



APPLICATION FOR CITY COUNCIL

Mr./Ms./Mrs. Jennifer Caples Employer Reeves Business Consulting, LLC

Home Address 1860 N. Lone Pine Ave Business Address 1860 N. Lone Pine Ave
Springfield MO Zip 65803 Spfld, MO Zip 65803

Home Phone 417-851-7341 Business Phone 417-851-7341

E-mail address jen.reevesclove@gmail.com

Do you live in the Springfield City Limits? Yes No If yes, how long? ~6 yrs

Previous employers and positions Vietnam Veterans of America, Ch. 317-Service
Officer, student

Special Qualifications 2 yrs of Research into political leadership

Educational Background MBA
Doctoral learner -> Doctor of Management in Organizational
Leadership focusing on Emotional Intelligence
in political leadership decision making

Community activities and offices held Motivational Coach for University
of the People

References Paul Lombardo (417) 209-7757
Sonya Lombardo (417) 209-8048
Rebecca Tish (217) 840-6946

Please attach resume.

Signature: J. Caples

Date: Sept. 7, 2016



JENNIFER CAPLER

jen.reevesdove@gmail.com ♦ Springfield, Missouri ♦ 417-851-7341

Seeking the City council position to utilize my expertise while enriching my knowledge, providing an opportunity to collaborate among a team environment to enhance the growth of the City while assisting others.

Creative and business-savvy professional. Over 15 years of progressive experience across a broad range of business management, administrative, and human resource functions within diverse industry segments. Proven ability to combine vision, creativity, and strong business acumen with well-developed leadership and management qualities to support business administration and human resources for organizational success.

EXPERIENCE

♦ **Business Leadership & Management**

Business Strategy and Development

Marketing and Advertising

Business Law and Ethics

Human Relations

Government Regulations and Reporting

Insurance Requirements and Regulations

General Liability Insurance Auditing

Contract Negotiation

♦ **Human Resources**

Health Insurance

Worker's Compensation Claims

Recruitment, Interviewing, & Selection of Personnel

Evaluations

Training & Supervision

Personnel Records

Employment Laws and Regulations

Motivation

SKILLS

Organization

Prioritizing

Attention to detail

Verbal and written communication

Time management

Business correspondence, reports, and charts

Project management

Event coordination and planning

Customer relations and service

COMPUTER & OFFICE

Microsoft Office 2013: Word, Excel, PowerPoint, Outlook, Publisher, OneNote

Adobe Acrobat

Various office equipment

EDUCATION

University of Phoenix

Doctor of Management in Organizational Leadership

• In Progress – Estimated completion: 2017

University of Phoenix

Master of Business Administration

• October 2012