

KENNETH M. CLARK

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EXPERIENCE

INSURANCE EXCHANGE

SALES AND SERVICE AGENT, 2006 - 2008; TECHNICAL SUPPORT, 2008 - 2008

LICENSED PROPERTY AND CASUALTY INSURANCE AGENT

NOTARY PUBLIC

Personal lines insurance agent, selling and servicing insurance products for clients of the Insurance Exchange. Worked in both the Albuquerque and Bernalillo offices. Also had responsibilities in the Information Technology areas, doing downloads from companies to the agency management database from companies, troubleshooting computer and network problems and maintaining the agency's internet and intranet sites.

NATIONWIDE SALES SOLUTIONS

NSS SALES AGENT, 2005 - 2006

LICENSED PROPERTY AND CASUALTY INSURANCE AGENT

Quoted and sold auto (Nationwide Insurance, Victoria Insurance and Drive by Progressive) and property (Nationwide Insurance) insurance as a licensed registered agent to residents of twenty-four states. Was nominated as my sales team's employee of the month for two consecutive months. Served as team leader on several community service projects.

SITEL CORPORATION

CUSTOMER SERVICE REPRESENTATIVE 2004 - 2005

Offered various insurance products to customers via telephone sales. Was one of the top sellers for several different clients.

PUBLIX SUPER MARKETS, INC.

CASHIER 2003 - 2004

JAMES MADISON MEMORIAL FOUNDATION

PRESIDENT 1995 - 1998

BOARD OF DIRECTORS 1995 - 2002

HISTORIAN 1995 - 2003

CHAIRMAN OF ACQUISITIONS & EXHIBITS, 1995 - 2003

Museum Administrative Supervisor, presided over Board of Directors meetings and presented museum to public. Designed Board of Directors Handbook, including Code of Ethics and collections management policy. Designer and curator of various exhibits on President James Madison and local history.

VIRGINIA TRANSPORTATION RESEARCH COUNCIL

RESEARCH ASSOCIATE 1996 - 2003

RESEARCH ASSISTANT 1993 - 1996

Supervising Coordinator of Virginia history of transportation. Conducted surveys of Virginia's historic bridges to determine which bridges were eligible for listing on the National Register of Historic Places. Responsible for the translation of 18th century county road orders into modern language. Created and maintained a web site on Virginia's historic bridges. Advisor to the Virginia Department of Transportation, the Federal Highways Administration and the Virginia Department of Historic Resources.

ORANGE COUNTY HISTORICAL SOCIETY, INC.

ADMINISTRATOR 1996 - 2003

RESEARCH ASSOCIATE 1991 - 1996

Supervised and administered the daily operation of the local historical society including the maintenance of membership records, library, and research aids. Generated camera-ready copy for the Society's publications. Assisted visitors in the Society's Research Center; public relations officer responsible for responding to telephone, mail and e-mail inquiries. Assisted the Society's Treasurer in maintaining financial records. Created and maintained a web site on the Society's activities, information and publications.

GRAHAM CEMETERY ASSOCIATION

TRUSTEE 1993 - 2003

Supervisor of cemetery operations. Responsible for the design and implementation of cemetery policies and procedures. Coordinated and implemented the transfer of paper records to a computerized database which led to the printing of a publication titled, *Burials in Graham Cemetery*. Trained cemetery staff in the use and maintenance of the database. Responsible for the preparation of deeds and other legal documents.

INDEPENDENT CONSULTANT

1988 - PRESENT

Provide web site design, camera-ready copy, and graphic design for a variety of customers. Projects have included layout for a bi-monthly 20-page newsletter for a state genealogical society, web sites for various non-profit groups and individuals, and graphic design for local businesses and organizations. Rendered fact-checking services to the publishers of several children's non-fiction books.

MONTPELIER - NATIONAL TRUST FOR HISTORIC PRESERVATION

WEEKEND SUPERVISOR 1989 - 1992

TOUR GUIDE / HISTORIAN / GENERAL PURPOSE EMPLOYEE 1987 - 1992

Provided guided tours of the home and grounds, provided security to the property, and assisted with the daily operation of the Museum. Regularly provided tours to school groups. Supervised all staff on weekends and holidays while working to ensure the security of the property and its collections. Position required extensive knowledge of the lives and times of the Madisons and the ability to convey that knowledge to the public on many levels.

EDUCATION

JAMES MADISON UNIVERSITY, HARRISONBURG, VIRGINIA*M.A. HISTORY (IN PROGRESS)*

MEMBER OF PHI ALPHA THETA, INTERNATIONAL HONOR SOCIETY IN HISTORY

VIRGINIA WESLEYAN COLLEGE, NORFOLK, VIRGINIA*BACHELOR OF ARTS - HUMANITIES 1986***WEB SITES DESIGNED**

CHAD ALLEN ONLINE<http://www.chadallenonline.com>**THE OFFICIAL MARK A. ROEDER WEBSITE**<http://www.markaroeder.com>

REFERENCES

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