

Gabriella Siboni, RMC, CMR, QPA

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Education

University of North Carolina Wilmington

Bachelor of Arts in Communication Studies, May 2010

Cumulative GPA: 3.27

Major GPA: 3.4

Classes and Certifications

- Certified Municipal Registrar
- Registered Municipal Clerk
- Qualified Purchasing Agent
- Completed Courses for Land Use Board Secretary

Work Experience

February 2016- Present

Borough of Milltown

Municipal Clerk, Planning Board Secretary, Deputy Registrar

- Implemented participation in State Records Retention and Disposition
- Implemented and trained on licensing programs and encumbrance System
- Perform all duties associated with Borough Council including writing ordinances, resolutions and proclamations and running Borough Council Meetings.
- Manage insurance benefits and claims.
- Manage personnel documentation
- Manage bid process including writing and reviewing specifications, advertisements, tabulations and recommendations.
- Creation, design and updates to the new Borough Website

January 2014 – February 2016

Township of Wall

Deputy Clerk, Administrative Assistant, Deputy Registrar

- Update the organization of the office to harmonize with modern technologies
- Issue licenses (Dog, food, mobile home, liquor, etc)
- Track and maintain logs of OPRA requests
- Assist in the preparation for council meetings
- Perform duties of Vital Statistics

July 2002- November 2013
(Seasonal)

Klein's Waterside Café

Waitress, Hostess, Bus-girl, Take-out

- Responsible for customer satisfaction
- Excellent communication skills

February 2012- August 2013
Temporary contract

Tiffany's Restaurant and Bar

Kitchen staff, Marketing, Program Development, Management

- Promoted from kitchen staff to being solely responsible for the development and implementation of a delivery program
- Market the restaurant, events and the delivery program mainly through grassroots and social media marketing strategies
- Develop training program for new staff members
- Acquire and train new staff members
- Create reports monitoring the success and budgets of the delivery program

February 2012-August 2012
Temporary contract

Jersey Mike's

Mikes Marketer

- Responsible for creating and implementing a grassroots marketing plan
- Representing Jersey Mikes at the store and community events
- Planning and participating in philanthropic endeavors on behalf of Jersey Mikes

September 2010- February 2012

TD Bank

Teller

- Responsible for customer transactions and satisfaction
- Responsible for balancing the vault

Skills

- Highly Organized
- Detail-oriented
- Strong Interpersonal Skills
- Excellent Oral and Written Communication

Computer Program Efficiency

- Microsoft Office Suite
 - Word
 - Excel
 - PowerPoint
 - Publisher
 - Access
 - Outlook
- Adobe Acrobat
- Adobe Photoshop
- Adobe Illustrator
- Civic Plus Website Maintenance
- Edmunds
- Munidex

Volunteer Work

Wall Helps Its People

2014- Present

Middlesex County Clerk's Association;

2016-present

Wigs for Kids

1996-Present