

201400649 - City Clerk**Contact Information -- Person ID: 29750192**

Name:	Kelly L Bogner	Address:	175 North River Drive Unit B N/A Sandy Springs, Georgia 30350 US
Home Phone:	770-549-0835	Alternate Phone:	770-549-0835
Email:	kellylbogner@yahoo.com	Notification Preference:	Email
Former Last Name:	Guess	Month and Day of Birth:	01/12

Personal Information

Driver's License:	Yes, Georgia , Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree

Preferences

Minimum Compensation:	\$110,000.00 per year
Are you willing to relocate?	Yes

Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective**Education****Graduate School**

Reinhardt University
<http://www.reinhardt.edu/graduate/MPA/index.html>
8/2013 - 12/2014
Alpharetta, Georgia

Did you graduate: Yes
College Major/Minor: Public
Administration/Criminal Justice
Units Completed: 36 Quarter
Degree Received: Master's

College

Reinhardt University
<http://www.reinhardt.edu/>
1/2010 - 4/2012
Alpharetta, Georgia

Did you graduate: Yes
College Major/Minor:
Organizational Management and
Leadership
Units Completed: 48 Quarter
Degree Received: Bachelor's

College

Georgia Perimeter College
<http://perimeter.gsu.edu/>
1/2002 - 8/2007
Dunwoody , Georgia

Did you graduate: Yes
College Major/Minor: Criminal
Justice
Units Completed: 74 Quarter
Degree Received: Associate's

High School

Ponca City High School
<https://www.pcps.us/Domain/417>

Did you graduate: Yes
Highest Level Completed: 12
Did you receive a GED? No

8/1995 - 5/1996
Ponca City, Oklahoma

Degree Received: High School
Diploma

Work Experience

Assistant City Clerk
6/2010 - 9/2018

Inframark at the City of Sandy Springs
<http://www.sandyspringsga.org/>
1 Galambos Way
Sandy Springs, Georgia 30328
770-730-5600

Hours worked per week: 40
Monthly Salary: \$4,279.00
of Employees Supervised: 0
Name of Supervisor: Michael
Casey - City Clerk
May we contact this employer? Yes

Duties

- Provides direct assistance to the City Clerk and assumes full responsibility of the City Clerk in his absence, including attending all council meetings and assuming the role of the City Clerk during the meetings as required
- Responsible for the timely and accurate preparation, posting, dissemination and presentation to City Council of documentation relevant to Council business and Committee meetings; reviews and edits all written materials that will serve as the City's official record
- Responsible for coordinating, disseminating, and recording contracts for the City and various departments
- Assists with responding to Open Records Request per the Freedom of Information Act
- Assists the City Clerk with supervising coordinating, directing and maintaining the City's records management program and records retention schedules to ensure retention schedules are up-to-date and in compliance with Federal, State and municipal requirements
- Assists the City Clerk in the planning and conduct of all municipal elections; assists citizens with voter registration and early balloting
- Responds to requests from the City Clerk, Mayor, and members of Council for various research projects and assignments; drafts recommendations and reports
- Serves as a liaison to the Council Subcommittee on Boards and Commission appointments; coordinates timely and accurate updating of appointments for the Mayor's Boards and Commissions
- Ensures City compliance with standard operating procedures, Federal and State regulations

Reason for Leaving

Career growth

Records Assistant

2/2008 - 6/2010

CH2MHILL at the City of Sandy Springs
<http://www.sandyspringsga.org/>
7840 Roswell Road Bldg 500
Sandy Springs, Georgia 30350
770-730-5600

Hours worked per week: 40
Monthly Salary: \$2,600.00
of Employees Supervised: 0
Name of Supervisor: Michael
Casey - Records Manager
May we contact this employer? Yes

