



**Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka**

Board/Commission/Committee: Port & Harbors
Name: Melissa Greenhalgh Daytime Phone: 738-1320
Address: PO box 25 Sitka Evening Phone: _____
Email Address: melissarae1984@yahoo.com Fax Number: _____
Length of Residence in Sitka: 1 1/2 yrs Registered to vote in Sitka? Yes No
Employer: MT. Edgewood High School

Organizations you belong to or participate in:

6 months as port and harbors secretary

Explain your main reason for applying:

I have become very passionate about our harbors and the people in them. I want to do my part to make the harbors a better place and help my community.

What background, experience or credentials will you bring to the board, commission, or committee membership?

I have had the chance to see behind the scenes while working at the harbor so I think I will be able to provide an insiders perspective on issues.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 1/29/15 Signature: Melissa Greenhalgh

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting. Applications received after the deadline will be considered but will not be included in the Assembly packets for review prior to appointment.

Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
Sara Peterson, Deputy Clerk
100 Lincoln Street
Fax: 907-747-7403
Email: sara@cityofsitka.com

Melissa Greenhalgh
PO box 25 Sitka AK 99835
907-738-1320
Melissarae1984@yahoo.com

Letter of interest for the Port and Harbors Commission

Dear City Assembly,

I have only lived in Sitka for a year and a half but in this short time I have really grown to love this town and all of the residents in this great community. I have worked in the Harbor office for 6 months now and I have grown to respect and admire the work that the harbor employees do on a day to day basis. I have gotten to know a lot of the harbor users and I really care about what is best for them all. I have loved my time as the Port and Harbor commission secretary and I have learned a lot about how the process works and just how important these volunteer commissions are to the community and the assembly.

Now that I have taken a position outside of the city I am no longer able to serve as secretary, therefore I saw an opportunity to stay involved in something that I am very passionate about by asking to serve as a commissioner. I believe that my behind the scenes knowledge of how things are ran in the harbor and in the office would be a huge asset to the commission. I will give my all to help serve the harbor users and the community of Sitka.

Thank you all for your time.

Sincerely,

Melissa Greenhalgh

Melissa (Miles) Greenhalgh

707 Sawmill Creek Road, PO Box 25, Sitka, AK 99835

Phone: 907/738-1320

Email: melissarae1984@yahoo.com

PROFILE

- Excellent customer service record. I believe that customer service is first and foremost in any work environment.
- Inventory controls: ordering, receiving, physical inventory tracking
- Experienced with Microsoft software applications: Word and Excel
- Proficient in the use of office equipment
- Great organizational, time-management skills, with the ability to multi-task, prioritize, and meet deadlines.
- Work well in busy environments, dealing with multiple interruptions
- Problem solver and solution oriented
- Self-motivated, detail oriented
- Strong work ethic, and am a dedicated employee
- Critical thinker - I have the ability to analyze data and other factors to make solid, independent decisions
- Strong team builder, able to delegate and share tasks effectively, provide support and leadership, and promote a cohesive team environment.
- Supervisory experience

EXPERIENCE

August 2014 – Present, Administrative Assistant, Sitka Harbor Department, Borough of Sitka

- Receive payments and reconcile cash, generate daily reports
- Oversee harbor slip assignments and cancellations (includes letters of impound, non-payment, and registrations)
- Handle all customer accounts and record management
- Maintain customer account records and generate annual cash account records/report utilizing Microsoft Excel and Word
- Recording secretary for Sitka Harbor Advisory Board – prepare agendas, record minutes, and maintain historical records
- Provide general office support for copying, scanning, and faxing for department

2013 – August 2014, Teller, First National Bank, Sitka, AK

- Facilitated banking transactions (check cashing, account deposits/withdrawals/transfers, loan/mortgage payments, etc.) for commercial and regular customers. Reconciled cash drawer at the end of each day.
- ATM teller, charged with replenishing and balancing the ATM on a weekly basis.
- Filing and organizing customer information and daily reports.

