



Scanned
JUL 13 2011

APPLICATION FOR EMPLOYMENT

HUMAN RESOURCES
109 E. Olive Street
Bloomington, Illinois 61701
(309)434-2215
(309)829-5115 TDD
www.cityblm.org
E-mail: hr@cityblm.org

Equal Employment

The City of Bloomington makes all hiring decisions without regard to an applicant's gender, race, ethnicity, national origin, religion, age, marital status, veteran status, disability or any other category protected by local, state, or federal law.

PLEASE PRINT ANSWERS TO ALL QUESTIONS AND COMPLETE ALL SPACES ON APPLICATION EVEN IF SUBMITTING RESUME

Position title applied for
Marketing Associate

Wage expectation
\$35,010-\$52,514

Name (last, first, middle)
Dukowitz, Nora, Katherine

E-Mail Address:
[Redacted]

Street Address
[Redacted]

Home phone and/or cell phone:
[Redacted]

City, State, Zip Code
[Redacted]

May we contact you at work? Yes No

Work Phone
[Redacted]

Amount of notice needed for current employer
Two weeks

Date available for work
Two weeks after notification

Personal Data

In case of an emergency, please contact

Chris Roberts

Phone



Have you ever been employed by the City of Bloomington?

Yes No

Dates/Position(s) held

N/A

Do you have the legal right to live and work in the United States?

Yes No

If you are under 18 years of age, please check.

Have you ever served in the armed forces?
N/A

Yes No

Branch

N/A

Relatives employed by City of Bloomington

N/A

Have you ever been discharged or asked to resign employment?

Yes No

If yes, state reason

Have you ever been convicted of a felony?

Yes No

If yes, give details

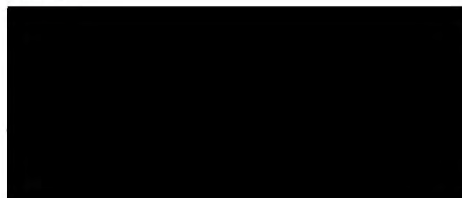
List three reference, exclude relatives and previous employers

Name

Address

Phone

Mr. Brian Simpson



Ms. Laurel Hennefent-Bingaman

Ms. Mary Ann Ford

Education

CIRCLE LAST YEAR COMPLETED
IF STILL IN SCHOOL

| High School (Name, Address, Phone) | 1 | 2 | 3 | 4 | Class Standing | | | | | | |
|---|------------|-------------------------------------|--------------------------|--------------------------|--|---------|------------|---------|---|--|--|
| Cary-grove, 2208 3 Oaks Rd., Cary, IL 60013 847-639-3825 | Graduate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Top 1/3</td> <td style="width: 33%;">Middle 1/3</td> <td style="width: 33%;">Low 1/3</td> </tr> <tr> <td style="text-align: center;">X</td> <td></td> <td></td> </tr> </table> | Top 1/3 | Middle 1/3 | Low 1/3 | X | | |
| Top 1/3 | Middle 1/3 | Low 1/3 | | | | | | | | | |
| X | | | | | | | | | | | |
| College, University, Vocational, or Business School (Name, Address, Phone) IADT, 1 N. State, Chicago, IL 60602 312-980-9200 | Graduate | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Degree received BA Major/Minor/GPA Merchandising / Marketing / 3.5 | | | | | | |
| College, University, Vocational, or Business School (Name, Address, Phone) | Graduate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Degree received Major/Minor/GPA | | | | | | |

Positions held in campus societies or organizations, scholastic honors, scholarships, etc. (optional where such disclosure might reveal membership in a class protected by law, including age, race, sex, etc.)

If work or education is under a different name, indicate the name and what education or employer it references.

Employment History

List all previous experience (including U.S. Military record and periods of unemployment), beginning with present position. Attach resume, if necessary. If there were periods where you were selfemployed or unemployed, list name and address of persons who can verify your activities during this period(s).