Duties

- Developed and coordinated a comprehensive records management program including appropriate control over the maintenance, protection, retention and disposition of records in accordance with legal and operational requirements
- Functioned as the lead person for researching, evaluating, recommending and implementing solutions for records and related information management issues
- Assisted with implementing the City's Record Management software, OptiView; beginning with scanning approximately 10,000 Business Revenue records to the system
- Interfaced with other departments in coordinating with the Business Systems Department, to design, develop and implement a City-wide records and information management program that complies with Federal and State laws; assists with cost/benefit analyses for records management programs
- Trained and assisted City departments in the application of the City's records management policies, procedures and techniques including electronic records management programs

- Regularly operated document scanning equipment for the creation and storage of electronic City records
- Maintained file system for the division; prepared files, organized documentation, and filed records in designated order; retrieved/replaced files; shredded/destroyed confidential or obsolete documents as directed; maintained appropriate department and program references such as vendor lists; and maintained confidentiality of departmental documentation and issue

Reason for Leaving

Promotion to Assistant City Clerk

Loan Processor I/Team Lead

3/2003 - 11/2007

GreenPoint Mortgage
3650 Mansell Road
Alpharetta, Georgia 30022
678-250-2300

Hours worked per week: 40
Monthly Salary: \$2,738.00
of Employees Supervised: 3
Name of Supervisor: Kitty Watkins
- Operations Manager
May we contact this employer? Yes

Duties

Loan Processor I/Team Lead

- Managed department and trained employees on policies and procedures
- Provided ongoing training and development to improve customer services and quality of performance
- Reviewed residential loan application files to verify data is complete and meets established standards, including type and amount of mortgage, borrower assets, liabilities and length of employment
- Exceeded service level standards to complete initial processing in three days of receipt and submit file to underwriting within 2 days after receipt of follow up documentation
- Adhered to mortgage lending guidelines and regulatory requirements such as HMDA, RESPA, REG Z, and AML
- Recorded data on the status of loans such as number of new applications, approved loans, and cancelled/denied loans

Post-Closing Specialist

- Reviewed funded loans and prepared closing documents
- Reviewed all loans to verify all required documents are present. Reviewed moderate to complex documentation to reflect accuracy of data and conformity to established procedures and policies.
- Followed-up with appropriate party (attorney, loan officer, branch, underwriting team, customer) via written memo to the Attorney or customer identifying the issue(s) and how to take corrective action
- Audited collateral files for quality, accuracy, and errors made by closers, correcting errors found

Reason for Leaving

Business closed

Certificates and Licenses

Type: Georgia Certified Clerk

Number:

Issued by: University of Georgia Carl Vinson Institute of Governance

Date Issued: 2 /2016 Date Expires: 2 /2020

Type: First Aid CPR AED

Number:

Issued by: American Heart Association

Date Issued: 1 /2016 Date Expires: 1 /2018

Type: Certified Municipal Clerk

Number:

Issued by: International Institute of Municipal Clerks

Date Issued: 6 /2017 Date Expires: 6 /2020

Type: Notary Public

Number:

Issued by: Fulton County, GA

Date Issued: 10 /2014 Date Expires: 10 /2018

Skills

Office Skills

Typing: 71

Data Entry: 71

Other Skills

Microsoft Office Suite Expert - 10 years and 0 months

Internet Explorer Expert - 20 years and 0 months

Event Planning Intermediate - 2 years and 0 months

Volunteer Management Intermediate - 2 years and 0 months

Municipal Government Expert - 2 years and 0 months

Additional Information

References

Professional

Owen, Karen

Dr.

