

Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

TO: Brent Johnson, Assembly President
Kenai Peninsula Borough Assembly Members

FROM: Charlie Pierce, Borough Mayor 

DATE: December 7, 2021

RE: Appointment to Eastern Peninsula Highway Emergency Service Area

In accordance with KPB 16.80.020, appointments to the Eastern Peninsula Highway Emergency Service Area (EPHESA) are recommended by the Borough Mayor and confirmation by the Borough Assembly.

The applicant has been verified as a resident and qualified voter of the borough. I hereby submit to the Assembly my recommendation for confirmation of the following appointment to EPHESA:

Cristina Rachel Rolfe, Seat A, Term Expires October, 2024

cc: Richard Brackin, EPHESA Coordinator

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Charlie Pierce, Borough Mayor (AK.)
THRU: Johni Blankenship, Borough Clerk (JB)
FROM: Michele Turner, Deputy Borough Clerk (MT)
DATE: November 30, 2021
RE: Service Area Board Application for Appointment

A notice of vacancy for the Eastern Peninsula Highway Emergency Service Area Seat A was advertised on the borough's website. The application period closed on September 21, 2021 and remains open until filled.

In accordance with KPB 16.80.020(A), the applicant listed below has been verified as a resident and qualified voter of the borough. The application is submitted herewith for your consideration.

Eastern Peninsula Highway Emergency Service Area – Seat A

Cristina Rachel Rolfe

Kenai Peninsula Borough

Office of the Borough Clerk

Service Area Board Application Submitted 2021-11-28 15:29:21

Service Area: Eastern Peninsula Highway Emergency – Seat A (Term Expires 10/2024)

Applicant Name Cristina Rachel Rolfe	Daytime Phone 7276421825
Email Buffalocody20@gmail.com	Date of Birth ██████████
Physical Residence Address 19504 Sterling Hwy Cooper Landing, AK 99572	Mailing Address PO Box 758 Cooper Landing, AK 99572
SS #	Voter #
I have been a Resident of the Kenai Peninsula Borough for: 5 years, 7 months	I have been a Resident of the selected Service Area for: 5 years, 7 months
What knowledge, experience, or expertise will you bring to this board? I have been a year round resident of Moose Pass and currently reside year round in Cooper Landing. I have firsthand knowledge of the highway system as a civilian. As an EMT 1 & a volunteer with Cooper Landing Emergency Services I have over 2 years experience as a responder on the peninsula.	

Cristina Rachel Rolfe

PO Box 758 Cooper Landing, AK 99572 | (727) 642-1825 | cristinarolfe@gmail.com

Profile

Detail oriented team player with a wide range of work experience. Motivated Administrative Professional with exceptional customer relation and decision-making skills. Demonstrates excellent communication, computer skills, and proficiency in Microsoft Office Programs. Ability to work independently or as part of a team to meet project deadlines. Successful Marketing/Networking experience. Experienced in coordinating services across several counties with multiple points of contact. ETT and EMT – 1 certified with over a year as a CLES volunteer firefighter.

Experience

SALES & SERVICE CLERK| UNITED STATES POSTAL SERVICE | JANUARY 2021 – PRESENT

- Distributes Incoming Mail, receives outgoing mail & ensures compliance of all safety and privacy codes
- Professional Communication with customers regarding the intricacies of postal services

OFFICE ADMINISTER & EMT 1 | COOPER LANDING EMERGENCY SERVICES | NOVEMBER 2020 – APRIL 2021

- Bookkeeping using QuickBooks & Excel to reconcile several bank accounts, credit cards, and petty cash.
- 24-hour shift as an EMT 1, November – December 2020

SERVER | GWIN'S LODGE | MAY 2020 – NOVEMBER 2020

- Maintain food & beverage health & safety standards, Maintain Covid-19 safety standards
- Restock Server area & Bar area.
- Greet Customers, Work with Kitchen Staff to provide guests their food preferences and great service.

