

ORDINANCE 97-05

AN ORDINANCE IN REFERENCE TO VILLAGE EMPLOYMENT  
FOR RECREATION DIRECTOR

BE IT ORDAINED, by the President and Board of Trustees of the Village of Chatham, Sangamon County, Illinois, as follows:

SECTION 1: Christine Westerlund shall be employed by the Village of Chatham on a full time basis for 30 hours per week at bi-weekly rate of \$576.923 to be paid from the General Fund.


SECTION 2 This Ordinance shall be in full force and effect upon passage and approval as provided by law.

ADOPTED this 25th day of February, A.D., 1997 pursuant to a roll call vote as follows:

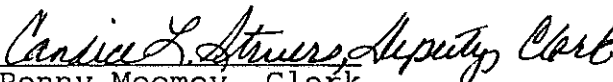
Ayes: 6  
Nays: 0  
Absent: 0

PASSED AND APPROVED this 25th day of February, A.D., 1997.

PUBLISHED in pamphlet form this 25th day of February, A.D., 1997.

  
\_\_\_\_\_  
Linda L. Koester, President  
Village of Chatham

ATTEST:

  
\_\_\_\_\_  
Penny Moomey, Clerk

## Christine Westerlund

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Telephone 217.483.6154

133 Carefree Drive  
Chatham, Illinois 62629

January 23, 1997

Village of Chatham  
116 E. Mulberry  
Chatham, Illinois 62629

Dear Mr. McCord;

Please accept this letter and the enclosed resume as application for the Recreation Director/Administrative Assistant for the Village of Chatham.

I have extensive experience in project organization and completion plus a strong interest in Recreation. As a mother of two children and as an interested citizen of Chatham, I would like to become involved in a proactive, exciting and fun Recreation program for all the residents of Chatham

My career has led me down several paths of experience. Not only have I served as president of a national organization, but I can use a computer as an information navigator. I have written successful grant proposals for Hope Presbyterian Church and the Springfield Choral Society and have recruited volunteers for the American Heart Association. These skills taken with basic telephone answering, faxing, and word-processing add up to a capable Administrative Assistant.

I look forward to discussing this position with you at your earliest convenience. My daytime telephone number is 525-1350, in the evening I can be reached at 483-6154.

Thank you for your attention.

Cordially,



**Christine Westerlund**  
**133 Carefree Drive**  
**Chatham, Illinois 62629**  
**217.483.6154**

***EMPLOYMENT HISTORY***

**American Heart Association, Inquiries Manager**

***AUGUST 1996 to PRESENT***

\*Supervise a staff of four to provide customer service to AHA customers throughout the State of Illinois.

\*Responsible for the day to day management of the Affiliate Office, including reception area and mail room.

\*Responsible for information management, including the development of a Home Page on the World Wide Web and resource library.

**Illinois Commerce Commission, Research and Resource Coordinator**

***OCTOBER 1983 TO AUGUST 1996***

\*Directed and maintained a 3000 volume, 186 periodical title information collection for the professional staff of the Illinois Commerce Commission (in two locations, Springfield and Chicago).

\*Co-Webmaster of the ICC's Home Page on the World Wide Web.

\*Performed extensive research for the professional staff of the ICC, including electronic/multimedia resources..

***EDUCATION***

**Eastern Illinois University, Charleston, 1983**

B. A. in History, Minor in Library Science

***PUBLICATIONS/COMMUNITY SERVICE***

\*Co-Author and Editor, Libraries in Public Service Commissions: Creation, Evaluation and Use, 1991.

\*President, Public Utility Commission Information Resource Network, 1992 and 1993.

\*Elder and Session Member, Hope Presbyterian Church

\*Board member, Springfield Choral Society

\*Volunteer, The Parent Place

\*Volunteer, Chatham Area Public Library

**REFERENCES AVAILABLE UPON REQUEST**