



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720

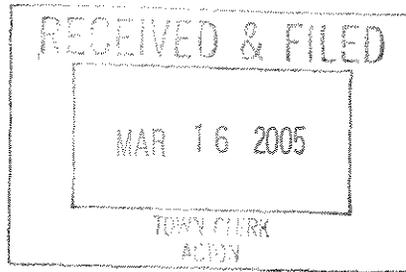
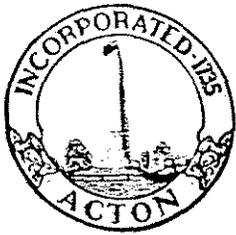
VOLUNTEER COORDINATING COMMITTEE

On April 25, 2005 the Volunteer Coordinating Committee voted to recommend Jana M. Kertzner as a Regular member of the Acton-Boxborough Cultural Council with a 3 year term ending June 30, 2008,

Jana has been to 3 or 4 of the A-B Cultural Council meetings and they appreciate all she does. She is a financial analyst working for the Alpine Property Management Corporation in Concord. She has a B.S. and an MBA. Her daughter Natalie is a junior in high school so is now more independent. Also Jana works only part-time so she has the time to do volunteering for the Council.

Nancy A. Whitecomb, Chairman VCC
April 26, 2005

original



TOWN OF ACTON

472 MAIN STREET
ACTON, MA 01720

(978) 264-9612 TELEPHONE
(978) 264-9630 FAX

VOLUNTEER COORDINATING COMMITTEE

TOWN OF ACTON VOLUNTEER APPLICATION

Residents interested in serving on a Town Board, Committee, or Commission are requested to complete this form and forward it to the Office of the Town Manager at the Acton Town Hall.

(Please print or type)

Title Mr. <u>Mrs.</u> Ms. Dr.		Date 3-16-05
Last Name KERTZNER	First Name JANA	Middle Initial M.
Street Address 173 WILLOW	Home Phone 978-264-9483	Business Phone /

EMAIL ADDRESS: JANA.KERTZNER@VERIZON.NET

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: AB CULTURAL COUNCIL

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)?
If so, please list the Board name and your approximate dates of service: NO

Do you have any time restrictions? _____

Are you a U.S. Citizen? YES How long have you lived in Acton? 1993 In Massachusetts? 1985

Present occupation and employer (Optional: Attach resume) ALPINE PROP. MGT
FINANCIAL ANALYST

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? NO

Education or special training: BS, MBA

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc:

ABRHS SCHOOL COUNCIL MEMBER
ABRHS FOM MEMBER

TOWN OF ACTON VOLUNTEER BOARDS, COMMITTEES AND COMMISSIONS

Acton Community Housing
 Acton-Boxborough Cultural Council
 Aging, Council on
 Appeals, Board of
 Assessors, Board of
 Cable Advisory Committee
 Cemetery Commission
 Commission on Disabilities
 Conservation Commission
 Fair Housing Committee
 Finance Committee
 Hanscom Field Advisory
 Health, Board of

Historic District Commission
 Historical Commission
 Metropolitan Advisory Planning Council
 Minuteman Home Care
 Minuteman Vocational School Representative
 Personnel Board
 Planning Board
 Public Ceremonies Committee
 Recreation Commission
 South Acton Revitalization Committee
 Town Report Committee
 Transportation Advisory Committee
 Volunteer Coordinating Committee

Thank you; if you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, 264-9612.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC INTERVIEW

Applicant Called 3/31/05
 Schedule Date & Time 4/25/05 at 7:45 PM
 Recommendation _____

APPOINTING BODY

Selectmen / Manager / Moderator
 Interview Date _____
 Appointed Date _____
 Term _____

BOARD, COMMITTEE OR COMMISSION

Member / Alternate Member / Associate Member
 Member / Alternate Member / Associate Member
 Member / Alternate Member / Associate Member
 Member / Alternate Member / Associate Member

NOTIFICATION OF APPOINTMENT

Recommendation Sent _____

Received by VCC _____
 Committee Notified _____
 Applicant Notified _____

No openings at this time

Jana Kertzner
173 Willow Street
Acton, MA 01720
(978) 264-9483
jana.kertzner@verizon.net

Experience:

Financial Analyst
Alpine Property Management, Concord, MA

6/2004 – present (part-time)

- Manage Finance Department
- Perform monthly account reconciliations
- A/R
- A/P
- Interact with our legal counselor
Re: default accounts

Medical Receptionist/Emerson Hospital, Otolaryngology

1/2003 – 5/2004 (part-time)

- Manage patient medical records for two physicians, two audiologists across three offices
- Schedule appointments and settle patient financial obligations
- Support labs and special medicine departments (submit cultures, schedule research studies, CAT scans/ MRIs, X-rays, obtain blood panels, etc.)
- Manage doctor--patient correspondence

Senior Customer Service and Logistics Rep/Sales Dept.
Chartered Semiconductor Manufacturing, Inc., Waltham, MA
(Singapore Technologies)

8/1997 – 12/2002

- Manage daily logistics for semiconductor operations of volume production for several East Coast accounts (\$20M/annual revenue)
- Issue quotes, resolving all price and budget related problems
- Plan procurement, product cost, inventory management, and cycle time reduction

- Oversee back-end management of outsourced manufacturing (probe, assembly/packaging and final test) including all aspects of cost, quality, service and delivery
- Negotiate with subcontractors, their on-time delivery, and product quality and reliability (supply chain management and procurement)
- Market Chartered to Canadian and East Coast commercial customers and to US based companies with governmental contracts
- Ensure regulatory compliance with export/import and ISO tariffs
- Work with customers to meet their technology needs using our respective existing roadmaps

1993 – 7/1997

Wang Laboratories, Inc. (formerly Bull HN Information Systems, Inc.)
Regional VAR Contracts Administrator/Billing Manager

- Manage customer base of 2000+ accounts generating over \$9M in annual revenue
- Invoice and provide on-going accounting support for all Southern region accounts and 10 major national VARs
- Prepare financial statements, review and reconcile commission reports on a monthly basis, sign up new and maintained existing contracts, analyze regional trends, and develop specialized revenue reports for Sales Mgt to assist in analysis of company customer base
- Maintain accounts receivable: collect overdue balances, research vendor complaints, issue credits, and consolidate accounts
- Assist in planning and implementation of company acquisitions

1992 – 1986 Bull SA, Billerica, MA (formerly Honeywell)
Financial Assistant to the VP and Controller
Executive Administrator, Boston Cross-Product Engineering (SBU)

Education:

M.S. in (Business) Administration
Boston University, Boston, MA

B.S. in Professional Studies (Finance)
Boston University, Boston, MA

B.A. in Hotel and Food Management
Prague, the Czech Republic

Computer Skills:

All Microsoft Office and E-mail products
Oracle database management