

Casey Loew

✉ caseyloew17@gmail.com

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City of Racine / City of
Racine Common Council

730 Washington Ave
Racine, WI 53403

Dear City of Racine,

Hello! My name is Casey Loew. I am currently an Office Assistant for Racine County Parks. I am interested in applying for Alder of the 15th because I feel as if I can help Racine be an even better place to live, work, and play.

I have worked with the public for many years, providing top-notch customer service every day. Being involved in the budget making process, I have helped save Racine County thousands of dollars by catching critical oversights and making well-informed decisions. I have written and modified local ordinances presented for approval in efforts to further improve Racine County and its parks. Overall, I enjoy making my community a better place and providing fellow residents with ways to unwind and have fun.

As a City alderman, I would apply qualities I bring to the workplace to my community. I do everything in my power to make an efficient, upbeat, and welcoming work environment. I am able to confidently make decisions, take responsibility for my actions, resolve conflicts, and accept criticism. I strive to get along with all of my colleagues and fellow residents by actively listening, communicate well, and acknowledge others' backgrounds and experiences. I am used to working under pressure and realize being flexible is a necessity. I am comfortable leading others, both through the good and the bad.

Please see my attached resume for more information about my background. Thank you for your time and consideration. I hope to hear from you soon!

Best Regards,



Casey Loew

Casey Loew

Office Assistant

Highly ambitious public servant looking to use vast experience and education to serve my community and make Racine an even better place to live, work, and play.

Experience

Racine County Parks, 8/2020-Present

Office Assistant

- Provide public with general information; book reservations (camping, picnics, athletic fields)
- Compile, analyze, present budget reports; assist with decision making
- Seasonal employee recruitment, interviews, onboarding, recordkeeping, timesheets/payroll
- Direct and coordinate contractors
- Create and modify County ordinances and rules
- Established (2) growing social media presences
- Oversee Pritchard Park Multi-Purpose Field daily operations

Modine Manufacturing, 5/2018-8/2020

Accounts Payable Coordinator

- Enter invoices, reconcile statements, resolve price/quantity discrepancies, review purchase orders, respond to vendor inquiries
- Train and lead finance interns on AP processes
- Assist supervision of all new full-time employees
- Volunteer for United Way; plan fundraisers
- Most efficient AP processor of all US plants

TriCity National Bank, 6/2016-5/2018

Personal Banking Representative II

- Cash handling, drawer balancing, customer service, product sales, cross-selling products
- Account opening, account maintenance
- Assist management in training of new employees, create new work instructions
- First employee in branch history to be promoted to PBR II in less than (1) year

Contact

(262) 417-5014

caseyloew17@gmail.com

Racine, WI 53402

Education

University of Wisconsin - Milwaukee

Business degree (in progress)
2017-2019

Horlick High School

High school degree
Class of 2017

Grant Training Center

Grant Writing
2022

Skills

Leadership

Communication

Customer service

Attention to detail

Flexibility

Reliable and dependable

Team player