

Casey Kimmel, RMC

EDUCATION

2017—2021

Monmouth University
Bachelor's
Political Science

2022—2024

Rutgers University
Continuing Education

LICENSES

- Registered Municipal Clerk (RMC)

SKILLS

- Legal Compliance
- Record Keeping
- Document Preparation
- Customer Service

CONTACTS

- [REDACTED]
- [REDACTED]
- Roseland, NJ 07068

PROFILE

Highly organized and detail-oriented, skilled in managing public records, preparing meeting agendas, and maintaining municipal documents with accuracy and speed. Strong work ethic and methodical approach to ensure timely completion of tasks. Proven ability to handle administrative duties, facilitate effective communication between local government and citizens, and manage data entry and retrieval. Dependable candidate bringing comprehensive knowledge of municipal procedures and regulations to the role of Town Clerk.

WORK EXPERIENCE

Asst. To Township Clerk | Livingston, NJ

July 2021-Present

- Maintained numerous databases including town personnel records, public records requests, tort claims filed against the town, and other licenses issued by the municipality
- Drafted correspondence to other local government agencies or outside organizations regarding various issues related to the town clerk's office.
- Initiated an elaborate and detailed orientated record keeping for over 300 municipal vehicles, confirming that each one was properly insured and coordinated if any repairs were needed.
- Handled cash transactions accurately using point-of-sale software while issuing licenses or collecting fees.
- Provided customer service support to visitors by answering questions about services offered by the Town Clerk's Office.

Monmouth County Political Affiliation | Long Branch, NJ

November 2020- May 2021

- Worked independently and within a team environment with focus and high attention to detail.
- Communicated with others, demonstrating strong verbal and written communication skills.
- Assisted in completing forms for Monmouth County residents for COVID-19 vaccine registration
- Contributed to several candidates running for office within Monmouth County, from canvassing neighborhoods to working on databases to register donors

Volunteer Shadow | Livingston, NJ

Every June-August 2012-2016

- Supervised camp ran activities while prioritizing the children's health and well-being
- Provided individualized assistance to children with disabilities, including physical, mental, and emotional needs, providing an inclusive environment