

DIANE OLSON



October 5, 2021

Position: Auditor-Controller, Siskiyou County

Dear Hiring Manager,

I am contacting you to express my interest in the position of Auditor-Controller at Siskiyou County. After reviewing the position requirements, I believe that my qualifications and educational pursuits are a great fit as the kind of candidate your entity is looking for.

I have lived in Siskiyou County my entire life with the exception of attending college at California State University, Chico. Siskiyou County has an emotional pull for many and creates a deep passion for the betterment of our communities. I have pursued higher educational opportunities so that I can develop my ability to help our rural communities succeed and prosper. I have recently completed course work for my Master's in Public Administration through California State University, San Bernardino. I have taken the final exam on October 1, 2021 and am awaiting for that exam to be graded. I was accepted into a cohort organized through California State Association of Counties (CSAC). I am excited to use this new degree to not only create opportunities for myself but for others in need in our area. I see this as that opportunity.

Throughout my years of work experience, I've honed my skills in customer service, employee management, and have built a firm foundation of business knowledge. My financial duties in my current job have furthered my accounting abilities two fold. I began my public sector career at the Auditor's Office in 2013 and ended that tenure as an Accountant Auditor. The position at the Auditor's Office allowed me to increase my knowledge of the integral workings of a public entity. I was able to better my communication skills and have been able to defuse countless tense situations, and I work effectively in high-pressure situations.

I am self-motivated to complete tasks on time with minimal direction and have a strong aptitude in employee management. I'm an energetic and enthusiastic team-player who can also step in to take the wheel when team leadership is needed.

Upon your evaluation of my resume, you will note a period of time from December 2013 to November 2013 unaccounted for. I elected to pursue a short sabbatical. With full disclosure, my family experienced a medical situation that required me to take a year off of employment to care for an immediate family member. I would be open to elaborate more if you have further questions!

Any consideration for this position would be greatly appreciated. There are a number of positive changes that can be implemented in the Auditor's Office that would allow business to be conducted more effectively and efficiently. I hope you'll consider me for the position.

Sincerely,

Diane Olson

DIANE OLSON

October 5, 2021

Education:

California State University, Chico = Agricultural Business, Minor = I completed classes regarding budgeting, managing financial data dealing with the operation and management of an agricultural entity. The business practices learned can be directly related to the conduction of any business both private and public.

University of California, Davis = Siskiyou County Human Service agency continues to emphasis training and education and offer numerous opportunities for its staff to educate themselves.

- 📖 The Supervisory Effectiveness Program Series 2—Leading Processes, September 25, 2015 - 72 hrs.
- 📖 Supportive Supervision Series 1 – Supporting Your Team, May 30, 2021 – 72 hrs.
- 📖 Civil Rights Program – May 27, 2021 – 3 hrs.
- 📖 Welfare Fraud Program – June 7, 2021 – 3 hrs.
- 📖 Management Development Program – Currently Enrolled October 6, 2021- 49 hrs.

California State University, San Bernardino = Public Administration, Master = I completed classes on Public Sector Budgeting and Finance, Public Administration Theory & Practice, Administrative Leadership, Management of Public Organizations, Research in Public Administration, Managing Diversity in Government, Administrative Regulation and Human Resources in Public Administration. I finished the course work with a 3.866 GPA and took the exit exam on October 1, 2021 and am planning on graduation on December 11, 2021. These course have helped me immensely in my current position with regards to budgeting and the financial management of Siskiyou County's Human Service department. These course have allowed me to gain the knowledge needed to manage employees and to work collaboratively internally in our department and with other departments in the County.

Work Experience:

Siskiyou County Human Service Department = January 2018 to Present, Started as Administrative Service Manager I and promoted to ASM II in approximately a year and promoted to ASM III after approximately 2.5 years. In this position, I have been immersed in the budget process as well as the County Expense Claim for the agency which allows the funding of our programs. I have worked closely with the Auditor's Office to manage payroll, budget transfers and State and Federal reporting requirements.

Siskiyou County Auditor's Office = November 2013 to January 2018, Started job as a fiscal technician and promoted to an Accountant Auditor I after approximately 2 years. Worked closely with the Auditor and Assistant Auditor to complete the tasks and processes needed to conduct County business. Worked closely with County departments to complete fiscal year budgets.

