

# KIM E. HOLINDRAKE

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## Career Summary

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I am a balanced team player with great business competence and technical expertise developed through education and extensive experience. I am seeking an opportunity to utilize my knowledge, skills, and talents.

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## Key Skills

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Microsoft Office: Word, Publisher, Excel, PowerPoint	Notary Public (1985 to present)
Typing: 90 plus wpm	Records Management
Office Management	10-key
SIRE Technologies: Document Scanning	Detailed Oriented

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## Professional Experience

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<b>SENIOR ADMINISTRATIVE ASSISTANT</b>	<b>American Fork City</b>	<b>September 2012 to March 2016</b>
	<b>American Fork, UT 84003</b>	

### Responsibilities:

- Manage cash and bank performance guarantees for subdivisions/developments
  - Cash: 2.5 million+ with 55+ guarantees
  - bank: 4.5 million+ with 30+ guarantees
- Planning Commission:
  - type and publish agendas
  - create and distribute paper/electronic packets
  - attend and record meetings
  - transcribe and prepare minutes
- Board of Adjustment:
  - type and publish agendas
  - create and distribute paper/electronic packets
  - receive, organize, and distribute applications
  - prepare staff report
  - attend and record meetings
  - transcribe and prepare minutes
- Manage petty cash
- Manage fleet and gas cards
- Fulfill GRAMA requests
- Prepare and distribute purchase requisitions for payment or request for purchase orders
- Development Point of Contact:
  - site plan review
  - technical review committee
  - assist applicants
  - explain process
- Review and sign off on zoning for business licenses
- Provide information to the general public regarding the General Plan, zoning, application procedures, and current projects
- Notary public services
- Assist Public Works Director, City Engineer and engineering staff, planning staff, and division supervisors in preparing documents, reports, correspondence, and miscellaneous items
- Records Management: care, maintenance, preservation
- Answer telephone, receipt payments, and assist customers

## **CITY RECORDER**

**City of Cedar Hills  
Cedar Hills, UT 84062**

**May 1991 to May 2012**

### **Responsibilities:**

- Coordinate, manage, and oversee municipal elections
- Create minutes and minute recordings
- Organize agendas/packets for City Council, Planning Commission, Board of Adjustment, and other committees
- Manage document imaging
- Oversee city code codification and updates
- Index Documents: agreements/contracts, easements, deeds, bonds, ordinances, resolutions, notices
- Oversee city history
- Review and sign payroll
- Administer oaths
- Attest ordinances, resolutions, contracts, etc.
- Conduct Records Management: care, maintenance, indexing, designation, classification, disposal, and preservation
- Create/Post Publications: public hearings, notices, agendas, ordinances, etc.
- Administer workers compensation
- Manage annexations and boundary adjustments
- Organize and conduct Accident Review Committee
- Recruit Members: commissions, boards, committees
- Organize and conduct staff training
- Manage and train crossing guards
- Oversee City Fleet: register, insure, sell
- Conduct census

### **Previous Responsibilities:**

- Business licensing (1991 to March 2008).
- Assist with city planning (1991 to March 2006).
- Office management.
- Caselle Accounting Program: utility billing, payroll, accounts payable, accounts receivable, general ledger, cash receipting

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## **Education**

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Master Municipal Clerk - July 2009

International Institute of Municipal Clerks

Utah Technical College (now Utah Valley University) Orem and Provo, Utah

Associate Degree: Legal Secretary

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## **Service**

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Utah Municipal Clerks Association    1<sup>st</sup> Vice President (2011-2012)  
2<sup>nd</sup> Vice President (2010-2011)  
Secretary (2008-2010)