

Kyrstin Lavelle  
429 1/2 Ahnaip St.  
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City of Menasha  
City Hall  
140 Main Street  
Menasha, Wisconsin 54952  
920-967-3600

Dear City Of Menasha,

I am contacting you in regard to your Vacancy in District 1 of the Aldermanic Seat . I have read and meet the qualifications and would like to be considered a candidate for this position.

I am very passionate about my district and have already been working with the city, community and shop owners to address issues in the area.

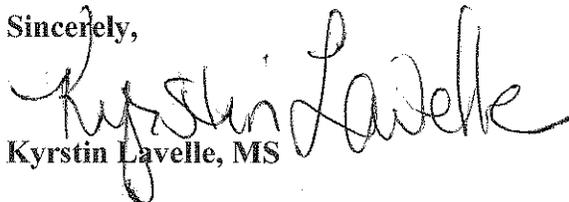
Professionally, I have been an educator at the college level for over 15 years. My degrees focus on business management and health and wellness, both issues important to the growth and vitality of a community. I currently work in downtown Menasha and work closely with the area shop owners.

I consider myself a people person, who loves to mingle and discuss the important issues.

I am hardworking and promise to bring my best to this position.

I thank you for your time and consideration.

Sincerely,

  
Kyrstin Lavelle, MS

RECEIVED

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CITY OF MENASHA  
BY dg

***Kyrstin Lavelle***  
429 1/2 Ahnaip St.  
Menasha, WI 54952  
*kyrstinlavelle@yahoo.com*  
920-540-1296

## **Education**

### ***New Mexico State University, Las Cruces, NM***

**Interdisciplinary Doctorate (ABD) (GPA 3.8)**  
Corporate Wellness/Business Management

**Interdisciplinary Masters of Science (GPA 3.8)**  
Corporate Wellness/Business Management

**Bachelors of Science**  
Wellness/Physical Education

## **Experience**

### ***Health Fitness Corporation, (2005-2006)*** ***Monroeville, AL***

#### ***Corporate Wellness Consultant, Human Resources Department.***

Corporate Wellness Consultant/Onsite Wellness Director -- hired to develop and oversee onsite wellness programming and implementation of comprehensive wellness culture at Alabama River Paper and Pulp companies.

#### **Responsibilities:**

- Human Resource collaboration regarding analysis and implementation of a comprehensive wellness culture.
- Specialized program development and program implementation based on corporate demographics.
- Onsite medical center collaboration to interpret national/individual/departmental data and develop appropriate programming to achieve organizational goals.
- Conducted individual consultations regarding wellness education and individualized programming and goal setting.
- Developed group educational and onsite wellness programming.
- Development and justifications of various budgets.
- Collaboration with outside vendors.
- Collection, analysis and clarification of statistical data.

*Kennesaw State University, (1998-2002)*

*Kennesaw, GA*

*Student and Employee Wellness Director/ Instructor*

- Director of student wellness\_
- *Developed and implemented onsite employee wellness program.*
- Taught courses for the Department of Health, PE, and Sports Science.

**Responsibilities:**

- Worked with Human Resources to develop a comprehensive wellness focused corporate culture.
- Operated with a committee to evaluate and implement an onsite comprehensive EAP program.
- Implemented an employee incentive program including paid work-release time for wellness related activities.
- Developed and implemented an employee wellness program from inception to an onsite fitness center/wellness education program of over 550 employees
- Oversaw a \$750,000 operating budget.
- Managed a staff of 16.
- Conducted large group orientations/presentations.
- Worked extensively with in-house interdepartmental collaborations, including;
  - *Vice President of Business and Finance*
  - *Vice President of Student Affairs*
  - *Director of Human Resources*
  - *Dean of Health and Human Services*
  - *Director of Counseling and Mental Health,*
  - *Department Head of Health, Physical Education and Sports Science*
  - *Coordinator of Procurement*
  - *Director of Food Services, and others.*
  - *Extensive relationships with outside vendors.*
  - *Collection, analysis and clarification of statistical data.*

***Georgia Institute of Technology (Georgia Tech), (2001)***

***Atlanta, GA***

***Health Promotion/Wellness Instructor***

Instructed two large Introductory to Fitness and Wellness lecture courses (250+ students) for the Physical Education Department.

**Responsibilities:**

- Develop Curriculum.
- Develop Syllabus.
- Managed classes via WebCT.
- Facilitated discussions.

- Developed and executed testing.
- Evaluated progress.

***Pensacola Junior College, (1996-1998)***

***Pensacola, FL***

***Adjunct Instructor/Corporate Wellness Consultant***

- Taught lecture and activity courses related to wellness, health, physical fitness and lifestyle modification.
- *Assisted in the development and implementation of the PJC Corporate and Community Health and Wellness Program.*

***Santa Fe Community College, (1992-1995)***

***Santa Fe, NM - Wellness Coordinator***

*Developed and implemented the student and employee wellness programming.*

**Responsibilities:**

- Developed wellness center curriculum.
- Opened wellness center.
- Managed operations.
- Managed student employees.
- Rotated supervision of fitness center.

***Conoco Gas and Oil,***

***Houston, TX***

***Intern - Employee Health and Fitness***

***New Mexico State University, Las Cruces, NM***

***Graduate Assistant - Physical Education Dept.***

**Professional Presentations**

**Lavelle, K. (2000, March). A Discussion of Economic and Qualitative Factors Considered in the Development and Implementation of an Employee Wellness Program at Kennesaw State University.** Presentation at the National Wellness Conference provided by the University of South Carolina, Charleston, SC.

**Lavelle, K. (2000, March). Development and Implementation of an Employee Wellness Program at Kennesaw State University.** Presentation at the National Wellness Conference provided by the University of South Carolina, Charleston, SC.

**Paul, F. & Lavelle, K.** (2000, February). **Campus Wellness at Kennesaw State University.** Presentation at the Southern Association of College Registrars and Admissions Officers, Memphis, TN.

### **Additional online information:**

**COMPREHENSIVE PROGRAM REVIEW EXECUTIVE SUMMARY  
FOR THE CENTER FOR HEALTH PROMOTION AND WELLNESS AT  
KENNESAW STATE UNIVERSITY:**

[www.kennesaw.edu/ie/prog\\_rev/ss\\_reports/year\\_2\\_ss\\_reports\\_serv\\_res\\_centers/CntrHealthPromWell.pdf](http://www.kennesaw.edu/ie/prog_rev/ss_reports/year_2_ss_reports_serv_res_centers/CntrHealthPromWell.pdf)

### **Computer Skills**

*Microsoft Office ~ Microsoft Word ~ Excel,  
WebCT ~ SAS ~ SPSS ~ Outlook ~ PowerPoint  
Print Shop ~ Netscape Navigator ~ and Internet Explorer,*

### **Professional References**

#### **Dr. Charles Ash**

Professor  
Past Department Head  
Department of Health, PE, and Sports Science  
Kennesaw State University  
Kennesaw, GA  
(770) 423-6216  
Cash@kennesaw.edu

#### **Dr. Mitchell Collins**

Professor  
Department of Health, PE, and Sports Science  
Kennesaw State University  
Kennesaw, GA  
(770) 423-6216  
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**Theresa G. Dillon**

Health, Human Performance & Recreation, Director

Pensacola Jr. College

Campus: PNS Bldg: 96

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Pensacola, FL

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