* As my current employer, please do not contact

| | | | |
|--|--|---|---------------------------|
| Employer Fort Madison Partners | | Address (City, State) 614 9th St., Fort Madison, IA 52627 | Phone 319-372-5471 |
| Date started 1/2010 | Starting salary/wage (annual) \$ 72000 | Starting position Executive Director | |
| Date ended Presently employed | Ending salary/wage (annual) \$ — | Position upon leaving — | |
| Name and title of supervisor Mr. Matt Morris, Board Chair | | Reason for leaving Return to marketing, homesick | |
| Brief description of your responsibilities Oversees Chamber of Commerce, Main Street, Economic Development | | | |

| | | | |
|---|---|--|---------------------------|
| Employer Town of Normal | | Address (City, State) Normal, IL | Phone 309-454-2444 |
| Date started 8/2006 | Starting salary/wage (annual) \$ 48,000 | Starting position Downtown Marketing Manager | |
| Date ended 1/2010 | Ending salary/wage (annual) \$ 55,000 | Position upon leaving Uptown Marketing Manager | |
| Name and title of supervisor Wayne Aldrich, Uptown Development Dir. | | Reason for leaving Major parts of project over | |
| Brief description of your responsibilities Managed marketing for Uptown project | | | |

| | | | |
|---|---|---|---------------------------|
| Employer General Growth Properties | | Address (City, State) Various, detail on resume | Phone 312-960-5000 |
| Date started 2/2003 | Starting salary/wage (annual) \$ Ø (intern) | Starting position Marketing Intern | |
| Date ended 8/2006 | Ending salary/wage (annual) \$ 42000 | Position upon leaving Marketing Manager | |
| Name and title of supervisor Sheila Boyd, Group Marketing Mgr. | | Reason for leaving Interested in Uptown project | |
| Brief description of your responsibilities Assisted with and then managed marketing activities at malls | | | |

Additional Information: Indicate any further information that may be relevant to your ability to perform in the position for which you have applied.
Media Relations Training

Equipment Experience: List equipment you have operated as it relates to the position for which you have applied.
Computer fluent, social media saavy, Adobe

Certification

By signing below, I certify that I have not withheld any information that might adversely affect my chances for employment with the City of Bloomington (hereafter referred to as the "City") and that all information I have given is true and correct.

I understand that any omission or material misstatement on my application, resume or other document submitted in support of my application, or during any pre -employment interview, shall be grounds for rejection of my application or, if I am employed by the City, for discipline up to and including immediate termination.

I understand that any offer of employment by the City of Bloomington may be contingent upon the results of a reference and background check, post offer physical, drug/alcohol test or other pre -employment testing.

2-6-11

Date



Applicant's Signature

Authorization for Background and Reference Check

I authorize the City to thoroughly investigate my references, work record, education, criminal conviction record and any other matters relevant to my suitability for employment. I also authorize my former employers to disclose to the City, or to anyone acting on behalf of the City, any and all of my employment records, including my disciplinary reports and letters of reprimand, without giving me notice of such disclosure. I hereby fully release and discharge the City, my former employers, their respective officers, employees and agents, and all other persons and entities from any and all claims, demands, and liabilities arising out of or in any way relating to such investigation or disclosure.

2-6-11

Date



Applicant's Signature

Please answer all questions on this application, even if a resume is submitted. An original application must be received by the Human Resources Department.

Thank you for your interest in employment opportunities with the City of Bloomington.

Your application will be active for 60 days.

NORA DUKOWITZ



City of Bloomington
Human Resources Department
109 E. Olive St.
Bloomington, IL 61701

February 6th, 2011

To Whom It May Concern:

Enclosed please find my resume, references, and application for the Marketing Associate position for the City of Bloomington.

With my background and qualifications, I can say without hesitation that I'm interested in this position. I would love to return to the marketing field as well as what I have come to regard as my hometown, the Bloomington-Normal community.

I believe in keeping the letters that accompany application materials short. However, if there are any other materials I can supply to you in addition for your consideration, please let me know.

I would value the occasion to discuss this position and my qualifications further. I welcome you to contact at me at your convenience.