4100 Old Milton Parkway

Alpharetta, Georgia 30005

678-662-2651

klo@reinhardt.edu

Professional

Hunter, Doug

Executive Vice President

3333 Riverwood Pkwy Suite 400

Atlanta, Georgia 30339

770-988-3268

dhunter@holder.com

Professional

Lindstrom, Mike

Police Captain

7840 Roswell Road Suite 301

Sandy Springs, Georgia 30350

770-551-6958

mlindstrom@sandyspringsga.gov

Professional

Bertrand, David

Executive Director of ChatComm 911

7840 Roswell Road

Sandy Springs, Georgia 30350

dbertrand@sandyspringsga.gov

Professional
Sanders, Keith
Fire Chief
Sandy Springs, Georgia 30350

ksanders@sandyspringsga.gov

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
CMC Certificate_Kelly Bogner.pdf	CMC Certificate_Kelly Bogner.pdf	License	Job Seeker
Kelly L. Bogner Resume.pdf	Kelly L. Bogner Resume.pdf	Resume	Job Seeker
Kelly L. Bogner_References.pdf	Kelly L. Bogner_References.pdf	References	Job Seeker
Kelly L. Bogner_Master of Public Administration.pdf	Kelly L. Bogner_Master of Public Administration.pdf	Other	Job Seeker

Agency-Wide Questions

1. Q: Have you ever worked for the City of North Port?

A: No

2. Q: Where did you hear about this opportunity?

A: Indeed.com

3. Q: Have you ever been convicted or plead "no contest" to a crime? A "yes" answer to these questions will not necessarily bar you from employment. Each case will be judged on its own merit, with respect to time, circumstances, and seriousness as it may relate to the position for which you are applying.

A: No

4. Q: If yes, provide the following details: date, charge(s), and probation status.

A: N/A

5. Q: Do you have any relatives currently working for the City of North Port?

A: No

6. Q: If yes, list name, department and relationship to you.

A: N/A

7. Q: Check the appropriate block if you are claiming veterans' preference. Documentation substantiating your claim must be furnished at the time of application. Note: Under Florida law, veterans' preference in employment is not uniformly applicable to all positions in the police department, therefore, further information may be obtained from the Division of Veterans Affairs, P.O. Box 1437, St. Petersburg, Florida 33731.

A: Not Applicable: Not a veteran



Hereby Confers The Title of

Certified Municipal Clerk

upon

Kelly Bogner, CMC

who has completed the requirements prescribed by the
International Institute of Municipal Clerks for Certification.

(You must remain an active member for IIMC to recognize your CMC)

Certified This 26 Day Of June A.D. 2017

Mary J. Kuper

IIMC President

Jane Anne Long

IIMC Director of Education

Kelly L. Bogner

175 North River Drive Unit B Sandy Springs, GA 30350 770-549-0835 kellylbogner@yahoo.com

PUBLIC ADMINISTRATION ♦ LEADERSHIP ♦ GOVERNMENT AFFAIRS

10 years of experience in the area of municipal operations and local government practices

- Experience in policy development, project management, and internal/external customer service.
- Collaborative leader as a liaison for a municipal government and non-government entities.
- Detail-oriented leader with fifteen years' experience in business operations with effective people management skills.

PROFESSIONAL EXPERIENCE

Inframark at City of Sandy Springs, GA, Sandy Springs, GA

June 2010-Present

City Clerk's Office, Assistant City Clerk

- Provides direct assistance to the City Clerk and assumes full responsibility of the City Clerk in his absence
- Attends all council meetings, taking attendance at City Council meetings, assists with preparing for budget meetings, produces City Council minutes, and records actions taken by the Council
- Responsible for the timely and accurate preparation, posting, dissemination and presentation to City Council of documentation relevant to Council business and Committee meetings; reviews and edits all written materials that will serve as the City's official record
- Responsible for coordinating, disseminating, and recording City contracts, Intergovernmental Agreements, and Memorandums of Understanding
- Responds to Open Records Requests per the Freedom of Information Act
- Assists the City Clerk with supervising coordinating, directing and maintaining the City's records management program and records retention schedules to ensure retention schedules are up-to-date and in compliance with Federal, State and municipal requirements
- Assists the City Clerk in the planning and conduct of all municipal elections; assists citizens with voter registration and early balloting
- Responsible for State of Georgia Purchasing Card and preparing monthly expense reports
- Responds to requests from the City Clerk, Mayor, and members of Council for various research projects and assignments; drafts recommendations and reports
- Serves as a liaison to the Council Subcommittee on Boards and Commission appointments; coordinates timely and accurate updating of appointments for the Mayor's Boards and Commissions
- Ensures City compliance with standard operating procedures, Federal and State regulations

