Curriculum Writer |
| ◆ Analytical skills | ◆ Time Management | ◆ Adobe PageMaker | ◆ Microsoft Office® |

Work Experience

Donor Relations Assistant

The Tails Group – Louisville, KY

September 2015 - Present

Work with Funds Development manager to ensure donor acknowledgment letters and cards are generated and dispersed, maintain donor acknowledgement database, and provide customer service support to donors as needed.

Realtor

Schuler Bauer Real Estate Services – Louisville, KY

July 2014 – Present

Work closely with individuals to help them determine and plan their marketing strategy to effectively list and sell their property, and provide negotiating strategies and ideas for buyers looking for property to obtain.

Marketing Representative

Amatrol, Inc. – Jeffersonville, IN

October 2012 – September 2015

Provided online support for a region of industry and educational customers. Duties included providing eLearning content management support, customized online data transfers of media; coordinated, communicated and managed logistics details; prepared quotes, bids, and proposals; troubleshooting of online software issues; researched and resolved customer complaints, and assisted with customer webinars to introduce new administrators to the Learning Management System. **Reason for leaving:** Company downsized

Supervisor

United States Department of Commerce – Jeffersonville, IN

August 2009 – July 2012

Coordinated and directed the activities for 27 Grade 4 Clerks and two (2) Grade 5 Lead Clerks. Duties included providing training on the MAF/TIGER geographic database software for census tracking purposes; performed quality assurance verification of completed assignments; maintained and recorded accurate time and attendance records for team members, developed and implemented a spreadsheet for process control that streamlined tracking of completed projects; and completed and recorded FMLA and Workman Compensation paperwork as needed. **Reason for leaving:** Completion of 2010 census.

Business Owner

R.L.'s Administrative Technology – Louisville, KY

July 2007 – January 2010

Workforce Development Initiative - Partnered with the State of Kentucky to develop a workforce training program. Created technical procedures and provided hands-on training to individuals receiving state welfare benefits. Skills taught were basic office administrative skills such as developing business correspondence utilizing Microsoft Word; developing alpha and numeric filing procedures; spreadsheet creation and manipulation utilizing Microsoft Excel; presentation design utilizing Microsoft PowerPoint. The program also assisted students with active job searches and professional interviewing skills. The program's overall measured success was rated at 90% by the State of Kentucky. **Reason for closing:** State of Kentucky budget cuts.

Document Specialist

The Corradino Group – Louisville, KY

May 2004 – June 2007

Prepared technical reports, contracts, and request for proposals for engineers; coordinated printing and production of large off-site print orders through 3rd party vendors; created and maintained client project database; and compiled and reported monthly project statistics. **Reason for leaving:** Entrepreneurial opportunity.

Research Analyst

February 2002 – April 2004

Presbyterian Church USA – Louisville, KY

Lead researcher for conducting financial analysis of individuals to determine their capacity for charitable donations to the Joining Hearts and Hands Campaign. Had direct oversight for research and analysis processes; identified and recommended new practices that enhanced the efficiency of network systems by engaging LexisNexis and Raisers Edge software; created, managed, and maintained database of donor information; generated monthly and quarterly reports of donor contributions; and attended APRA conferences and workshops to further develop my analytical and research analysis abilities.

Reason for leaving: General Assembly budget cuts.

Adult Education

August 1999 – August 2009

Jefferson County Public Schools – Louisville, KY

Taught computer classes to individuals from within the community seeking to improve their computer knowledge through the Lifelong Learning Series offered by the public school system. I was responsible for maintaining the computer lab at the school I was assigned to each quarter. I taught Introduction to Computers, Microsoft Word, Excel, Access and PowerPoint from beginning to advanced levels.

Professional Development

ESI International – Project Management

February 2011 - Completed 40 classroom hours of training

ESI International - Effective Time Management for Managers

September 2010 - Completed 24 classroom hours of training

Corporate Training - Train-the-Trainer Courseware, Critical Thinking, Business Writing, and Performance Management

July 2007 - Completed 60 classroom hours of training

APRA (Association of Professional Researchers for Advancement)

Membership February 2002 – February 2005.

Blackbaud University – The Raisers Edge 7.0

March 2003 - Completed 40 software training hours in fundraising software training

Education

Jefferson Community and Technical College

January 2015 – Present. **Major:** Business Administration.

Semonin University

November 2003 – January 2004.

Sullivan University

July 1983 – June 1984. **Major:** Executive Secretary. Certificate of Completion received

References

Professional and personal references are available upon request.