

# Chelsea Rheault

*Ambitious and motivated individual with experience in governmental accounting. Skilled in both interpersonal and analytical problem solving. Current Michigan CPA Candidate.*

## EDUCATION

Michigan Certified Public Accountant, Candidate (Testing in Progress)  
License

Expected Spring 2025

Northern Michigan University, Marquette, Michigan  
MBA, Accounting Concentration, 3.97 GPA

Earned December 2023

Michigan Technological University, Houghton, Michigan  
BS, Accounting, Dean's List, Magna Cum Laude, 3.72 GPA

Earned April 2022

Gogebic Community College, Ironwood, Michigan  
AA, Business Administration, Dean's List, Honors Graduate, 3.88 GPA

Earned May 2020

## PUBLICATIONS

Journal of Business and Accounting, ABBS; "Review of U.S. County Government Internal Control Weaknesses and Resulting Misappropriations: 2017-2022." ISSN 2153-6252. Volume 16, Number 1 Fall 2023.

## SKILLS

Bookkeeping, BS&A Software, effective communication, expense reporting, general ledger accounting, Microsoft Office, strategic management, accounts payable/receivable processing, payroll.

## PROFESSIONAL EXPERIENCE

Director of Finance, Houghton County Courthouse, Houghton, Michigan

May 2021 – Present

- Analyzed governmental accounting software, databases and current legislation
- Modified and updated the current Uniform Chart of Accounts to current standards
- Performed accounts payable, accounts receivable, payroll, budgeting and clerical duties
- Modified design to adapt legal changes of the personnel policy in collaboration with the County Administrator and County Attorney
- Facilitated the establishment of the County's first Enduring Gift Fund alongside the County Administrator

## PROJECT EXPERIENCE

Northern Michigan University Managerial Accounting, Local Business Analysis, Summer 2023

Project: Collaborating as a team of five, to develop a cost analysis, financial plan, and operational guideline for the future efforts of Delta Force PI, LLC.

Michigan Tech Managerial Team Dynamics, Fall 2020

Project: Designed, tested, and produced GAP analysis for the local Habitat for Humanity Chapter

## LEADERSHIP & INVOLVEMENT

911 Advisory Board, Recording Secretary, Houghton County, MI

June 2022 - Present

Houghton County Land Bank Authority, Recording Secretary, Houghton County, MI

January 2023 – September 2024

Kappa Sigma Iota Accounting Club, Vice President, Michigan Tech, MI

January 2021 – April 2022

Blue Key National Honor Society, Royalty Committee, Michigan Tech, MI

January 2021 – April 2022

National Honor Society, Lake Linden Chapter

August 2016 – May 2019

## WORK HISTORY

Accounting Intern, Administrative Assistant, Accounting Specialist, Director of Finance, Houghton County Courthouse, May 2021 – Present; Server-Supervisor, Drive Thru Depot, May 2017 – Aug 2021; Student Merchandising, Michigan Tech, August 2020 – December 2020; Server, Michigan House Café, August 2019 – March 2020

# IAN LEWIS

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## EDUCATION

### **Michigan State University College of Law**

*Juris Doctor*

East Lansing, MI

May 2022

### **Northern Michigan University**

*Master of Public Administration*

Marquette, MI

May 2022

- 2022 Outstanding Graduating Graduate Student Recipient (Political Science Department)
- Capstone Paper Topic: What is the impact of parking meters on revenue and economic development in the City of Marquette?

### **Northern Michigan University**

*Bachelor of Science – Public Administration*

Marquette, MI

May 2018

- Cum Laude Graduate

### **Gogebic Community College**

*Associate of Arts – Pre-Law*

Ironwood, MI

May 2016

- Cum Laude Graduate
- Member of Phi Theta Kappa National Honors Society

## EXPERIENCE

### **Village of Laurium**

Village Manager

Laurium, MI

Jan. 2023 - Present

- Successfully raised approximately \$1,800,000 in grant awards for the Village of Laurium within the first 18 months of employment from local, state, and federal organizations.
- Increased the general fund's balance from approximately \$16,000 to \$588,000 within two fiscal years, which has allowed the Village of Laurium to no longer be considered a financially distressed municipality by the Michigan Treasury Department.
- Successfully passed a Headlee Override that garnered approximately \$90,000 in additional tax revenue during its first year for the village's general operating fund.
- Effectively administered and managed an approximate \$1,400,000 general fund budget.
- Strategically manages and oversees nine full-time employees, six part-time/seasonal employees, seventeen volunteer firefighters, and the village's CEDAM and NMU Rural Leadership Fellows.
- Oversaw the development of the village's first Master Plan and Zoning Ordinance.
- Started the process of updating the village's 30-year-old Parks & Recreation Plan.
- Strategically drafted village ordinances on behalf of the Village Council.
- Effectively built lasting connections with local, regional, and state stakeholders.

**Burkhart, Miller & Parmet, P.C.**

Escanaba, MI

*Law Clerk*

Aug. 2022 - Jan. 2023

- Assisted in the drafting of ordinances for local municipalities.
- Researched and prepared memos and opinion letters involving employment practices.
- Strategically drafted and researched legal documents under strict time restraints.
- Researched and prepared documents involving the Freedom of Information Act and the Open Meetings Act.

**Family Medicine Residency of Western Montana – Univ. of MT**

Missoula, MT

*Program Coordinator II*

May 2018 - July 2019

- Provided budget monitoring and support for the medical residency's annual budget by tracking all staff, faculty, and medical residents travel allotments.
- Tracked the medical residency's accounts through the University of Montana's procurement software and excel spreadsheets.
- Developed new travel procedures for the medical residency to ensure more timely and accurate travel reports.
- Managed and organized two medical training programs that helped provide rural training to medical doctors throughout Montana.
- Built positive and lasting relations within the team and external parties to ensure rural medical initiatives were met.
- Provided training and support to new administrative staff.