CH2MHILL at City of Sandy Springs, Sandy Springs, GA

February 2008-June 2010

Records Department, Records Assistant

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- Assisted with implementing the City's Record Management software, OptiView; beginning with scanning approximately 10,000 Business Revenue records to the system
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- Trained and assisted City departments in the application of the City's records management policies, procedures and techniques including electronic records management programs
- Regularly operated document scanning equipment for the creation and storage of electronic City records

- Maintained file system for the division; prepared files, organized documentation, and filed records in designated order; retrieved/replaced files; shredded/destroyed confidential or obsolete documents as directed; maintained appropriate department and program references such as vendor lists; and maintained confidentiality of departmental documentation and issue

Greenpoint Mortgage, Alpharetta, GA
Loan Processor I/Team Lead

March 2003-November 2007

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- Reviewed residential loan application files to verify data is complete and meets established standards, including type and amount of mortgage, borrower assets, liabilities and length of employment
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- Audited collateral files for quality, accuracy, and errors made by closers, correcting errors found

COMPUTER SKILLS

Proficient in Microsoft Office Suite, Internet Explorer, JustFOIA, FMLS, MLS, and Records Management Software. Familiar with OSSI software

EDUCATION AND CERTIFICATIONS

Certified Municipal Clerk (CMC) – International Institute of Municipal Clerks	2017
Certified Georgia Clerk – University of Georgia Carl Vinson Institute of Government	2016
Master of Public Administration – Reinhardt University	2014
Bachelor of Arts in Organizational Management and Leadership – Reinhardt University	2012
Georgia Real Estate License – Barney Fletcher	2008
Associate of Science, Criminal Justice – Georgia Perimeter College	2007
Health Services Management – Military Technical School	1997

MEMBERSHIPS AND AFFILIATIONS

Graduate of Leadership Sandy Springs Class of 2016
 Member of the Fulton County Animal Control Hearing Board
 Member of the Sandy Springs Charter Middle School Governance Council
 Specialist, 2BN/IBDE, Georgia State Defense Force
 Associate Member of Georgia Municipal Clerks Finance Officers Association
 Member of the International Institute of Municipal Clerks

Professional References

Kelly L. Bogner

175 North River Drive Unit B Sandy Springs, GA 30350 770-549-0835 kellylbogner@yahoo.com

Keith Sanders, Fire Chief
City of Sandy Springs
7840 Roswell Road Bldg. 500
Sandy Springs, GA 30350
Phone: 770-206-2081
Email: ksanders@sandyspringsga.gov

David Bertrand, Executive Director of ChatComm 911
City of Sandy Springs
7840 Roswell Road Bldg. 300
Sandy Springs, GA 30350

Email: dbertrand@sandyspringsga.gov

Michael Lindstrom, Police Captain
City of Sandy Springs
7840 Roswell Road Bldg. 300
Phone: 770-551-6958
Email: mlindstrom@sandyspringsga.gov

Doug Hunter, Executive Vice President
Holder Construction Company
3333 Riverwood Pkwy
Atlanta, GA 30339
Phone: 770-998-3268
Email: dhunter@holder.com

Reinhardt University

Upon recommendation of the President and Faculty hereby confers upon

Kelly L. Wagner

the degree of

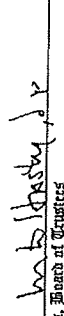
Master of Public Administration

with all the rights and privileges thereunto appertaining

In witness whereof, the Seal of the University and the signatures of duly authorized officers are affixed to this diploma.
Given at Waleska, Georgia, on this seventh day of December in the year of our Lord two thousand and fourteen.




President


Chairman, Board of Trustees