

Chandra Bezjak 11541 Downing Street Northglenn CO 80233
720-934-8089 **cdbezjak@gmail.com**

Professional Summary

I have eight years of experience working in municipal government as an Administrative Assistant. Before working as an Administrative Assistant, I worked with document control and quality assurance, some of these positions requiring me to have a government security clearance. My experience has provided me with a broad range of skills including proficiency with many software programs, supporting city committees, working with internal departments and external customers, and providing exceptional customer service. I have repeatedly and consistently demonstrated that I am reliable, detail oriented, and have a strong work ethic.

Professional Profile

- Notary Public
- Able to learn new software programs quickly
- Familiar with municipal codes
- Marketing and graphic design experience
- Detail oriented
- Expert knowledge in Microsoft Office(Word, Excel, Outlook, PowerPoint)
- Microsoft Publisher
- Microsoft Expression Web
- Microsoft Front Page
- Adobe Acrobat
- Adobe Illustrator
- Adobe InDesign
- Adobe Photoshop

Professional Experience

Administrative Specialist II City of Thornton, Thornton, CO 2014-Present

Provide Administrative support to the Planning and Development Engineering Divisions of the City of Thornton

- Support the Development Permit and Appeals Board by preparing minutes, and compiling data for the bi-monthly meetings.
- Tasks include drafting daily correspondence, managing electronic submittals on the City website, reconciling purchasing card statements for thirty employees, ordering office supplies as needed.
- This position also involves managing calendars for three meeting rooms, providing external customer service to residents and processing construction permits.

Administrative Specialist II City of Commerce City, Commerce City, CO 2012-2014

Provided Administrative support to the Community Development Division and Planning Department of the City of Commerce City

- Supported the monthly meetings of the Board of Adjustment and Derby Review Board by taking minutes, compiling data and planning public receptions for up to 35 people.
- Processed and organized zoning, subdivision and development plan files.
- Supported Community Development Division and Planning Department on administrative tasks including processing monthly purchasing card statements for 25 people, ordering office supplies, daily correspondence, and routing planning submittals for review to internal and external recipients.
- Reviewed archival data to extract planning and zoning information.
- Supported planners on special projects including Historical Preservation Plan, Station Area Master Plan and Public Art Plan.

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Cultural Affairs Administrative Technician City and County of Broomfield, Broomfield CO 2007-2012

Supported the Cultural Affairs Division by performing a variety of administrative and marketing duties for the Broomfield Auditorium.

- Created weekly and monthly marketing materials including posters, fliers, LED signs for the 1st Bank center in Broomfield, outdoor promotional signs and press releases for Broomfield Auditorium events.
- Ensured marketing expenses were within annual budget.
- Maintained Cultural Affairs websites using Front Page and City View programs and updating the pages weekly.
- Supported monthly Public Art and Cultural committees by taking minutes, compiling data and planning receptions of up to 60 people.
- Helped create Requests for Proposals (RFP) for commissioned public art. Reviewed submittals for completeness and accuracy.
- Organized the yearly installation of public art including working with various City and County departments and artists to coordinate selection and placement of artwork.
- Created PowerPoint presentations as needed for Cultural Council and City Council.
- Scheduled and installed monthly art shows in the Broomfield Auditorium Gallery.
- Organized the yearly Scientific and Cultural Facilities (SCFD) grant application information submitted to the City and County.

Education

1996 Rocky Mountain College of Art and Design Denver CO
BA in Illustration AA in Graphic Design

Volunteer Experience

Board Member: Northglenn Arts and Humanities Foundation

- Participate in the selection, planning and installation of public art for the City of Northglenn
- Work with other board members and staff to organize the Northglenn Art on Loan program
- Volunteer at the Northglenn summer concert series, theatrical performances and other events at the DL Parsons Theater and E.B. Raines Park.

Volunteer: Broomfield Community Foundation

- Design fliers, signs, logos and tickets for the Dancing with the Broomfield Stars annual event.