



Application for Appointment to a City Board, Commission, or Committee

Women and minorities are encouraged to apply. The City of Rapid City does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, creed, ancestry, pregnancy, age, genetic information, or disability in the selection of those chosen to serve on a City Board or Committee.

Date: October 9, 2020

Name: Jessica Ann Ries
First Middle Last

Address: 4738 Pierre St.
Street
RC SD 57702
City State Zip

Phone: 605-759-0390

Email: jessicaries100@gmail.com

Employer: Interim Healthcare

Title/Occupation: Marketing/Recruiting Coordinator

Address: 725 Indiana St.
Street
RC SD 57701
City State Zip

Phone: 605-348-5885

Email: jries@interimhealthcare.com

At which address would you prefer to be contacted?
 Home Work either is fine.

1. I would like to serve on the following (please rank if selecting more than one):

- Air Quality Board
- Airport Board
- Business Improvement District (Downtown)
- Business Improvement District (Hotel)
- Building Board of Appeals
- Civic Center Board of Directors
- Community Investment Committee
- Historic Preservation Commission
- Historic Sign Review Board
- Human Relations Commission
- Journey Museum Board
- Library Board of Trustees
- Mayor's Committee for People with Disabilities

- Metropolitan Planning Committee
- Opportunity Capture Fund
- Parks and Recreation Advisory Board
- Beautification Committee
- Urban Forestry Board
- Urban Wildlife Board
- Performing Arts Board
- Planning Commission / Zoning Board of Appeals
- RSVP Advisory Council
- Standing Committee on Sustainability
- Trenching Board
- Vision Fund Citizen Committee
- Other

2. Please list education or training relevant to your choice(s):

Paralegal Studies (2010 grad), Policy Governance Deep Dive, Foundations of Board Governance CBL 101, Financial Training for Directors.

Please list work experience relevant to your choice(s): What makes a good Board.

VP (BOD) Breadroot Co-op. I enjoy the work and believe my contributions are valuable.

Please list community volunteer service relevant to your choice(s):

Four real cafe (2 years) Union Gospel Mission (2 years) Cornerstone mission (2 years)

3. I would like to serve in the indicated positions(s) because:

I believe in the mission of the park/rec. I love our city and would love to be of service in helping RC stay gorgeous and

4. The following references may be contacted: evolving in unity.

Name: McKenzie Davin

Name: Kendra Knight

Address: 109 Teddy St. Harrisburg, SD 57032

Address: 211 Lay Ann Ct, RC, SD 57702

Phone: 605-350-2796

Phone: 605-591-9714

Are you registered voter of the City of Rapid City?

Yes No

Are you resident of the City of Rapid City?

Yes No

5. Please submit a resume and/or brief autobiography.

6. I understand the role and responsibility of membership on these Boards or Commissions and am willing to serve. In applying for appointment, I understand that the Mayor may contact the references listed. I also understand that I might be contacted by citizens or other board members at the address I indicated on the other side of this application.


Signature

Please return application to:

**Mayor's Office
300 Sixth Street
Rapid City, SD 57701**

Your application will be kept on file for three years. Thank you for applying.

Jessica Ries

4738 Pierre Street, Rapid City, SD 57702

Cell: 605-759-0390 | jessicaries100@gmail.com

Objective

To obtain the available position on the Board of Directors for the Rapid City Parks & Recreation Department.

Qualification Highlights

- Strong Organizational Skills
- Proficient MS Office Suite
- Outstanding Planning Abilities
- Excellent Written/Verbal Communication Skills
- Advanced Time Management
- Exceptional Problem Solving
- Detail-oriented
- Payroll Management
- Highly Motivated
- Notary Public

Experience

Interim Healthcare Rapid City, SD July 2018 – Current

Marketing/Recruiting Coordinator

- Accounts Payable/Accounts Receivable
- Answering Phones/ Transferring Calls
- Process and support payroll 2 offices
- Weekly field processing and procedures
- Quarterly and Monthly Statistical Reporting
- QuickBooks Online Facilitator

South Dakota Trust Company Rapid City, SD October 2017 – June 2018

Assistant Trust Officer

- Adheres to all internal and external regulatory requirements, standards, guidelines, policies and procedures
- Sets up and maintains trust account files
- Research and prepare monthly reviews of required trust accounts
- Monitors cash sheet daily for overdrafts or large balances
- Processes Trust transactions (disbursements, income, etc)
- Handles routine questions from clients
- Creates and organizes PowerPoint slide presentations
- Creates and maintains Excel spreadsheets
- Files account related material according to prescribed system in a timely manner
- Prepare bill paying to be processed by Operations
- Review daily transaction history
- Prepare correspondence and reports for Trust Officer
- Research customer inquiries
- Prepare paper work (memos and transaction tickets) to be processed by Operations
- Notary duties