Sincerely,



Nora Dukowitz

NORA DUKOWITZ



Work History

- *01/10-Present: Executive Director, Fort Madison Partners (Fort Madison, IA)*

Oversees the recently formed partnership of the local Chamber of Commerce, Convention & Visitors Bureau, Economic Development Corporation, and Main Street program, including managing a staff of four and advising six different boards of directors. Notable accomplishments include:

 - Manages public relations, often related to sensitive/difficult issues, through communication with various stakeholder groups
 - Assumed the lead role in a partnership with the City of Fort Madison to establish organizational and community branding
 - Led the Fort Madison Partners Board of Directors through its first ever strategic planning session
 - Developed key organizational documents (employee handbook, budgets, bylaws, etc.) as well as operational protocol
 - Worked with the local Main Street program to assist with it successfully receiving state accreditation

- *8/06-1/10: Uptown Marketing Manager, Town of Normal (Normal, IL)*

Performed integral duties related to the Uptown Renewal Plan, a priority project taking place in the community's central business district and involving approximately \$200M of combined public/private investment as well as one of the Town's most complex infrastructure projects ever undertaken. Specifically:

 - Coordinated outreach for the Uptown project, serving as the primary liaison with the district's business and property owners as well as the community as a whole
 - Managed media relationships and communicated with a wide audience implementing several methods (presentations, web, newsletters, face-to-face contact, education materials, etc.)
 - Collaborated with local agencies on business growth and retention
 - Built consensus regarding project elements and programs, particularly controversial topics such as public/private partnership, special district designation, major traffic pattern changes, parking policy, etc.
 - Assisted Uptown Development Director with a variety of tasks such as grant writing, budget process, preparing Council reports, etc.
 - Completed media crisis training

- *5/05-8/06: Marketing Manager, General Growth Properties- Market Place Mall (Champaign, IL)*

Managed the property's marketing program including preparing the annual plan and budget, fostering merchant relationships, coordinating with the media, identifying opportunities for business development, producing various written materials, and planning and executing events. Assisted with a major mall redevelopment project. Completed media crisis and leadership training sessions.

- *5/04-5/05: Marketing Assistant, General Growth Properties- Spring Hill Mall (W. Dundee,*

IL)

Assisted Marketing Manager with all aspects of the property's marketing program including those pertaining to a major mall redevelopment project

- 2/03-5/04: *Marketing Intern/Contract Employee, General Growth Properties- Spring Hill Mall (W. Dundee, IL)*
Completed a semester's internship with the property's marketing department, continued to assist with marketing and other activities as a contract employee after internship concluded

Selected Community Involvement

- '08-'10: Member, Bloomington-Normal Economic Development Council's New Leadership Board
- '08-'10: Illinois State University "Community Partner"
- '08-'10: Member, Small Business Development Center at Illinois State University Advisory Board
- '06-'10: Member, Neighbors Association of Normal
- '06-'07: Mclean County Chamber of Commerce Ambassador
- '05-'06: Member, Champaign County Convention & Visitors Bureau Board of Directors

Education

- '01-'04: International Academy of Design & Technology (Chicago, IL), B.A. Merchandising Management, focus on marketing








Awards

- 9/08: Selected by the Pantagraph (newspaper) as one of the area's "20 Under 40," which recognizes Bloomington-Normal's most talented young professionals
- 2/06: Received a team award for Best Shopping Center Redevelopment for "The Courtyard at Market Place"

Computer Skills

Computer fluent, able to work well with standard program/applications and learn new ones quickly and typically without formal training. Savvy social media user.

References

- Ms. Mary Ann Ford
Reporter, The Pantagraph

- Ms. Laurel Hennefent-Bingaman
Lawyer, Mobley Law Offices

- Ms. Lisa Holmquist
Former Marketing Manager, General Growth Properties- Spring Hill Mall

- Ms. Erika Kubsch
Executive Director, Downtown Bloomington Association

- Ms. Jennifer Morton
Marketing Manager, General Growth Properties- Riverchase Galleria

- Mr. Viktor Schrader
Uptown Marketing Manager, Town of Normal

- Mr. Brian Simpson
Proprietor, Babbitt's Books and President, Uptown Normal Business Association

- Ms. Abby Walsh
Chief of Staff, Senator Bill Brady
