

Charlene Boner

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Business Plan Development

Qualifications Summary:

Business professional with nine years experience in credit union management, working in a motivated environment which demanded strong organizational, technical, and interpersonal skills; committed to exceptional customer service; confident and composed in interactions with individuals at all levels; and resourceful in project completion. Professional experience includes:

Strategic/Tactical Planning	Process/Service Development and Implementation
Executive Level Management	Result Focused Problem Solving
Policy Development and Implementation	Customer Service & Relations

Experience Highlights:

Management & Supervision:

- ♣ Managed Operations, Accounting, and Finance Departments with supervision of up to 14 employees.
- ♣ Supervised projects related to operations, accounting, and finance including the annual budget and asset/liability management.
- ♣ Management representative at monthly Board of Directors meetings.

Customer Service:

- ♣ Effective at communication with external and internal customers by attending to needs, answering questions, and providing solutions for concerns.
- ♣ Proficient in communication with vendors for Operations, Accounting, and Finance services.

Responsibilities & Support:

- ♣ Participate in organizational planning and direction by defining policy, developing strategic and tactical plans, establishing internal business controls, monitoring and evaluating results, and identifying, recommending and implementing processes, products, services, and pricing.
- ♣ Monitor and integrate strategic and tactical plans within the organization and at department level.
- ♣ Active member of Asset/Liability Management Committee (ALCO); prepare reports for monthly ALCO meetings; analyze ALCO quarterly review reports, which included interest rate sensitivity, risks, and other factors effecting financial stability.
- ♣ Establish and manage overall budgeting process.

Education and Certification:

Laramie County Community College (LCCC): Development Dimensions International (DDI) Certificate - 2006

University of Wyoming: MBA - 1998

University of Wyoming: Bachelor of Science in Accounting - 1987

Employment History:

CA Boner Business Plans: Cheyenne, Wyoming	2007-Present
Warren Federal Credit Union: Cheyenne, Wyoming	2003-2007
UniWyo Federal Credit Union: Laramie, Wyoming	1998-2003
University of Wyoming: Laramie, Wyoming	1990-1998
High Country Equipment: Laramie, Wyoming	1989-1990
Bit-O-Wyo Ranches Inc./Qupaq, Inc.: Laramie, Wyoming	1987-1989
Boner Ranch/Ken Haas Angus: Lusk, Wyoming	1973-1984

Memberships:

Cheyenne Chamber of Commerce: CA Boner Business Plans

- Military Affairs Committee (MAC) member
- Small Business Council Committee member
- BizLink Committee member