Lynn, Jackson, Shultz & Lebrun Rapid City, SD June 2013 – October 2017

Legal Assistant

- Draft/file variety of legal documents including but not limited to motions, briefs, notices
- Review and summarize extensive medical records and prepare chronology/summaries
- Conduct legal and non-legal research
- Prepare/process legal correspondence
- E-filing
- E-billing/billing
- E-discovery

State of South Dakota Sioux Falls, SD August 2012 – June 2013

Scheduling Clerk

- Schedule in pending cases
- Maintain daily, weekly, monthly, and yearly docket(s) and calendar(s) of judge(s)
- Coordinate travel arrangements
- Set up of various technology in courtrooms
- Receive/process numerous telephone calls and visitors
- Perform a variety of confidential tasks

Schwegman, Lundberg and Woessner Rapid City, SD March 2011 – December 2011

Legal Assistant

- Keep patents and trademark documents organized by establishing and organizing files
- Manage information regarding patents and trademarks
- Confirm status of investments, transactions and IP applications
- Perform various administrative tasks, such as obtaining authorized signatures on a variety of intellectual property-related documents
- Prepare and send instructions regarding intellectual property-related matters to outside counsel

Costello Porter Law Firm Rapid City, SD October 2009 – March 2011

Legal Assistant

- Responsible for two associates and one partner practicing both civil and criminal law
- Draft/file variety of legal documents including but not limited to motions, briefs, notices
- Review and summarize extensive medical records and prepare chronology/summaries
- Review and submit electronic billing for numerous entities following set requirements
- Conduct legal and non-legal research
- Prepare/process legal correspondence
- E-billing/billing

Paul Winter, LLC Rapid City, SD September 2008 – September 2009

Legal Assistant

- Maintain complex criminal files
- Conduct initial client interviews and investigations of case
- Client billing
- Draft/file variety of legal documents including but not limited to motions, briefs, notices

- Conduct legal and non-legal research
- Prepare/process legal correspondence

Education

Associates in Applied Science – Associates Paralegal Studies 2010
Western Dakota Technical Institute - Rapid City, South Dakota

Volunteer Experience

- **Breadroot Natural Foods Co-op**
Board of Directors – Vice President
- **Fork Real Cafe**
Volunteer 2 years
- **Cornerstone Mission**
Volunteer 2 years
- **Union Gospel Mission**
Volunteer 2 years

Friday, 09 October 2020 11:13

Rapid City Government website

from: Keryn Rowland
<keryn.rowland@syf.com>

Sent date: Friday, 09 October 2020 11:13

Citizen Interest Application

Submitted Results:

Subject:	Citizen Interest Application
Name::	Keryn Rowland
Street Address:	3618 Ping Dr.
City, State, Zip Code:	Rapid City, SD 57703
Phone Number::	605-863-1135
Email::	keryn.rowland@syf.com
Title/Occupation::	VP of Human Resources
Employer::	Synchrony
Employer Street Address::	virtual home office
Employer City, State, Zip Code::	virtual home office
Employer Phone::	virtual home office
Employer Email::	keryn.rowland@syf.com
At which address would you prefer to be contacted?:	Home
Ward::	1
I would like to serve on the following: :	Parks and Recreation Advisory Board
I am also interested in serving on::	Mayor's People with Disabilities Committee
Please list education or training relevant to your choice(s)::	Master's in Organizational Communications Bachelor's in Speech Comm and Poli Sci Mediation and Organizational Development certification

Please list work experience relevant to your choice(s):: 18 years in Human Resources and financial services
Global Person's with Disabilities lead at Synchrony for Attracting and Hiring Talent
Community Volunteer for Boy Scouts, Youth Sports, and Social Services programs

Please list community volunteer service relevant to your choice(s):: SD Master Gardener
Volunteer Softball coach for Girls U10 softball team
Assisted with several golf tournaments for charity at the Elks Golf Course
Advocate for person's with disabilities and winner of Employer of the Year in 2019.

I would like to serve in the indicated position(s) because:: I would like to lend my management and organizational leadership experience to the city. I love living in Rapid City and one of our biggest draws to our city, is the outdoor activities and beauty that we have. I would welcome a chance to provide input, guidance and suggestions on how we can continue to foster a strong quality of life for our citizens. I would also like to provide input on how we can make Rapid City a great place to work and live for all.

Primary Reference Name:: Pam Kaufman

Primary Reference Address:: 3605 O'Brien St.

Primary Reference Phone:: 605-390-4834

Secondary Reference Name:: Jay Davis

Secondary Reference Address:: 710 N. Lacrosse St.

Secondary Reference Phone:: 605-519-5128

Are you a registered voter of Rapid City?: Yes

Are you a resident of Rapid City?:: Yes