

## Resume

### Jan Kraemer

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I previously held the position of Secretary of Waterford point for 4 years. I approached the position with care and consideration to all parties involved and performed my duties with the utmost integrity. The processes involved the interviewing all prospective purchasers and lessees, managing the on site administration office for 237 units, and troubleshooting for owners and renters as issues arise. I have an extensive background in the business field and feel that this allowed me to perform the duties involved with this position in a most professional manner.

I feel that I have been honorable and consciences in my duties, and that I would continue to be an asset to the association. Therefore, I am applying once again to be a part of the Waterford Association team. I thank you for your consideration at this time.

#### **My experience is as follows:**

**Dates:** 1962-1964 - USAF

**Position:** Personnel Specialist - Norton Air Force Base – San Bernardino, CA.

**Description:** Handling administration of position changes, transfers, discharges, etc. for all base staff.

**Dates:** 1974-1983 - Polaroid Corporation - Cambridge, MA.

**Position:** Computer Trainer for Engineering Division

**Description:** Responsible for training Engineers and draftsmen on the computer for handling of Bills of Materials used in the design of the Polaroid camera business. This position also involved interfacing with domestic and international businesses.

**Dates:** 1984-2002 – Citibank International

**Position:** Human Resource Specialist/Director of Training Global Consumer Credit

**Description:** In Human Resources responsibilities involved processing of all new hires and handling human relations issues. At the same time I held the position of President of the Citibank Employees Club for 8 years. This position entailed organizing company picnics, parties, trips to Disney World, the Florida Keys, and weekend cruises to the Bahamas for 150 staff members and their families. In 1994 I moved to the Consumer Credit division of Citibank and was responsible for implementing new automated systems, writing the documentation for the systems and then training Citibank employees worldwide on how to use them. This involved extensive travel and allowed me to interact with many different cultures and peoples all over the world.

**Education:** Somerville High School, Somerville, MA. Graduated - 1961  
Bunker Hill Community College – 2 years - 1978

**Hobbies:** Travel, Reading, Dancing, Swimming and Decorating