DIANE OLSON



Work Experience cont.:

Napa Auto Parts Owner/Operator = I became a working partner in this business in September 1998 and sold the business in November 2012. I was involved in every aspect of running a privately owned businesses such as payroll, human resources, inventory control – ordering and receiving, financial reporting, taxes, parts research and testing vehicle components, advertising and building and property management. I worked closely with the national organization of Napa Auto Parts to maintain standards, inventory levels and advertising opportunities.

DIANE OLSON

October 5, 2021

References:

- Wayne Hammer: Siskiyou County Treasurer/Tax Collector, [REDACTED]
[REDACTED]
- Michael Tanner: Government Operations Lead American National Red Cross, [REDACTED]
[REDACTED]
- Jim Roseman: Retired Lieutenant Monterey Police Department & Retired Director of Siskiyou Domestic Violence, [REDACTED]
[REDACTED]
- Shelly Davis: Siskiyou County Director of Public Health, [REDACTED]
[REDACTED]
- Sarah Collard: Siskiyou County Health and Human Service Agency Director, [REDACTED]
[REDACTED]



DIANE OLSON

Summary

Progressive and collaborative Program Administrator focused on business efficiency and Operational improvements. Innovative leader with forward-thinking mindset offering more than 20 years of experience with special focus in private and public sector leadership, Exceptional customer service and employee relations. Analytical performer with talent for creative solutions. Driven to oversee operations with results-oriented outlook. Committed to delivering high-quality results on time no matter what it takes to reach established goals.

Skills

- Expense reporting - Human Service County Expense Claim - \$3-4 Million per Quarter.
- Scheduling and calendar management
- Training and coaching
- Administrative Management
- Data Analysis
- Team Building and Leadership
- Superior Customer Service Skills
- In-depth Budgeting Creation and Management
- Compassion for fellow employees and Customers

Experience

Administrative Service Manager III

01/2018 - Current

Siskiyou County Health and Human Services | Yreka, CA

- Annual performance evaluations to monitor progress and recommend professional growth.
- Improve and collaborate with staff to create a positive workplace
- Automated office operations while managing payroll, accounts payable and receivable, customer correspondence, record tracking and data communications.
- Development of 8 Siskiyou County Human Service multi-million dollar budgets and financial projections.
- Worked with fiscal team to improve workflows and eliminate unnecessary tasks.
- Regular analysis of office environment to ensure smooth operations.
- Mitigated regulatory risks by guaranteeing program requirements met compliance standards.

Accountant Auditor

11/2015 - 01/2018

Siskiyou County Auditor's Office | Yreka, CA

- Prioritized and organized tasks to efficiently accomplish service goals.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Worked successfully with diverse group of coworkers to accomplish goals & address issues related to our products & services.

Fiscal Technician II

11/2013 - 11/2015

Siskiyou County Auditor's Office | Yreka, CA

- Used dynamic research and interpersonal skills to swiftly resolve customer issues.
- Balanced daily cash deposits and vault inventory with zero error rate.
- Handled Siskiyou County Special District customers each day and processed transactions, including deposits and withdrawals.
- Adhered to regulatory and company security and audit procedures.
- Cultivated partnerships, which led to numerous opportunities as result of consistently following up with clients & providing exemplary service.

Napa Auto Parts

06/1998 - 12/2012

Self-Employed | Yreka, CA

- Collected payments from customers and checked parts for accuracy by comparing to invoice description.
- Handled difficult customer service situations with diplomacy and firmness and delivered friendly and knowledgeable support, resulting in repeat customers and referrals.
- Completed basic maintenance for company vehicle, including checking oil levels.
- Picked up and delivered automotive parts, equipment, tools and accessories from or to retail customers, wholesale accounts, dealerships, body shops and vendors.
- Assisted do-it-yourself customers between deliveries, including reading codes from customer's automobile and willingly and effectively installing wipers blades, batteries and light bulbs. Read catalogs, microfiche viewers or computer displays to determine replacement part stock numbers and prices.

Education and Training

MBA: Public Administration - Leadership

California State University - San Bernardino | San Bernardino, CA

- Completed professional development in Public Administration Leadership
- 3.903 GPA, Finished Course Work - Exit Examination October 2, 2021
- Pi Alpha Alpha Member - Global Honor Society for Public affairs and Administration.

