

MARIANNE E. DEBOER

38363 N. New York Avenue • Beach Park, IL 60087 • (847) 249-8584

PROFESSIONAL PROFILE

- Board Member – Beach Park Consolidated School District #3
- Board of Directors – NIAFPD • 2010 – Current
- Treasurer – Beach Park Fire Protection District • 2008 – Current.
- Treasurer – BPF Pension Board • 2010 – Current

EDUCATION

Paraprofessional license to teach elementary grade levels.
Continuing Education via School Board Classes and Seminars.
Continuing Education via NIAFPD Classes and Seminars
Continuing Education via IPPFA Classes and Seminars
GED – CLC

PROFESSIONAL ADMINISTRATIVE ASSISTANT OFFERING

- Professional individual who is dedicated to public service and community.
- Possesses a strong work ethic with a desire to continuously learn.
- The capacity to develop productive professional relationships with individuals of varying personalities in an environment characterized by multiple daily deadlines and conflicting priorities.
- Exceptional organizational ability, superior communication skills, with meticulous attention to detail.
- The capacity to perform equally well in an environment of intense supervision and guidelines or as a self-managed employee, while working as an individual or as a member of a service group.
- Confidence and compassion when working with individuals in emotional or sensitive situations.
- The aptitude to rapidly grasp complex situations and recognize the needs and adaptations required to achieve a successful outcome.
- Knowledge of a variety of software, including Word, Excel, PowerPoint, Outlook and Adobe Acrobat as well as with specialized case management forms, and bookkeeping applications (PC Law), together with the ability to quickly understand and effectively utilize new applications.

PROFESSIONAL EXPERIENCE

01/2009 – Current

Administrative Assistant

Lesser, Lutrey & McGlynn LLP • 191 E. Deerpath, Suite 300 • Lake Forest, IL 60045

Achievements:

- Program managed the Firm's facility relocation including all files, personal and setting up a new facility.
- Event Planning for the firm's marketing events including all aspects of, marketing material, catering, entertainment, décor, and prospect follow up.

Responsibilities:

- Initial point of contact for eight Lake, Cook and McHenry County Attorney's and the Firm.

- Manage telecommunications, client contact & attorney calendars including scheduling, arranging appointments, and meetings inside and outside the firm.
- Manage incoming and outgoing mail, including proofreading, editing, scanning and filing.
- Preparation and service of highly confidential court documents and client information.
- Preparation and service of written communication.
- Manage the office docketing system; Excel spreadsheets, Word documents and PowerPoint presentation on a daily basis.
- Manage office supplies, orders, outside services/vendors, restructure, and supervise office filing system.
- Assist with tax-related client services and special projects.
- Troubleshooter for computer network problems.
- Process and prepare billing for clients.
- Reconcile monthly billing for the bookkeeper.
- Assist attorneys with various committees – bookkeeping, marketing, mass mailing, email and agendas as needed.
- Manage and maintain the main database for billing and clients both electronic and hard copy.

1994 – 1999

Customer Service Representative / Marketing Assistant

Dann Insurance • 1500 Lakeside Dr. • Bannockburn, IL.

Achievements:

- Obtained many certificates for continuing education classes.

Responsibilities:

- Work closely with producer and team to provide high quality service and information to clients and insurance companies.
- Build and maintain client bases, keeping current client files up-to-date and generating new clients on an ongoing basis.
- Research and investigate marketing opportunities for client.
- Analyze and identify risk management goals and objectives as well as market clients to insurance companies. Monitor policies to insurance they are meeting the needs of the clients risk management needs.
- Provide annual review and marketing premiums.

1989 – 1994

Customer Service Representative / Assistant to Vice President

Swank Insurance Company • 329 N. Genesee St. • Waukegan, IL.

Achievements:

- Obtained Property & Casualty Licensing.
- Obtained Life & Health Licensing.
- Assumed responsibility for collecting outstanding bond premiums.

Responsibilities:

- Work closely with Vice President to provide high quality service and information to clients and insurance companies.
- Analyze information obtained from clients to determine strategies for meeting clients' risk management objectives.

- Build and maintain client bases, keeping current client files up-to-date and generating new clients on an ongoing basis.
- Maintain client files by endorsements.
- Research and investigate available marketing opportunities for client.
- Analyze and identify risk management goals and objectives as well as market clients to insurance companies. Monitor policies to insurance they are meeting the needs of the clients risk management needs.
- Provide annual review and marketing premiums to clients.

1987 – 1989

Outside Sales Representative

John R. DeBoer Enterprises • Delany Rd. • Gurnee, IL.

Achievements:

- Assumed responsibility to service and increase sales of newly acquired territory (Northwestern Lake and McHenry Counties).
- Became self employed by Incorporating to Me MY RC Inc.

Responsibilities:

- Service major chain stores within Northern Lake and McHenry Counties reaching as far as Woodstock Harvard and Hebron.
- Write orders for business, plan displays, meet with Store Managers to plan promotions and advertising.
- Instruct personnel on how to merchandise and maintain displays.

REFERENCES

Steve Lenzi – Waukegan Fire 847-343-9782

Paul Tierney – Beach Park Fire 847-812-4068

John Christian – Grayslake Fire 847-561-5779

Robert Divirgillio – Beach Park School District #3 847-912-5779

State Representative JoAnn Osmond – 847-838-6200

Marianne E. DeBoer
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Beach Park, IL 60087
Marianne333@att.net
847-421-0497 (mobile)

Who is Marianne?

- Loving devoted mother of two amazing boys, Matthew (13) and Ethan (10).
- Professional employed with the Law Firm of Lesser, Lutrey & McGlynn LLP located in Lake Forest, IL.
- Elected School Board Member representing the Beach Park School District #3 since 2007.
- Appointed Trustee for the Beach Park Fire Protection District in 2008. Currently, serving as Treasurer.
- Appointed Trustee for the Beach Park Fire Protection District Pension Fund in 2010.
- Currently, serving as Treasurer.
- Appointed Director for the Northern Illinois Alliance of Fire Protection Districts.
- Active citizen in my community, believing that everyone can make a difference.

How I became involved in my community....

- In 2005, I learned that my community's Fire Protection District was at risk of discontinuing their EMS service and possibly terminating the Fire Protection District as a whole. As a mother, I was deeply concerned at the thought of losing paramedic service in my community so I decided get involved and discover the truth. I began by interviewing the adjacent community's Fire Chiefs. As I gathered information, I quickly realized the community at large was unaware of the potential risks.
- I become deeply involved by talking to the citizens through knocking on doors and holding community townhalls and forums. These activities educated the community of the facts and the risks they would face should they not vote in favor of the referendum.
- After 5 previously unsuccessful attempts, the Citizens of Beach Park voted in favor of the referendum by a margin of 2 to 1 on March 21st, 2006.
- My passion is to serve... I believe God has given me two hands, one for my family and the other to help the people of my community.