**Memberships/Associations**

- *Hosting Manager* - Northern Michigan University's Rural Leadership Fellowship Program
- *Hosting Manager/Member* – Community Economic Development Association of Michigan
- *Member* – Team Peninsula
- *Member* – Keweenaw Young Professionals
- *Official* – Calumet Hockey Association

**Professional Achievements**

- Gogebic Community College Commencement Ceremony Guest Speaker (2024)
- Keweenaw Chamber of Commerce - Young Professional of the Year Nominee (2024)

# Kevin C. Manninen

## SUMMARY OF QUALIFICATIONS

Versatile and experienced professional with domestic and international experience in business/economic development, employer relations, educational program leadership, and teaching. Excellent administrative, public relations, presentation, and analytical skills.

## EMPLOYMENT EXPERIENCE

### **Advisor for Cooperative Education and Employer Relations**

Since 8/23

Career Services, Michigan Technological University. Houghton, MI

- Advise students and alumni in career planning including resume and cover letter development, interviewing skills, job search, job offer negotiation, and networking
- Developed Career Services' 400-plus employer network and partnership program, and managed employer relations for the university's fall and spring career fairs
- Collaborated with other university units to promote Career Services and other university value-added programs and services to potential and existing corporate employers
- Utilize Handshake, Excel, and other tools to perform data analysis, interpretation, and reporting on employer and student career fair attendance and use of Career Services

### **Dean and Associate Professor of Marketing and Management**

8/2013-5/2023

International School of Business, Finlandia University. Hancock, MI

- Directed all aspects of the school including strategic management, scheduling, course and program launches, program assessment, budgeting, hiring faculty/staff, compliance issues, project and event management, and ensuring that goals and deadlines were met
- Led a staff of 5 full-time and 7 adjunct professors, one administrative assistant, and 130-150 students. Advised 30-plus students annually
- Over the past ten years, managed 45% growth of the International School of Business, while university-wide enrollment decreased by 20% during the same period
- Formed successful cooperative relations with regional, and international businesses
- Represented the ISB and University to community, business, and international groups
- Provided academic and career advising for 30-plus students annually
- Significantly improved the image of the school by developing an integrated marketing communication strategy, content development, and key stakeholder outreach
- Taught courses in project management, marketing, and international business
- Served on several hiring committees including the presidential search committee in 2022

### **Regional Economic Coordinator**

9/2010 – 10/2011

Western Upper Peninsula Planning and Development Region (WUPPDR). Houghton MI

- Collaborated with government entities, chambers of commerce, businesses, and other key stakeholders to develop strategies and initiatives to improve the economic climate in two rural counties that experienced major plant closings
- Regularly met with and reported to county boards, economic development corporations (EDCs), chambers of commerce, and other entities
- Met with and negotiated with potential investors in a data center, insurance underwriting facility, and wood pellet plant

- Studied the feasibility of establishing a biomass facility in Ontonagon County and assisted in finding a grant to support the launch of a study aimed at reclaiming abandoned farmland for the growth of wood-based biomass.

**Manager, Business Development**

8/2008 – 8/2010

Jyväskylä Innovation, Ltd. Jyväskylä, Finland

- Collaborated with regional technology development managers and key public sector organizations to promote the Jyväskylä region as a high-tech business center
- Reported to the regional development company's CEO on activities and progress
- Provided training for new entrepreneurial ventures in high-tech marketing
- Marketed the region as an investment location through individual company meetings and participation in domestic and international technological and trade exhibitions

**Instructor, Project Coordinator and Company coach**

9/1995-7/2008

JAMK University of Applied Sciences, International Business Programme. Jyväskylä, FINLAND

- Taught courses in marketing and international business. Coached high-tech and other entrepreneurs. Coordinated student projects for international businesses
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- Established a successful project-based learning program with regional companies
- Marketed the program through a newsletter and other PR activities

**VOLUNTARY COMMUNITY INVOLVEMENT**

**Co-Director, FINNZONE.**

Since 2018

- Collaborate with key regional stakeholders, Finnish business groups, and governmental agencies to develop strategies for attracting Finnish businesses to the region
- Directly assisted in promoting the Keweenaw to Finnish businesses
- Regularly hosted individual Finnish businesses, delegations, and governmental representatives to the Keweenaw

**President, Finnish American Chamber of Commerce Upper Michigan.**

Since 2014

- Collaborate with board members, regional stakeholders, and Finnish government and business contacts to promote business between the Upper Peninsula and Finland.

Local organizing committee for **1 Million Cups** entrepreneurial community program. 2019-2023

**EDUCATION**

**Master's in Business Administration (MBA), 1995**

Eastern Michigan University, Concentration in international business.

**B.S. in Business Administration, 1987**

Michigan Technological University, Option in industrial management and marketing

**CERTIFICATIONS AND SKILLS**

- **COMPUTER:** Microsoft Excel and PowerPoint, Handshake, Salesforce, Canvas and other LMS systems, LinkedIn and Social Media, MS Project, Canva, ZOOM, Google Meets

- **Online certifications (LinkedIn Learning):** Google Analytics, Building Integrated Online Marketing Plan, SEO, Advanced Content Marketing, Risk Management Strategy, others
- **Certified Global Business Professional, 2019 (CGBP)** through NASBITE.
- **Finnish Vocational Teacher Certification, 12/03**, JAMK UAS, Jyväskylä, Finland
- **LANGUAGES:** Excellent knowledge of Finnish, and basic Russian (last used in 2010)