

# GWENDOLYN D. CRAWFORD

## EDUCATION

### **Bachelor of Agricultural Sciences and Natural Resources**

December 2002

University of Nebraska – Lincoln

Major: Agricultural Business

## EXPERIENCE

### **City of Lisbon, Lisbon, ND**

City Administrator FKA Auditor/Economic Development Director

02/2014-Present

- Coordinate and oversee activities of City department supervisors, offices and programs.
- Advise, assist and consult with City Engineer on all engineering and planning matters, including keeping track of payments, disbursements and change orders of all city projects.
- Prepare and administer city budget in excess of \$5 million.
- Responsible for biweekly and monthly payroll along with quarterly and annual reports.
- Facilitate, promote and ensure community economic development and opportunities.

### **American Shorthorn Association, Kansas City, MO**

*Director Junior Activities*

07/2011-08/2016

*Director of Registration*

07/2007-07/2011

- Planned, organized, fundraised, and orchestrated Junior Nationals
- Directed and motivated the elected leaders of the American Junior Shorthorn Association.
- Organized youth agricultural leadership conferences including finding alternatives for funding.
- Organized and put on 3-4 major fundraisers annually that fully funded the Junior Association.
- Assisted in developing and analyzing the association's budget of over \$1.25 million.

### **Missouri River Title, Omaha, NE**

02/2005 – 07/2007

*Escrow Office Manager*

09/2000 - 08/2003

- Managed, trained, assisted and motivated, 9-12 employees completing 400-500 real estate closings.
- Responsible for \$8 million to \$15 million in escrow funds per month.
- Completed all aspects of purchases and refinances, for both Residential and Commercial transactions.
- Created training tutorials and researched new software to help with efficiency and customer service.

### **Homeland Title, Omaha, NE**

*Escrow Office Manager*

08/2003 - 02/2005

- Responsible for hiring, payroll, deposits, accounts payable and accounts receivable.
- Supervised daily activities of five employees.
- Implemented a benefits package.
- Trained new employees and developed training manual.

## VOLUNTEER WORK/HONORS

- 2019 North Dakota League of Cities Appointed Official of the Year
- Rural Leadership of North Dakota Class Alumni-Vice President
- Appointed by Governor Doug Burgum to the Rural Development Council
- Trustee of the Shorthorn Foundation
- Girls Nation Committee member 2020, Cornhusker Girls State-Chairman 2012 and 2013, Vice Chairman 2011, Director of Counselors 2006-2010, Senior Counselor 2003-2005, Citizen 1993.

## QUALIFICATIONS & SKILLS

- Excellent management and organizational skills
- Proficient in Microsoft Office
- Solid analytical and problem-solving skills
- Exceptional communication skills
- Expert in customer service skills
- Strong time and project management skills
- Able to multi-task and perform under stress
- Goal oriented, determined and hard working
- High energy with positive attitude
- Remarkable dependability and motivation