

## Don Merkes

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**From:** Greg M. Keil  
**Sent:** Friday, June 18, 2010 11:11 AM  
**To:** Don Merkes  
**Cc:** Kristin Sewall  
**Subject:** FW: Requesting to be Re-Assigned to Housing Authority  
**Attachments:** Christine\_Kaup\_HOUSING\_RESUME.doc

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**From:** Christine Kaup [mailto:chrstn@thesurf.com]  
**Sent:** Friday, June 18, 2010 9:52 AM  
**To:** Greg M. Keil  
**Cc:** Mary Bach  
**Subject:** Requesting to be Re-Assigned to Housing Authority

Greg,

I remain very interested in serving a second term on the City of Menasha Housing Authority and have attached my resume in application.

My interest in providing decent, safe and affordable housing to residents in the City of Menasha, continues. Having participated in the annual updates, I have maintained my licenses with the Department of Commerce in Construction (Uniform Dwelling Code) for one and two family dwellings, and in HVAC. As I believe you know, my previous work experience as a Code Enforcement Officer with the City of Fond du Lac – is an additional asset for serving with the Housing Authority. Prior to my employment with Fond du Lac, I worked as a Residential Energy Auditor in a pilot program where I performed energy assessments and weatherization on over 400 homes in the Horicon and Mayville area and taught home owners how to increase the energy efficiency of their homes.

If additional information is required or if you have any questions – please contact me at 920 730-0565. Thank you for your consideration. I look forward to your reply.

Sincerely,

Christine Kaup

1083 Stillmeadow Lane #5

Menasha, WI 54952

920 730-0565

[Chrstn@thesurf.com](mailto:Chrstn@thesurf.com)

## EDUCATION

**Wisconsin Department of Commerce, HVAC & Inspector Uniform Dwelling Code Inspector Updates 1994 – 2010**  
Rental Weatherization training, 1993, annual updates through 1999

**Master of Public Administration, University of Wisconsin-Oshkosh, Graduation, 2004**

**Urban and Regional Planning Graduate School, University of Wisconsin-Madison – Graduate-level training in Community Development, Urban Planning and Infrastructure Systems Planning, Fall 2001**

**Bachelor of Science, Major in Management, Silver Lake College, Manitowoc, WI, 2000, *Summa cum Laude***

**Civil/Structural Engineering Technology Associate Degree, Moraine Park Technical College, Fond du Lac, WI, 1992 – with Honors and additional 55 credits in Mechanical Design**

## CREDENTIALS

- Uniform Dwelling Code – Construction & HVAC Inspector Certifications, Valid to June 30, 2014
- Department of Revenue Assessment Technician, Valid to May 31, 2013

## SUBJECT EXPERIENCE

- Technical expertise in the interpretation and application of various ordinances, codes and policies
- Building inspector and code enforcement officer for 7 years with the City of Fond du Lac
- Reliable individual trained in the construction industry; drafted residential and commercial building projects
- Completed college courses in building mechanical systems, structural analysis, construction estimating, accounting, technical and business writing, managerial finance, law, ethics, sociology and psychology of human relations
- Wrote and administered over \$100,000 in grant programs ranging from the Economic Development Administration's *Planning Assistance Program*, to the Department of Commerce CDBG-Revolving Loan Fund
- Appointed to the City of Menasha Housing Commission and serving since 2006
- Computer literate with a working knowledge of Microsoft Office software, and all general office equipment
- Practical experience with Action and Strategic Planning

### Seminar Participation:

- Fox Valley Technical College Microsoft Excel Level 2, 2008, Proofreading Skills and Writers Conference, spring 2010
- *Community Development Society-National Rural Development Conference and Workshops*, Appleton, WI, spring 2007
- University of Wisconsin-Madison, College of Engineering:
  - Retooling Strategies for the Future
  - Electrical Inspection
  - Plumbing Inspection
  - Mechanical Inspection
  - Building Inspection, Field Inspection Session
  - Residential Inspection, Technical & Field
  - Existing Housing Inspection, Health Requirements
  - Existing Housing Inspection, Technical Session
- Marian College – *Collaboration & Community: Empowering Teams/Organizations*, Grant Writing Session, spring 2005
- University of Wisconsin-Extension, Cooperative Extension-Fond du Lac County:
  - A Framework for Understanding Poverty*, and *Supporting Change for Individuals in Poverty Workshops*, fall 2004
- Moraine Park Technical College – *Philosophy of Vocational, Technical & Adult Education*, 2003;  
Guidance & Counseling, 2004
- Mediation Training with the Conflict Resolution Center of Fond du Lac County, Inc., 2001
- Verbal Judo Training with the City of Fond du Lac Police Department and with NEWBIA

