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## Township Manager Resume

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### Job Objective

Seeking Township Manager position that will enable me to challenge my skills and talents while making tremendous contributions to company.

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### Highlights of Qualifications:

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- Admirable experience in administering work of local government and supervising management
  - Profound knowledge of public administration procedures and policies
  - Outstanding knowledge of office practices
  - Remarkable ability to monitor township operations according to rules
  - Ability to analyze municipal problems and needs
  - Ability to learn and apply numerous rules, regulations, and laws
  - Ability to assemble, organize, and present status information effectively
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### Professional Experience:

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#### Township Manager

New Hanover Township, Americus, GA  
October 2008 – Present

- Managed all Township ordinances and ensured enforcement.
- Supervised public works undertaken for improvement of townships.
- Monitored and attended all meeting of Township Boards and participated in discussions.
- Coordinated with Supervisor and formulated annual budget according to township policies.
- Assisted town board and informed it of all needs.
- Recommended measures for improving working of townships.
- Provided technical support to permit officer.
- Supervised working of town and ensured its proper functioning.

#### Township Coordinator

Radnor Township, Americus, GA  
August 2003 – September 2008

- Ensured enforcement of all laws and ordinances.
- Supervised working of projects related to public improvements.
- Monitored and preserved all tools and property of township.
- Participated in township board meetings.
- Developed annual budget for township board and documented expenditure.
- Managed all employees of township and designated appropriate duties to each of them.

#### Township Treasurer

RelyLocal, Americus, GA  
May 1998 – July 2003

- Managed township funds and maintained records for same.
  - Maintained and prepared records of all incomes and documented receipts.
  - Monitored collection of taxes according to township needs.
  - Prepared budget for projects and managed payroll systems.
  - Supervised all bookkeeping for townships.
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### Education:

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Bachelor's Degree in Public Administration  
Saint Joseph's College, Rensselaer, IN

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