

# RESUME

**JEANNE MARIE MERKEL**  
WELLSPRING COMMUNITY SUPPORT SERVICES, LLC  
12 E. THOMAS ST. PO BOX 1633 SHELTER ISLAND, NY 11964  
HOME PHONE: 631-298-8604 jeannemariemerkel@gmail.com

## Objective:

To bring my extensive skills in non-profit administration to support local organizations in fulfilling their missions.

## Skills:

Non-Profit Administration & Finance  
Policy development & implementation  
QuickBooks Set-Up and Training  
Budget Preparation & Presentation  
Staff training and supervision  
Board Secretary & Treasurer (worked on both sides: as board member and as administrator working with boards.)  
Working with Accountant on Audit  
Fostering positive group dynamics  
Public Relations, Newsletters & Websites  
Fundraising Database Management  
Developing & Implementing Innovative Educational Programming for All Ages  
Assessing needs of community  
Library Collection Development, Cataloging, Space Planning & Reader's Advisory  
Computer Literacy & Research Skills  
A passion for serving the public  
Some Spanish Language proficiency

## Educational Background:

**LESLEY COLLEGE • B.A. • NOV 1997**  
Developmental Psychology, Education, Non-Profit Administration.

**UNION THEOLOGICAL SEMINARY • M.DIV. • MAY 2001**  
Major in Psychology and Religion

**HEALTH CARE CHAPLAINCY • MAY-AUGUST 2000** Chaplaincy Training Program at Beth Israel Hospital in NYC.

## Experience:

### **PINE TREE DAY NURSERY SCHOOL • 1974-1982 (FAMILY BUSINESS)**

Early Childhood Educator, Assistant Manager, Staff Trainer, Personnel Management, Customer Relations, Parenting Support Group

### **MATTITUCK-LAUREL LIBRARY • FEBRUARY 1988 - JULY 1998**

I was involved in almost all facets of library management and service. My many roles and responsibilities included: Administrative Assistant; Interim Director; Accounting Supervisor; Head of Cataloging, Processing, Acquisitions & Collection Development; Computer Services; Arts Coordinator; Circulation Staff Trainer; Reference; Implemented Conversion to Automated Circulation System (Follett).

### **UNION THEOLOGICAL SEMINARY • SEPT. 2000 - MAY 2001**

Worship Office Space Planner / Event Coordinator

### **AMAGANSETT FREE LIBRARY • JANUARY 2002 - MARCH 2012**

Administrative Assistant, Health Benefits Administrator, Payroll, Personnel Policy Advisor, Bookkeeping, Fund Raising, Conversion to GiftWorks, Budget & Audit Preparation, Expansion Planning.

### **ANAM CARA CENTER • FEB 2003-DEC 2006 / JAN 2007-AUG 2011**

Founding Director of Bookstore and Spiritual Center in Southold and Mattituck. Provided programs in interfaith spiritual development, spiritual counseling, and rites of passage.

### **QUOGUE LIBRARY • MARCH 2011 - PRESENT**

Finance Dept. Supervisor, Health Benefits Administrator, Payroll, Personnel Policy Advisor, Bookkeeping, Budget & Audit Preparation, Retirement Plan Administrator, NYS Annual Report

### **WELLSPRING COMMUNITY SUPPORT SERVICES, LLC • AUGUST 2011 - PRESENT**

Founding Director, Non-profit consultant, Workshop Facilitation, Public Speaking, SoulCollage® Facilitator. I have assisted in training over 250 SoulCollage® facilitators since 2007.

### **FIRST UNIVERSALIST CHURCH OF SOUTHOLD 1983-1998**

Served as a volunteer in many capacities: Board Member, Secretary, Treasurer, Worship Committee Chair, Lay Speaker, Membership & Outreach, Religious Education, Co-led Board Retreats.