Some College (No Degree): Health & Human Services

College of the Siskiyou's | Weed, CA

- Completed coursework in field of Health & Human Services

Bachelor of Arts: Political Science

California State University - Chico | Chico, CA

- Minor in Agricultural Business
- Paralegal Certificate

Certifications

- FEMA ICS100 Training - Incident Command - 2015
- FEMA ICS200 Training - Initial Action Incident - 2015
- FEMA ICS300 Training - Intermediate Incident - 2016
- FEMA ICS400 Training - Advanced Incident - 2016
- FEMA IS700 Training - National Incident Management System
- UC Davis - Supportive Supervision Series 1: Supporting Your Team - 2021
- UC Davis - Supervisory Effectiveness Program Series 2: Leading Processes - 2019
- Fred Pryor - Microsoft Excel Basics & Beyond Basics - 2019
- California State Association of Counties - Leadership & Change - 2018
- California State Association of Counties (CSAC) - Realignment 101 - 1991 & 2011 - 2019
- Fred Pryor - Microsoft Excel Basics & Beyond Basics - 2019
- SANS Cyber Security Awareness Training - 2020

References

Wayne Hammer: Siskiyou County Treasurer/Tax Collector, [REDACTED]
[REDACTED]

Jim Roseman: Retired Lieutenant Monterey Police Dept. & Retired Director of Siskiyou Domestic Violence, [REDACTED]

Michael Tanner: Government Operations Lead American National Red Cross, [REDACTED]
[REDACTED]

Unofficial Postbaccalaureate Transcript

Name: Diane Olson
Student ID: [REDACTED]
Birthdate: [REDACTED]

Institution Info: California State University, San Bernardino
 5500 University Parkway
 San Bernardino, CA 92407
Print Date: 2021-10-05

Academic Program History
Program: Graduate
2019-08-12: Active in Program
 2019-08-12: Master of Public Administration Major
Program: Graduate
2020-09-11: Active in Program
 2020-09-11: Master of Public Administration - Leadership Concentration Major

Beginning of Postbaccalaureate Record

Fall 2019

Session: Regular Academic Session (9/19/2019 - 12/2/2019)

Course	Description	Attempted	Earned	Grade	Points
PA 501	ADMINISTRATIVE LEADERSHIP	4.000	4.000	A	16.000
PA 611	PA THEORY & PRACTICE	4.000	4.000	A-	14.800
Term GPA	3.850	Term Totals	8.000	8.000	8.000 30.800
CSUSB GPA	3.850	CSUSB Totals	8.000	8.000	8.000 30.800
Cumulative GPA	3.850	Cum Totals	8.000	8.000	8.000 30.800

Winter 2020

Session: Regular Academic Session (1/4/2020 - 3/16/2020)

Course	Description	Attempted	Earned	Grade	Points
PA 603	RESEARCH METH IN ADMN	4.000	4.000	A	16.000
PA 664	MGMT OF PUB ORGS	4.000	4.000	A	16.000
Term GPA	4.000	Term Totals	8.000	8.000	8.000 32.000
CSUSB GPA	3.925	CSUSB Totals	16.000	16.000	16.000 62.800
Cumulative GPA	3.925	Cum Totals	16.000	16.000	16.000 62.800

Spring 2020

Session: Regular Academic Session (3/28/2020 - 6/8/2020)

Course	Description	Attempted	Earned	Grade	Points
PA 662	HUM RES MGMT PUB SECTOR	4.000	4.000	A	16.000
PA 663	PUBLIC BDGT & FINANCE	4.000	4.000	A-	14.800
Term GPA	3.850	Term Totals	8.000	8.000	8.000 30.800
CSUSB GPA	3.900	CSUSB Totals	24.000	24.000	24.000 93.600
Cumulative GPA	3.900	Cum Totals	24.000	24.000	24.000 93.600

In Spring 2020, the impact of the coronavirus pandemic (COVID-19) led to a rapid move to remote and virtual learning, as well as temporary changes in university academic/grading policies.