SHIFT SUPERVISOR/OFFICE SUPPORT| WILDMAN'S | AUGUST 2019 – MARCH 2020

- Worked with a variety of individuals in a pleasant manner.
- Provided great customer service, maintained food & beverage health & safety standards, kept stations clean, neat & stocked.
- Used QuickBooks primarily in Accounts Receivable, calculated employee tip out, counted tills, received merchandise, restocked the ATM and ensured its account was accurate.

OFFICE STAFF/SERVER/GENERAL STORE MANAGER| SUNRISE INN | AUGUST 2016 – AUGUST 2019

- Bookkeeping Support using QuickBooks & Excel to reconcile several bank accounts, credit cards, and petty cash in both Accounts Payable and Accounts Receivable. Processed Payroll for over 10 employees.
- Professional Communication with vendors & coordinated seasonal ordering for wholesale products.
- Increased Social Media Presence through usage of engaging posts, attractive pictures, and direct promotion to customers.
- Provided excellent customer service and upsold lodging, gas, liquor, merchandise & food.

OWNER'S ASSISTANT/OFFICE MANAGER| ACCESS COMMUNITY SERVICES | JUNE 2014 – MAY 2016

- Interviewed, hired, and trained new Health Care Professionals in the Electronic Health Records Program: Practice Fusion.
- Primary Point of Contact for ACS, Managed Health Care Professionals, maintained all office Paperwork, credentialed new Health Care Professionals with various Commercial, Medicare, and Medicaid Health Plans & conducted billing for services rendered.
- Attended Marketing Events and made networking connections that lead directly to an increase in referrals.

RECEPTIONIST/ADMINISTRATIVE ASSISTANT| QUALIFIED PROPERTY MANAGEMENT | MAY 2012 – JUNE 2014

- Directed high volume of calls to appropriate individuals across multiple lines and 2 office locations.
- Worked directly with HOA and COA Board of Directors to process Sales and Lease applications. This included processing Background Checks, ensuring correct application and Rules & Regulations were provided, and then prepared the returned documents to be presented for the Board for review.
- Maintained a positive demeanor to greet clients, board members, and vendors who visited the Office.

ASSISTANT MANAGER| L & L WINGS, INC | JULY 2010 – MAY 2012

- Managed Daily Store Operations and maintenance of equipment, maintaining accurate inventory for all business supplies.
- Trained new employees on multiple receiving techniques, customer service, and working the register.
- Reports were created in a timely and quality manner, high attention to detail, and successful at merchandising new products.

SUNDAY SCHOOL TEACHER/YOUTH GROUP ADVISOR| TEMPLE B'NAI ISREAL | 2008 – 2015

- Provided Religious School Education for 2nd, 3rd, and 4th Graders.
- Professional persona while working with Parents, Teachers, and Religious Leaders.
- Lesson Plans and Material requests were organized, prepared in a timely manner, and age appropriate.
- Encouraged students to build a safe, respectful environment to explore their relationship with Judaism and to express their feelings with each other.
- Mentor high school assistants and provide support to other staff members.
- Guided after school Youth Group (3rd – 5th grade, JR. BIFTY & BIFTY) activities, mentored and designed weekend getaways and events.

Education

PURSUING ASSOCIATE IN ARTS IN ENGINEERING | 2008 - 2009 | ST. PETERSBURG COLLEGE, CLEARWATER, FLORIDA

BIOMEDICAL ENGINEERING & ENGLISH TRANSFERRED TO SPC | 2006 - 2008 | STEVENS INSTITUTE OF TECHNOLOGY, HOBOKEN, NEW JERSEY

HIGH SCHOOL DIPLOMA | 2006 | CENTER FOR ADVANCED TECHNOLOGIES, LAKEWOOD HIGHSCHOOL, ST. PETERSBURG, FLORIDA **GPA 4.2**

Abilities & Certifications

- Accounting & Budgeting
- Excellent written and oral interpersonal communication skills
- Proficient in Microsoft Office Programs
- Office Administrative Skills
- Inventory and Organizational Skills
- EMT - 1

Activities and Interests

Hiking, Camping, Fishing, Traveling, Reading