

Wendy Gibson, MPA, CPM

8 Eldorado Dr. • Tabernacle, NJ 08088
609-346-6554 • wemargerum@gmail.com

Highly motivated, experienced professional with proven leadership skills in both the public and private sector seeking the ability to leverage successes and expertise in a Government Administrator role.

Westampton Township

2020 - Present

Township Administrator

- Responsible for daily operations of the municipality, with oversight of all department operations, including police and fire/EMS departments.
- Preparation and implementation of the \$11M municipal budget.
- Conduct negotiations of all collective bargaining agreements.
- Oversee land use administration, affordable housing (COAH), project management, human resources, and additional duties generated by the Township Committee.
- Coordinate and audit with department heads to ensure consistent implementation of policies and procedures.
- Prepare and communicate sensitive information to the public, Township Committee and appointed professionals, and internal departmental staff and management.
- Research and coordinate correspondence in response to inquiries from internal and external clients and residents.

Township of Evesham

2015 - 2020

Assistant to the Township Manager, Marlton, NJ (2018 – Present)

- Perform various administrative assignments and projects including, but not limited to, compensation analysis, budget preparation, purchasing evaluations, strategic planning, community assessments, and peer township research.
- Provide assistance with land use administration, affordable housing (COAH), project management, human resources, and additional duties generated by the Township Council.
- Coordinate and audit with department heads to ensure consistent implementation of policies and procedures.
- Prepare and communicate sensitive information to the public, Township Council, and internal departmental staff and management.
- Schedule meetings and keep appointment calendar for Township Manager and Council, and maintain the confidentiality of the office of the Township Manager.
- Research and coordinate correspondence in response to inquiries from internal and external clients and residents.
- Provide management oversight and coordination functions with the Youth Advisory Committee and the Evesham Celebrations Foundation non-profit organizations.
- Piloted and coordinated municipality's first internship program.

Office Manager – Police Department, Marlton, NJ (2016-2018)

- Supervisor of all civilian staff and functions of the Records Bureau reporting directly to the Chief of Police.
- Prepare and communicate sensitive information to the public and management.
- Process OPRA requests, expunged records, trial discovery, and other various background checks.
- Create and process official Police Department correspondence.
- Process firearms permits to applicants as required by the NJ State Police.
- Maintaining all official police records and retention schedules in Artemis as mandated by the State of New Jersey.
- Certified Grant writer and application manager for Police Department.

- Ensure all policies and departmental procedures were followed in order to maintain CALEA standards for National Accreditation.

Deputy Township Clerk / Certified Municipal Registrar, Marlton, NJ (2015-2016)

- Assistant to the Township Clerk with creation and recording of all official documents.
- Attend council meetings and responsible for creation of meeting minutes and organize reorganization meetings.
- Process OPRA requests and assist with the election process.
- Coordinate the issuance of a variety of licenses and permits, along with annual renewal of massage parlor and liquor licenses.
- Process and assist with semi-annual codification.
- Provide oversight and assist clerical staff with processing bids and window contracts.
- Serve as the Alternate Deputy Registrar for the municipality.

Other Employment

Vantage Surgery Center	2013 - 2015
<i>Business Office Team Lead</i> , Medford, NJ	
Communications Media, Inc.	2009 - 2013
<i>Senior Media Buying Coordinator</i> , Pennsauken, NJ	

Education

Rutgers University, Newark, NJ Master's
in Public Administration

Rutgers University / State of New Jersey Civil Service Commission, Certified Public Manager

Rutgers University, New Brunswick, NJ

B.A. Sociology, Minor: Psychology

Burlington County College, Mt. Laurel, NJ

A.S. Business Administration

Skills & Proficiencies

- Certified Grant Writer
 - Notary Public – Burlington County, NJ
 - Diligent, detail oriented and knowledgeable in all office functions
 - Proficient in Microsoft Suite, technology, social media, and other various applications
 - Proficient in Edmunds, POSS, Power DMS and New World applications.
 - Training experience
 - Inventory control management
 - Superior telephone and customer service skills
 - Numerous Employee of the Month and Customer Service Awards
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Associations

- New Jersey Municipal Management Association
- American Society for Public Administration
- Pi Alpha Alpha, the National Honor Society for Public Affairs and Administration
- Golden Key International Honour Society
- Phi Theta Kappa – International Honor Society
- Alpha Kappa Delta – International Sociology Honor Society

Monique Wylie
1 Whitford Dr
Burlington, NJ 08016
Moniquewylie@comcast.net
(609) 526-2144

Objective:

Aspire to hold Secretary I/Deputy Twp. Clerk position within Westampton Twp. that will allow me to utilize my administrative skills while providing opportunities for advancement.

Professional Efficiencies:

- Efficient in handling administrative, customer service and fiduciary job responsibilities including keeping the records, answering questions and cash handling services.

Experience:

Westampton Township- Westampton, NJ April 2017 – Present

Technical Assistant to Construction Office/Deputy Registrar

- Process construction permit after sign off by subcode officials
- Mail permits to appropriate customer and schedule inspections
- Close out permits and log results. Due monthly and quarterly reports
- Registers, indexes, maintains, and certifies vital records, including births, deaths, marriages; issues related licenses and collects fees.