Summer 2020

Session: Six Week - First (6/22/2020 - 7/28/2020)

Course	Description	Attempted	Earned	Grade	Points
PA 619	MANAGING DIVERSITY	4.000	4.000	A-	14.800
Term GPA	3.700	Term Totals	4.000	4.000	4.000 14.800
CSUSB GPA	3.871	CSUSB Totals	28.000	28.000	28.000 108.400
Cumulative GPA	3.871	Cum Totals	28.000	28.000	28.000 108.400

Fall 2020 California State University, San Bernardino converted from quarter to semester units
 *****Comparison of Quarter and Semester Cumulative Statistics*****

GPA	Attempted	Earned	Points
Qtr Cumulative GPA: 3.871	Cum Totals : 28.000	28.000	108.400
Sem Cumulative GPA: 3.871	Cum Totals : 18.667	18.667	72.267

Fall 2020

Session: Regular Academic Session (8/22/2020 - 12/5/2020)

Course	Description	Attempted	Earned	Grade	Points
PA 6150	PUBLIC FINANCIAL MGMT	3.000	3.000	A	12.000
PA 6720	ADMN REGULATION	3.000	3.000	A	12.000
Term GPA	4.000	Term Totals	6.000	6.000	6.000 24.000
CSUSB GPA	3.903	CSUSB Totals	24.667	24.667	24.667 96.267
Cumulative GPA	3.903	Cum Totals	24.667	24.667	24.667 96.267

In Fall 2020, the impact of the coronavirus pandemic (COVID-19) led to a move to remote and virtual learning, as well as temporary changes in university academic/grading policies.

Spring 2021

Session: Regular Academic Session (1/23/2021 - 5/14/2021)

Course	Description	Attempted	Earned	Grade	Points
PA 6500	GOVT IN DIGITAL AGE	3.000	3.000	B+	9.900
PA 6800	PUB POL ANALYSIS	3.000	3.000	A	12.000
Term GPA	3.650	Term Totals	6.000	6.000	6.000 21.900
CSUSB GPA	3.853	CSUSB Totals	30.667	30.667	30.667 118.167
Cumulative GPA	3.853	Cum Totals	30.667	30.667	30.667 118.167

In Spring 2021, the impact of the coronavirus pandemic (COVID-19) led to a move to remote and virtual learning, as well as temporary changes in university academic/grading policies.

Summer 2021

Session: 10 Week (6/2/2021 - 8/9/2021)

Course	Description	Attempted	Earned	Grade	Points
PA 5640	LOCAL PUBLIC ADMN	3.000	3.000	A	12.000
Term GPA	4.000	Term Totals	3.000	3.000	3.000 12.000
CSUSB GPA	3.866	CSUSB Totals	33.667	33.667	33.667 130.167
Cumulative GPA	3.866	Cum Totals	33.667	33.667	33.667 130.167

Unofficial Postbaccalaureate Transcript

Name: Diane Olson
 Student ID: [REDACTED]
 Birthdate: [REDACTED]

Fall 2021

Session: Self Support Nonstandard Dates (8/23/2021 - 12/3/2021)

Course	Description	Attempted	Earned	Grade	Points
PA 6980	COMP EXAM	0.000	0.000		0.000

			Attempted	Earned	GPA Units	Points
Term GPA	0.000	Term Totals	0.000	0.000	0.000	0.000
CSUSB GPA	3.866	CSUSB Totals	33.667	33.667	33.667	130.167
Cumulative GPA	3.866	Cum Totals	33.667	33.667	33.667	130.167

Postbaccalaureate Career Totals

			Attempted	Earned	GPA Units	Points
CSUSB GPA:	3.866	CSUSB Totals	33.667	33.667	33.667	130.167
Cumulative GPA	3.866	Cum Totals	33.667	33.667	33.667	130.167

End of Transcript

UNOFFICIAL

FILE NO. 874 158245
DATES.

