

PAYSON

UTAH

Payson City Boards, Committees and Commissions Citizen Application

Thank you for your willingness to serve the Payson community. Complete this form and attach a resume prior to submitting. If you wish, you may submit a cover letter explaining your interest in city service. Return the completed form to the City Recorder's Office, 439 West Utah Avenue, Payson, UT 84651 or electronically at kimh@payson.org.

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What is your motivation for service on this/these committee(s)?

My motivation to serve is to help continue to add value to Payson. To be able to have a voice in utilizing money to the fullest to benefit our community and our citizens I love having a voice!

How does your background training and experience lend itself to service on this/these committee(s)?

First I am a Payson resident. I use facilities, parks, restaurants, shop in our city. Second, my time as the Chamber director and being involved with the city - I see a great need of involvement to have a valid opinion from business owners and citizens.

Please list any relevant areas of expertise, education, or training you possess that will be helpful for service.

- Chamber of Commerce Executive Director
- Economic Development Board member/Committee member
- Degree in Hospitality/Tourism management - UVU
- State/County Delegate
- Payson resident
- Served on several Payson City committees



Andra Cefalo

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Organizational Management professional with experience in event coordination, office management, business leadership, and education. Broad expertise across all aspects of administration and leadership of city organizations, small businesses, and family with accomplishments in the following:

- Successful entrepreneur leading a business in educating families in music theory and application
- Event coordination and leadership across multiple country, political and community boundaries
- Worked with hundreds of businesses in nonprofit, political, and community environment while running the entire office administration and supporting the board of directors at the Chamber of Commerce
- Managed complex business environment in numerous businesses, overseeing all aspects of office management
- Experience in payroll, billing, invoice processing, event planning, and human resources
- Worked across international boundaries in planning, staffing, and running large events
- Problem solving expertise working with complex executive decision-making points across multiple companies
- Education in Human Resource, Organizational Management, and Hospitality Management
- High integrity, Hard Working, Excellent People Skills, Very Organized, and Responsible

Career & Education Summary

Piano Education	2017 to Present	Owner and educator
Santaquin City	2019 - 2020	Event Coordinator
Payson / Santaquin Chamber of Commerce	2018 – 2019	Executive Director
Copier Care Experts	2015 - 2017	Office Manager
Solo Travel	2012 - 2014	Travel Agent
Stampin' Up	2004 - 2009	Events Associate Manager
Achieve Global	2001 – 2004	Private Seminar Coordinator
Utah Valley University	2020	Human Resource Certificate
University of Phoenix	2005	Master of Arts – Organizational Management
Utah Valley University	1999	Bachelor of Science – Hospitality Management

Volunteer Work: State and County Delegate (Current), Payson Temple Cultural Celebration Coordinator (June 2016), Lotoja Bike Race Feed Zone (2008 to Present), Full Time Missionary for the Church of Jesus Christ of Latter-Day Saints

Career Accomplishments

Piano Educator Payson, UT	Owner & Educator	- Started company teaching piano theory and application working with students of all ages - Use sales and marketing techniques to acquire new leads, sell education to families and build small successful business. - Organize and educate diverse group of students through providing quality instruction, feedback to families, and continued progression to established goals. - Run all aspects of business from Sales lead through invoicing and payment
Santaquin City Santaquin, UT	Event Coordinator	- Created, planned, staffed and ran all community events - Planned all aspects of events and run from registration to successful completion 5 large events. - Solved problems as they arose - Worked with city councilman and volunteer committee to bring additional ideas and support for all future citywide events.
Payson and Santaquin Chamber of Commerce Santaquin, UT	Executive Director	- Worked directly with the business community visiting, promoting, educating and running programs for the Chamber of Commerce - Led Business meetings with the Executive Board and Board of directors - Planned and ran all events - Led awards and events for all businesses including new businesses of the month, ribbon cutting, and yearly awards banquets. - Worked closely with city officials to create connection between city and businesses, including multiple committees voicing business opinions. - Led fund raising events and helped to acquire new forms of funding for the running of the office - Was the go to person to solve problems and run the office on a daily basis - Saved the chamber over \$12,000 by using cost savings measures that cut back on regular expenses and utilized sponsorships and fundraising more. - Changed existing billboard marketing to bring in over \$5,000 of additional sponsorships. - Created an ambassador program with existing business members - Improved efficiency of payroll and accounting through better use of online platforms.
Copier Care Experts Payson, UT	Office Manager	- Managed the day-to-day operations for the office including working with customers, dealing with problems and solving complex issues that arose. - Led the HR support for the office including benefits, time off, scheduling, employee relations and payroll of over \$6,000 per month. - Completed all month end billing and processing in QuickBooks - Created policy manual for employees
Solo Travel Clearfield, UT	Travel Agent	- Managed all aspects of travel for all clients - Completed complex tasks in a stressful environment to ensure the best outcome for all personal and business trips as required by customers.
Stampin' Up Riverton, UT	Events Associate Manager	- Managed team of individuals to plan and operate complex events - Negotiated blocked hotel contracts for events up to 600 guests and over 150 staff members - Determined and operated staffing needs up to 150 employees to run events and trained new staff to operate as needed - Managed all logistics, online communication, registration and all other aspects of operations for numerous events of all sizes - International Event planner, planning over 10 international events across Canada, Australia, and Europe.

		• Directly supervised 2 full time employees • Saved organization money by streamlining and updating the registration process and system for all events.
Achieve Global	Private Seminar	• Worked with team of 4 individuals achieving corporate training success within a call center environment
Draper, UT	Coordinator	• Ensured high quality relationships with customers and internal departments • Coordinated all logistical aspects of all billings.
