

December 21, 2018

Dear Mr. Guetschow, Mayor Lewis, and Esteemed Council Members,

I am interested in filling the vacancy on City Council recently vacated and hope you will consider me for this position.

Currently, I am a 5th grade teacher in Charlotte and am interested in becoming more active in our community. In my capacity as a teacher, I have a unique understanding of the diverse populations represented in our community and the challenges that often face our city.

Prior to becoming a teacher I had a 13 year career as a Communications Specialist with the State of Michigan and at one time was a Governor's Management Intern. In this capacity, I collaboratively worked with a variety of stakeholders, developing statewide policy for the Departments of Natural Resources, Community Health, and Agriculture, respectively. I created and facilitated training sessions for state staff and external partners. I served as a public hearings officer and conducted statewide education and outreach efforts. I created outreach materials for all three departments, developed on line certification courses, authored quarterly reports and prepared content for department web sites.

I hope you consider me a viable candidate for this position and would welcome an opportunity to further discuss my qualifications and interest in this position. Please contact me at _____ if you have further questions.

Thank you.

Sincerely,

Tamra Weissenborn

Tamra Kay Weissenborn

Education

Elementary Education Certification, Aquinas College, 2005
With an English endorsement through 8th grade

Master of Arts Degree, Northern Michigan University, 1992
Administrative Services

Bachelor of Science Degree, Northern Michigan University, 1986
Major: Communications Minor: English/Writing

Experience

Elementary Public School Teacher, 2005-present

Charlotte Public Schools, Charlotte, MI

- Taught 2nd, 3rd, and 5th grades; all subjects
- Trained in Marzano strategies
- Extensively trained in Wonders, GoMath, NGSS, Lucy Calkins, Everyday Math, Reading Street, and Balanced Literacy
- Developed collaboratively grade level SLOs and Scales
- Ability to analyze data to drive instruction and planning
- Exposure to using IlluminateEd
- Served on Building School Improvement Team for 6 years
- Served on District School Improvement Team for 6 years
- Assisted in the completion of the yearly School Improvement Plan
- Collaborated with State appointed "Focus School" liaison
- Instructional Consultation Team (ICT) Facilitator for 3 years
- Member, "March is Reading Month" Committee for 8 years
- Writing Advisory Committee, 1 year
- Facilitator, Math Committee, 4 years
- Facilitator, ELA Committee, 2 years
- Mentor to new teachers, 3 years
- Supervised Student Teacher, 1 year
- Hosted parent curriculum night for six years
- Outreach/Communications Facilitator, Bond Proposal Initiative
- Union Building Representative for 2 years
- Served on Teacher Contract Negotiations Team, 3 years

Communications Specialist, Outreach and Education Coordinator, 2004-05

State of Michigan, Department of Agriculture, Lansing MI

Emerald Ash Borer (EAB) Response Program

- Public Meeting Coordinator and Facilitator
- Communicated State message to local public officials

- Served as Media Relations Coordinator
- Coordinated staff training on EAB related issues
- Developed and coordinated distribution of EAB publications and outreach materials
- Coordinated special events promoting EAB strategies
- Developed quarterly reports for submission to USDA
- Assisted in the writing of annual report for submission to USDA
- Wrote monthly EAB update for department director
- Developed content for EAB web site
- Served as liaison with MSU Extension on issues related to EAB
- Member, EAB Education Development Committee
- Member, EAB Communications Committee
- Distributed educational/outreach materials throughout the state
- Created EAB Hotline
- Supervisor to Secretary and EAB Seasonal Staff

**Communications Analyst, Health Promotions and Publications Division;
Education and Outreach Section, 1996-2004**

State of Michigan, Department of Community Health, Lansing, MI

- Wrote and coordinated distribution of bi-weekly departmental newsletter
- Coordinated the development of a web-based training site with Michigan Virtual University
- Created educational information, publications, and outreach materials for Medicaid and other state health programs
- Liaison to department enrollment contractor
- Monitored training programs and outreach efforts
- Prepared presentations for Medicaid clients, governmental agencies and contractors
- Member, MDCH Policy and Procedures Workgroup
- Member, MDCH Communications and Awareness CQI Sub-Committee
- Member, Marketing Enrollment and Managed Care Impacts Committee
- Member, Managed Care Consumer Guide Development Committee
- Chairperson, Enrollment Information Review Team
- Chairperson, Communications Workgroup

Governor's Management Intern, 1993-1995

Department of Natural Resources, Marquette, MI

- Developed an environmental education outreach program for Region I
- Assisted with the writing of various news releases, newsletters, and public correspondences
- Served as CQI group facilitator on issues related to DNR field office administrative procedures, solution mining, and off road vehicle use
- Served as DNR Representative for the ORV Task Force and drafted the report submitted to the Natural Resources Commission
- Developed three "UP State Park Tour" packages and promotional materials for each
- Disseminated outreach materials across the state

Proven Professional Skills

Strong leadership and supervisory skills
Outstanding written and oral communication skills
Excellent organizational and time management skills
Proven ability to work independently
Recognized as a team player

Additional Previous Relevant Experience

Resident Assistant, 2 years
Resident Director, 1 year
Assistant to the Dean of Students, 2 years
Developed the Campus Visit Program