

TONI K. KIEF
8515 State Ave. 318
Marysville, WA 98270

August 25, 2021

Teri Lester
Human Resources Manager
City of Marysville
1049 State Ave.
Marysville, WA 98270

email: tlester@marysvillewa.gov.

RE: Civil Service Commission
Dear Ms. Lester:

I have recently found your inquiry for a replacement for a recently vacated position on the Civil Service Commission.

I retired six years and have been working independently as an author. I have been interested in doing more for the city of Marysville, and this position is perfect. It would utilize my extensive experience in investigations and interviews. I'm sharing my resume here.

I moved to Marysville 33 years ago with my sisters for our mother's retirement. This was mom's hometown. I am a fifth-generation resident. I have lived at my present address for twelve years.

The limited service is ideal for me so that I can explore the possibility of future service.

If you have any additional questions, I'm usually at my desk writing, editing, or trying to think of a new project. I am sincerely interested in this position.

Truly,

Toni K. Kief

Toni Kief

360-925-6629/cell: 425-344-4823

TONI K. KIEF
8515 State Ave. #18
Marysville, WA 98270
Phone (360)925-6629 Cell Phone (425)344-4823
e.mail Tonikayk@hotmail.com

BACKGROUND SUMMARY Extremely conscientious and hardworking. A proven self-starter, and when necessary a decision maker. Excellent demeanor for working with the public as well as extensive telephone experience. I have a peculiar sense of humor, which enhances ability to work with others.

MANAGEMENT Organized and implemented procedures for several business. Supervised employees, and managed offices for three related businesses. Co-Founder of Writers Cooperative of the Pacific NW

PERSONNEL Handled recruiting, interviewing, hiring, training and supervision of employees In addition to payroll, bookkeeping, and termination's. Twelve years working on Civil Rights issues, investigations, counseling and political action.

PUBLIC RELATIONS Frequent public speaking for large groups. Outreach for civic organizations. Organized and produced a conference for over 350 people, to include, but not limited to workshops, speakers, accommodations and press. Produced newsletters, research papers, press releases and press conferences.

PROFESSIONAL EXPERIENCE

WRITERS COOPERATIVE OF THE PNW
FOUNDER-DIRECTOR
-INDEPENDENT AUTHOR

Marysville, WA
Publishing 8th book Till death

WASHINGTON OREGON CLAIM SERVICE,
NORCROSS CLAIMS

Seattle, WA
Casualty Adjuster 01-02 to 01-15

CLASSIC CLAIMS SERVICE,

Everett, WA
Senior Claims Adjuster 7/95-01/02
12/90-7/94

CENTURY 21 - IMPACT, Marysville, WA