Lumberton Township- Lumberton, NJ July 2012 – April 2017

Deputy Registrar

- Responds to customer requests for information on all department operations and functions. Assists and answers questions of the general public, public officials, department heads and staff, in person and by telephone; receives complaints and responds to complaints appropriately; makes referrals as appropriate.
- Registers, indexes, maintains, and certifies vital records, including births, deaths, marriages; issues related licenses and collects fees.
- Prepare daily cash reconciliations and bank deposits
- General office/ clerical work as needed

Cricket Retail Store- Burlington, NJ April 2012 – November 2013

Retail Clerk

- Assist customers with purchasing service packages, store protection plans and processing returns.
- Answer telephone inquiries from customers and stores regarding billing, the status of inventory availability and troubleshooting service issues.
- Provision customer cell phone and internet services.
- Reconcile cash received to system records daily.
- Prepare month- end cash reconciliations.

Falls Township Police Department- Falls Township, PA; June 2005- June 2008
Records Clerk

- Sort, file, copy, enter, and distribute crime reports, traffic reports, citations, petitions, and other materials to appropriate personnel.
- Handled insurance company and customer inquiries regarding accident reports.
- Prepared reports for officer presentations in court.
- Assist department personnel and the public in person and by phone performing record checks, issuing permits, and collecting fees, and receiving reports and complaints from citizens.
- Respond to general public inquiries.

Drexel University- Philadelphia, PA; April 1997 – June 2005
HRIS Specialist; 2004-2005

- Responsible for the initial processing and updating of student employee job information in the Drexel Human Resources computer system.
- Ensured all required documentation was kept up to date in the student employee folders.
- Answered inquiries from applicants in person or via telephone regarding open positions and job requirements.
- Performed other duties as assigned.

Admissions Clerk; 1997- 2004

- Opened and sorted incoming mail. Delivered confidential mail or information to the appropriate personnel.
- Entered undergraduate, graduate and part-time applications into university database.
- Answered phone calls regarding admission, financial aid or other matters and routed them to the appropriate departments.
- Assisted counselors with gathering and filing required information for student folders.

Stock Bindery Clerk; 1997-1997

- Copying, binding and delivering materials for the various departments within the university based upon their required deadlines.

EDUCATION

Drexel University 1997-1998
Community College of Philadelphia 1997-1997
Temple University 1995-1997
William Penn High School

OTHER INFORMATION

PA Real Estate Agent License (Escrowed)
2008-2010 Assistant Treasurer for NAACP of Bucks County

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Twp. Clerk	50,964	53,834	56,701	59,568	62,439	65,303	68,171	69,504	70,865	72,252	73,667	75,110	77,229	79,380	81,563
Cl Admin	46,977	49,753	52,546	55,331	58,115	60,900	63,684	64,928	66,196	67,490	68,810	70,156	72,201	74,277	76,384
Finance Officer	46,977	49,761	52,546	55,331	58,115	60,900	63,684	64,928	66,196	67,490	68,810	70,156	72,201	74,277	76,384
PW Super	53,278	56,063	58,817	61,571	64,355	67,110	69,864	71,231	72,626	74,048	75,499	76,979	79,126	81,305	83,517
Const. Official	46,818	49,238	51,658	54,076	56,495	58,913	61,332	62,529	63,749	64,995	66,264	67,559	69,555	71,604	73,671
PW Foreman	45,593	48,231	49,946	52,124	54,302	56,480	58,657	59,800	60,966	62,155	63,396	64,606	66,568	68,559	70,590
Lead Mechanic	45,593	48,231	49,946	52,124	54,302	56,480	58,657	59,800	60,966	62,155	63,396	64,606	66,568	68,559	70,590
Tax Collector	43,527	45,500	47,470	49,440	51,401	53,380	55,350	56,427	57,526	58,646	59,789	60,955	62,862	63,864	65,814
Mechanic	44,616	47,024	48,971	51,148	53,325	55,503	57,680	58,804	59,950	61,119	62,311	63,527	65,472	67,447	69,451
PW EO	43,639	45,817	47,995	50,171	52,348	54,529	56,703	57,807	58,933	60,082	61,254	62,449	64,378	66,336	68,019
PW Labor	38,196	40,245	42,327	44,375	46,456	48,538	50,587	51,599	52,570	53,592	54,633	55,696	57,524	59,379	61,262
Exec. Sec.	37,024	38,833	40,618	42,447	44,254	46,063	47,871	48,798	49,744	50,709	51,693	52,697	54,480	56,290	58,127
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
Dep. Twp. Clerk	34,673	36,482	38,289	40,096	41,903	43,713	45,519	46,399	47,297	48,213	49,148	50,101	51,845	53,615	55,412
Dep. Twp. Collector	34,673	36,482	38,289	40,096	41,903	43,713	45,519	46,399	47,297	48,213	49,148	50,101	51,845	53,615	55,412
Dept. Ct. Admin.	34,673	36,482	38,289	40,096	41,903	43,713	45,519	46,399	47,297	48,213	49,148	50,101	51,845	53,615	55,412
Sec I	34,673	36,482	38,289	40,096	41,903	43,713	45,519	46,399	47,297	48,213	49,148	50,101	51,845	53,615	55,412
Sec II	33,255	34,944	36,631	38,320	40,007	41,694	43,383	44,221	45,075	45,947	46,836	47,742	49,451	51,185	52,945
Vio Clerk	33,253	34,944	36,631	38,320	40,007	41,694	43,383	44,221	45,075	45,947	46,836	47,742	49,451	51,185	52,945
Sec III	30,091	31,739	33,382	35,029	36,673	38,320	39,964	40,733	41,518	42,318	43,135	43,967	45,619	47,296	48,998