

Suzanne DeVos- Cole



• PO Box 359 358 CR BΘ 28, Cleveland, NM 87715 • Phone: 505 429 1627 • E-Mail: sdevoscole@hotmail.com

Experience

- **County of Mora - Deputy Assessor/Clerk** **6/11/15 to Present**
Customer Service, mapping, field Appraisal, tax records reviewed and updated, clerical duties, computer use (Excel, Microsoft office Triadic)
- **Territorial Title of Las Vegas - Customer Service** **1/5/15 to 6/10/15**
Prepare binders and closing documents; title document research; computer use (Microsoft Office and Word). Liaison with public, interpret property maps and surveys.
- **Mora Independent Schools - Substitute Teacher** **9/2013 to 12/2014**
Teach kindergarten, elementary, middle school, high school and special education classes as needed.
- **Tome On The Range - Floor Manager/Children's Books Specialist** **2/2011 to 5/30/13**
Open/Close store, implement merchandising plans, generate and execute book orders, receive and disperse merchandise. Resolve customer service issues, create work and housekeeping schedules, supervise inventory maintenance and customer checkout, coordinate employee initiative and training, model outstanding customer service, weekly payroll, assist with hiring and disciplining staff. Create weekly children's programs, create/finalize purchase orders, computer troubleshooter and liaison with tech support personnel.
- **Town of Kent Inland Wetlands Commission** **2004-2009**
Collaborate with scientists, residents and other land use professionals to analyze feasibility and make recommendations for land use projects including lake dredging, riparian habitat restoration, housing subdivision, golf course and other recreational use, wetland habitat restoration, and forestry management.
Attend monthly public meetings; Knowledge of Kent Inland Wetland and Forestry Ordinances; Perform Site visits; Review applications.
- **Suzanne DeVos-Cole Landscape Design, LLC** **1993-2004**
Designed, implemented and maintained residential and commercial properties Created land use plans for clients.
Collaborated closely with clients, contractors, land use officials and professionals to maintain alignment of project scope with strategic objectives and make recommendations to enhance effectiveness.
Led 5 independent contractors and project budgets up to \$500K.
Managed administrative operations/accounting processes including payroll, sales tax and accounts receivable/payable.

Education

- **University of Pennsylvania- Masters Landscape Architecture 1990**
- **University of Connecticut - Bachelor of Arts, English 1987**