## AREAS OF EFFECTIVENESS

### Administration / Leadership

- Project leadership through flexible and effective management of multiple priorities
- Ability to work well autonomously and/or as part of a team in a highly visible public or private-sector environment
- Practices high level of ethical principles
- Builds partnerships and coordinates activities between co-workers, local agencies, and individuals
- Logical thinker with strong decision-making and problem solving skills
- Interfaces well with various news media

## AREAS OF EFFECTIVENESS, Continued

### Communication and Writing Abilities

- Articulate professional with precise, analytical written and verbal communication skills
- Disciplined interviewing, research, evaluation, and editing skills; detail oriented
- Proven ability to sensitively communicate and work with socially, economically, and ethnically diverse populations
- Successful at re-establishing damaged relationships with individuals, private and community organizations
- 90% success rate as a mediator with small claims' cases in the Fond du Lac County Courts
- Established, built, and maintained collaborative relationships with over 30 public and private agencies

### Community Development

- Practical experience with and graduate-level training in program evaluation and community development
- High energy level complemented by a sincere attitude to engage individuals
- Skilled at using a variety of presentation methods in various formal and informal settings
- Researched and wrote syllabi, and instructed courses at UW-Oshkosh and at Moraine Park Technical College
- Wrote and presented *From Inspection's Perspective* reaching over 100 participants in *Rent Smart* consumer program
- Lifelong advocate of continuing education for professional growth and advancement

## EMPLOYMENT HISTORY

### Market Research & Development Manager – New North, Inc., De Pere, WI; September 2007 to April 2010

- Developed/maintained database of regional demographic, economic, infrastructure, resources and contact information
- Provided research for fund development, grant writing and requests; hired, wrote work plans and directed interns
- Facilitated communication with local, regional and state partners; provided volunteer and project support

### Associate Planner – Economic Development – East Central Wisconsin Regional Planning Commission, Menasha, WI

- January 2006 to September 2007; focused on rural areas and workforce development; served as program administrator
- Wrote and administered 4 federal, state and regional program grants; experience with program evaluation
- Increased profile of rural economic development program through networking, fact sheets, and news releases
- Served as liaison between individuals, organizations, and economic development agencies; managed interns
- Wrote and edited periodic Commission reports; researched and composed newsletter articles

### Adjunct Lecturer – University of Wisconsin-Oshkosh, Political Science Department, Oshkosh, WI, Fall 2005, Interim 2006

- Researched, wrote syllabi, and instructed *Introduction to Public Administration* and *Community Power Systems*

### General Education Call-Staff Instructor – Moraine Park Technical College, Fond du Lac, WI, 2003 to 2006

- Tutored returning adult students with remedial skills; instructed young adult and returning students in *Student Success*

### Interim Executive Director – Habitat for Humanity of Fond du Lac County, Inc., Fond du Lac, WI, 2003 to 2004

- Facilitated board development, and a strategic plan for future direction; represented agency within the community
- Inspected mold damage on completed Habitat home and worked with ADVOCAP for repair

### Code Enforcement Officer I – City of Fond du Lac Community Development-Inspection Services, 1994 to 2001

- Administered and enforced city housing, property maintenance and zoning codes, along with building codes; investigated complaints regarding possible code violations, conducted inspections and verified compliance
- Processed code violations through written correspondence; maintained physical and electronic records
- Prepared documentation for court cases, appeared as City's witness; connected citizens to resources
- Re-built relationship with local landlords' group and local property owners; responded to citizen inquires
- Active with HAND, local neighborhood group; wrote and presented *From Inspection's Perspective* for *Rent Smart*
- Coordinated with CDBG program in targeted city neighborhoods, and with Housing Authority; active on Southeast Asian Council

### Residential Energy Educator – Conservation Services Group, Inc., Horicon and Mayville, WI, 1993 to 1994

- Temporary full-time position in *Energy Conservation 2000* Wisconsin Power & Light Pilot Program
- Trained and participated in marketing of program and scheduling appointments
- Educated by WP & L furnace and CSG, Inc. building science professionals
- Conducted complete residential energy assessments and installed conservation devices
- Performed air leakage (blower door) tests; followed up with detailed reports and recommendations
- Completed air sealing applications and weatherization with a crew
- Participated in monthly inventory of conservation devices and air sealing equipment
- Educated over 400 consumers regarding residential energy efficiency improvements in their homes