2007 – August 2013, Big Five Sporting Goods, Logan, UT

Store Manager, 2011 – 2013

- Managed all daily operations of store, oversaw all transactions

- Supervised staff of fifteen employees (hiring, training, terminations, other actions as needed)
- Prepared work schedules and reviewed timesheets for accuracy and submission into system
- Customer relations: assured that all staff offered excellent service and customers had positive experience while visiting the store; resolved customer concerns/complaints
- Provided a positive environment to build and retain an efficient, confident, and helpful work team.
- Ordered and received freight, checked all incoming freight for quality control
- Tracked physical inventory and generated annual inventory reports
- Reconciled cash and performed daily bookkeeping, maintained store records
- Managed firearm sales in accordance with state and federal firearm regulations

Assistant Store Manager, 2007 - 2011

- Work included tasks as outlined above while reporting to store manager.
- Prepared merchandise for floor displays and special sales;

2005 – 2007, Department Manager, Kohl’s Department Store, Logan, Utah

- Provided pleasant, helpful, customer service to clientele
- Ran cash register, assuring that all financial transactions were completed accurately
- Tagged and prepared merchandise for floor displays and sales
- Inventoried merchandise regularly

2002 – 2005, Server, Juniper Inn, North Logan, Utah

SKILLS/TRAINING

Superior interpersonal skills

Leadership

Management

Accounting

Cash Handling

Office Equipment: Scanners, Fax Machines, Copiers, 10-Key, Computers,

EDUCATION

Sky View High School
Smithfield, Utah

Graduated 2003

Utah State University – Concurrent Enrollment General Education coursework:

Beginning Accounting (3 Student Credit Hours - SCH)

AP History (3 SCH)

AP Government (3 SCH)

AP Anatomy (3 SCH)

Physiology (3 SCH)

January 30, 2015

Madame Mayor and Assembly Members,

I strongly support Melissa Greenhalgh for the open seat on the Port and Harbors Commission

Since her arrival in the harbor office Melissa has been more than a good employee. Her excellent people skills have earned her the respect and appreciation of harbor users, a win for the harbor office.

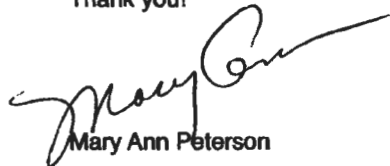
Melissa has also been a major support person for the Harbor Commission. There have been so many instances where Melissa has helped me on a project - being supportive, thinking ahead and anticipating what might be needed. I know I am not the only commissioner who appreciates her.

Melissa is a definitely a team player with an excellent work ethic that will benefit Port and Harbors. She actually loves our harbors and the diverse personalities that inhabit them and her unique perspective on our harbor system will contribute to good decision making. It's a good fit.

The one thing Melissa lacks is also a point in her favor - she lacks that Y chromosome.
We need another woman on the Commission!

I hope you will consider her application favorably. Melissa will be such an asset to our group.

Thank you!



Mary Ann Peterson

f/v Last Dance
907-752-3684



PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
KEVIN KNOX 324 Wachusetts Street	738-4664 c kevin@bluesteel.org	12/10/13	4/10/15	CHAIR <i>Lamade's term</i>
JOSH ARNOLD 106 Shotgun Alley	738-0854 c 747-0545 oceanlure@gmail.com	5/13/14	5/22/15	VICE CHAIR <i>Coleman's term</i>
STAN JOHNSON 405 Louise Court	752-0947 c 747-6145 h nwslj@acsalaska.net	5/27/12	5/27/15	
MICHAEL JOHNSON 2017 Cascade Creek Road	752-7900 c 966-4042 h southeastmike@hotmail.com	6/11/13	6/11/16	
MARY ANN PETERSON PO Box 593	752-3684 map3684@gmail.com	10/7/13	10/7/16	
CLAY DAVIS 511 Verstovia Avenue	747-4225 w clayrdavis@fs.fed.us	1/13/15	7/8/17	<i>Tjosmsland's term</i>
<i>BEN LAWRIE 2015 Cascade Creek Road</i>	<i>738-6150 c 7-7-6150 h lawriebs@gmail.com</i>	<i>3/26/13</i>	<i>3/26/16</i>	<i>Resigned 12/12/14</i>
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan@cityofsitka.com?			Harbormaster Non-voting
Matthew Hunter 102 Remington Way	738-6851 c assemblyhunter@cityofsitka.com			Assembly Liaison
Melissa Greenhalgh Harbor Dept. Staff	747-3439 w melissarae@cityofsitka.com			Secretary

7 members from the public, 3-year terms
 Established by Resolution 88-375
 Nine meetings per year, September – May, 2nd Wednesday
 Harrigan Centennial Hall 6:00 p.m.

Revised: January 14, 2015