
City Manager Resume

Job Objective

Qualified City Manager seeking situation that allows me to use my knowledge to gain business for the company and to bring about positive change.

Highlights of Qualifications:

- Certification in Municipal clerk
 - Admirable experience in managing new employees and planning various development for municipal services
 - Exceptional knowledge of all State and Federal laws and regulations
 - Outstanding knowledge of municipal election laws and procedures
 - Ability to supervise working of all employees
 - Ability to design and implement all strategies for various City office operations
 - Ability to maintain confidentiality of all information
 - Ability to prepare all budgets for various city programs
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Professional Experience:

City Manager
City of McKinney, Conroe, TX
October 2008 – Present

- Developed and provided assistance to all account representatives in markets.
- Evaluated all performance and performed daily quality checks on all processes.
- Provided assistance to sales teams and designed sales strategy.
- Managed all communication for various products and services.
- Developed new products in coordination with customers on everyday and weekly basis.
- Ensure compliance to all rules and regulations for all city activities.

City Secretary
City of Chamberlee, Conroe, TX
August 2003 – September 2008

- Ensured achievement of all program objectives according to required standards.
- Administered city activities and ensured compliance to all city, state and Federal policies.
- Supervised all record management program.
- Maintained accuracy in all technical files and official records.
- Reviewed all trends for municipal legislation.
- Maintained public records and recommended update to all policies and procedures.
- Prepared required reports to be presented to management.

City Clerk
City of Crandall, Conroe, TX
May 1998 – July 2003

- Participated in city council meetings and maintained records of all minutes.
 - Maintained both hard and soft copies for all activities and ensured compliance to all applicable laws.
 - Provided technical support to all City Council and department heads and general public.
 - Coordinated with codifier to maintain knowledge of all City Municipal code.
 - Participated in public meetings and assisted to receive and open bids for all city projects.
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Education:

Bachelor's Degree in Business Administration
Black Hawk College, Moline, IL

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