



City of Concord, New Hampshire

Office of the Mayor

Mayor Byron O. Champlin

TO: Members of City Council
FROM: Mayor Byron O. Champlin
DATE: September 4, 2024
RE: Recreation and Parks Advisory Committee Appointment

I propose the appointment of the following individual to the Recreation and Parks Advisory Committee for a three-year term to expire October 31, 2027.

- Sarah Beauregard, 115 North State Street, Concord as the Ward Four Representative. Sarah Beauregard's letter of interest and resume are attached.

In accordance with Section 18 of the City Council Rules, these proposed appointments are being distributed to City Council as information in advance of formal action at the October 15, 2024 City Council meeting.

Sarah Beauregard

Concord, NH 03301

(603) 545-5515, sarah.beauregard3@gmail.com

July 28, 2024

City Of Concord

City Council members:

I am writing to express my keen interest in joining the recreation & parks advisory committee. With my extensive experience in administrative duties, coupled with my strong organizational, prioritization, and report preparation skills, I believe I can make a valuable contribution to your team.

Throughout my career, I have consistently demonstrated the ability to work collaboratively with others, adapt to changing deadlines, and effectively coordinate in fast-paced environments. As a result, I have earned the trust and respect of my employers, contributing to my growth.

Growing up in Concord, my parents were active in the community and instilled in me a commitment to Concord and my community. I began by coaching youth soccer before I even had my own children. When my first child was born and we moved to Ward 4, 15 years ago, I joined Friends of White Park and served on the board for 5 years. During 3 of those years, I organized a run to raise money for a new playground.

As my children grew up, they became increasingly involved in sports and my commitment to the community grew with them. I now sit on the CHS wrestling booster club as their treasurer, I am also the treasurer of Concord Crush Lacrosse, where I also assist as a coach lacrosse, and I am a member of the Women's Club of Concord.

With my background and skill set, I am confident that I would be a valuable asset to this organization. Please find my attached resume for your review. Should you require any further information or have any questions, please do not hesitate to contact me.

Thank you for considering my application. I look forward to hearing from you.

Sincerely,

Sarah Beauregard

SARAH BEAUREGARD

Concord, NH 03301

(603) 545-5515 | Sarah.Beauregard3@gmail.com

<https://www.linkedin.com/in/sarah-beauregard-2006b868>

PROFESSIONAL SUMMARY

A highly motivated and resourceful professional with exceptional communication skills, both with internal and external clients. A skilled multitasker with a strong ability to prioritize tasks efficiently, ensuring on-time completion. A team player who is capable of thriving in a fast-paced environment while maintaining a keen attention to detail.

CORE QUALIFICATION

<ul style="list-style-type: none">• Office Management• Strategic Planning• Project Leadership• Organization	<ul style="list-style-type: none">• Team building and Supervision• Meeting and Event Planning• Creative Design• Customer Service
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Professional Experience

Claims Adjuster, The Lawson Group (July 2023 – Present, Concord, NH)

- Certified NH State Worker Compensation Adjuster
- Investigate and evaluate claimants insurance claims.
- Communicate effectively with employers, claimants, and attorneys

Senior Administrative Assistant, Whole Health Concord (March, 2021 - July 2023, Concord NH)

- Manage patient health benefits, insurance billing, claim resolution
- Prepare billing invoices, analyze reports, manage outstanding invoices
- credentialing providers, maintained and updated contracts with our current insurance providers
- Proficient in practice management software, Practice Fusion, Kareo, QuickBooks, Google, Microsoft.

Office Manager, Bay State Physical Therapy (June 2017 - February 26 2021 , Concord, NH)

- Assist with various duties as a patient care coordinator including scheduling, answering multi phone lines, payment intake process and managed patient insurance intake
- Inventory and purchase all office and medical supplies as needed
- Ensure patient records are maintained in an organized, accurate manner.

Lead Wait Staff, Angelina's Ristorante (August 2006 – Present, Concord, NH)

- Manage the scheduling of all wait staff
- Inventory and purchase of all liquor and non-food items.
- Addresses and handled any customer service needs

ORGANIZATION

• Concord Crush lacrosse, Treasure	2023 - Present
• Concord High School Wrestling booster club, Board member	2022 - Present
• Women's Club of Concord, N, Member	2016 - Present
• Friends of White Park, Board member	2015 – 2020
• Concord High School Yearbook Club, Advisor	2007-2010
• Concord High School Art Club, Advisor	2007-2008
• Marist College Water Polo Team, Poughkeepsie, NY	2001-2003
• Marist College Math Club, Poughkeepsie, NY	2001-2002

EDUCATION

Masters of Science in Information Technology, SNHU – Manchester, NH

January, 2017 - Unfinished

Bachelor of Arts in Art History and Studio Art, Marist College – Poughkeepsie, NY

May 2005