

Cathy Ann Panesar  
3544 Olde Howell Rd.  
Waukesha, WI 53188

September 3, 2018

Mr. Shawn N Reilly, Mayor  
City of Waukesha  
201 Delafield St.  
Waukesha, WI, 53188

Dear Mr. Reilly,

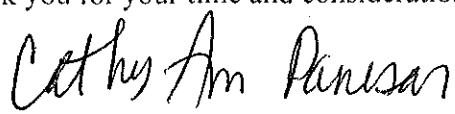
I am writing this letter in regards to the District #14 Aldermanic opening. As a member of this community, I am very interested in and would like to be a part of shaping our community. Learning how our local government works and being able to make decisions, no matter how big or how small, to benefit the City of Waukesha is very important to me. I live and work in Waukesha and am raising three children in the city, so being able to shape the future of the city is one of the most important things I can do.

I have been a resident of Waukesha for a little over ten years. In those years, I have been a clerk at the Pewaukee Library and am currently an Evening/Weekend Supervisor at the Todd Weir Memorial Library at the Carroll University Campus in Waukesha. I also completed a Masters Degree in Information Studies from University of Wisconsin, Milwaukee. My employment and schooling have given me the platform to be a leader, manage my time effectively, be responsible, interact with peers, and continue to learn. My role as a wife and mother require me to juggle schedules, make difficult decisions to benefit my family, and gives me the determination to be a good role model and try to make my neighborhood better for my family and those that live in it.

Living and raising children in this community makes me want to do what I can to make Waukesha a better place and to pave the way for our future. For example, my neighborhood does not have a playground. After writing the Waukesha Park and Recreation Department, I was able to get a meeting with Mr. Ron Grall of Parks and Recreation to discuss a playground closer to our neighborhood to benefit families in our neighborhood. After rallying neighborhood support and choosing a few neighbors to attend the meeting with me, a very positive meeting with Mr. Grall ensued about the possibility of a playground in the near future. I am sincere, caring, and very determined. I am willing to learn, listen, and do my best to represent District #14.

By choosing me to be the Alderman in District #14, the City of Waukesha would gain someone who lives in, raises children in, and loves this community. I will bring in a fresh perspective, eagerness to learn, and desire to do the best I can. I look forward to an interview to talk in more detail about the Alderman position and my qualifications for the position.

Thank you for your time and consideration,

  
Cathy Ann Panesar

## **Cathy Ann Panesar**

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Waukesha, WI 53188  
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cathyann28@hotmail.com

### **Education**

Texas A&M University, College Station, TX  
\* Bachelor of Science in Sociology & Psychology

Texas A&M University, College Station, TX  
\* Master's of Education, Curriculum and Development  
\* Secondary Teaching Certification: History 8-12

University of Wisconsin-Milwaukee, Milwaukee, WI  
\* Master of Library and Information Science – Class of 2016

### **Experience**

**Carroll University, Todd Wehr Memorial Library**, Waukesha, WI, August 2009-Current  
*Evening/Weekend Supervisor*

- Answer reference questions in person, through LibChat, and on the telephone
- Responsible for all library operations during my scheduled weekend hours
- Supervise student workers
- Enforce library policies
- Searching the stacks, withdrawing materials, interacting with staff, students, and patrons
- Responsible for the library building
- Troubleshoot technology issues within the library

**Pewaukee Public Library**, Pewaukee, WI, April 2008-2016  
*Library Clerk*

- Check in and out materials
- Interact with patrons, shelve materials, use of cash register

**Texas A&M University, Evans Library**, College Station, TX, August 2005-December 2007  
*Library Specialist II*

- Supervise 6-8 students, including checking and submitting timesheets, hiring, training, and assigning tasks
- Withdrawal of monographs for Evans Library and withdrawals of monographs and serials for Qatar Library
- Reinstatement of monographs
- Use Microsoft Access to search Voyager database for errors and correcting the errors
- Copy cataloging, Location changes, and Dewey and Microfilm reclassification
- Helped implement procedures to donate withdrawn items to other departments or non-profit organizations
- Searching the stacks, relabeling items, identifying damaged materials, writing/updating procedures
- Participate in department meetings and diversity events
- Keep statistics and ARL statistics
- Interact with Circulation, Serials, Binding, Acquisitions, Microfilm, Shelving, Maps, Educational Media Services, and Government Documents Departments as well as Texas A&M Qatar Library
- Appointed member of the Macro Express Working Group
- Knowledgeable of Library of Congress call number classification and Dewey classification and MARC format

### **Training**

- Supervisor Training Course
- Preventing Sexual Harassment Workshop
- Telephone Courtesy Workshop
- Business Communication Skills Workshop
- Quality Customer Service Workshop
- Essentials of Communicating with Diplomacy and Professionalism Course
- Suicide Prevention Training