SOCIAL SEC. - 6129
DEGREES GRANTED

5/21/97 BA Political Science
Minor: Agricultural Business

CORRIGAN DIANE LYNN
LAST NAME FIRST MIDDLE MAIDEN SEX
 M F

BIRTH DATE [REDACTED] ADMISSION DATE [REDACTED] ENTRANCE STATUS

DEPT AND COURSE NO	COURSE TITLE	SEM UN	GR	PTS	DEPT AND COURSE NO	COURSE TITLE	SEM UN	GR	PTS
FALL 87									
ART 033	REG PAINTING	3.0	B	9.0	ANSC 198B	SPECIAL TOPICS	2.0	A	8.0
ENGL 001	FRESHMAN COMP	3.0	B	9.0	BLAW 099	LEGAL ENVIR BUS	3.0	C	6.0
MATH 003	INTEPMED ALGEBRA	3.0	B	9.0	PHIL 137	SEX LOVE + MARRIA	3.0	A-	11.1
PHED 095LO	OFFSEA VAR SB-W	3.0	B	9.0	POLS 198W	SPECIAL TOPICS	1.0	CR	0.0
POLS 001	VITAL POLIT PROBS	3.0	B+	9.9	POUS 198W	SPECIAL TOPICS	1.0	CR	0.0
SPR 88									
BIOL 001	CONCEPTS OF BIOL	3.0	U	9.0	POUS 251B	CIV RGTS+CIV LIBR	3.0	B	9.0
HE 095	MARRIAG+FAM REL	3.0	C-	9.0	POUS 254	LEGAL RESEARCH	3.0	C+	6.9
HIST 050	US HISTORY	3.0	C-	9.0					
PHIL 007	PERSONAL VALUES	3.0	B-	9.0					
POLS 055	GOVT NAT ST LOCAL	3.0	B	9.0					
FALL 88									
ANST 150	NOR CALIF STUDIES	3.0	C-	9.0	SPR 90	MAGIC WITCH+RELIGI	3.0	C	6.0
ANSC 016	BASIC HORSE HUSB	3.0	D	3.0	ANTH 040	SPECIAL TOPICS	1.0	CR	0.0
ANSC 019	HEAT + MEAT PRD	3.0	C	6.0	POLS 198W	SPECIAL TOPICS	1.0	V	0.0
ECON 003	PRIN MICRO ANALYS	3.0	D	3.0	POLS 198W	SPECIAL TOPICS	1.0	V	0.0
GE06 006	THE AMERICAN WEST	3.0	D	3.0	POLS 255	LEGAL PARA-PROFES	3.0	A-	11.1
SPR 89									
ICST 011	SPEECH COMMON	3.0	B-	9.0	POLS 289K	INTERN PUB LAW	3.0	CR	0.0
PHIL 002	LOGIG+CRIT THINK	3.0	B	9.0	POLS 291G	SIN POLS PUB LAW	3.0	CR	0.0
PHSC 005	INTR0 ASTRONOMY	3.0	C	6.0	POLS 295C	TECH-RES + EXP	1.0	CR	0.0
SOCI 183	HUMAN STRESS	3.0	C+	6.9	SWRK 280	LAW+DISADVANTAGED	1.0	CR	0.0
SWRK 089A	INTERN WITH AGING	1.0	NC	0.0					
FALL 89									
HUM 100B	ARTS AND IDEAS	3.0	D	3.0	FALL 90	ARTS AND IDEAS	3.0	D	3.0
POLS 221A	INTR0 POL INQUIRY	3.0	B-	8.1	HUM 100B	ARTS AND IDEAS	3.0	D	3.0
POLS 224	PUB OPINION+PROP	3.0	B-	8.1	POLS 221A	INTR0 POL INQUIRY	3.0	B-	8.1
POLS 264	ADMIN LAW	3.0	F#	0.0	POLS 224	PUB OPINION+PROP	3.0	B-	8.1
SPR 91									
ENGL 058	AMER INDIAN LIT	3.0	C+	6.9	POLS 264	ADMIN LAW	3.0	F#	0.0
POLS 198W	SPECIAL TOPICS	1.0	CR	0.0	SPR 91	AMER INDIAN LIT	3.0	C+	6.9
POLS 198W	SPECIAL TOPICS	1.0	W	0.0	ENGL 058	AMER INDIAN LIT	3.0	C+	6.9
POLS 246C	INTER-AMER RELAT	3.0	D	3.0	POLS 198W	SPECIAL TOPICS	1.0	CR	0.0
POLS 247	VIETNAM + FOR POL	3.0	W	0.0	POLS 198W	SPECIAL TOPICS	1.0	W	0.0
POLS 268	PLANNING LAW	3.0	C	6.0	POLS 246C	INTER-AMER RELAT	3.0	D	3.0
PSY 141	SOC-CULTL PSY DEV	3.0	B	9.0	POLS 247	VIETNAM + FOR POL	3.0	W	0.0
SPR 92									
SEE PAGE 2									

AN OFFICIAL SIGNATURE IS WHITE ON RED BACKGROUND
 Paralegal Certificate Completed 12-31-92.
 CALIFORNIA STATE UNIVERSITY, CHICO
 AN OFFICIAL SIGNATURE IS WHITE ON RED BACKGROUND
 IF SIGNATURE BELOW IS DISTORTED
 ACCEPTED.



JEAN B. IRVING, UNIVERSITY REGISTRAR, L.S.G., CHICO

FILE NUMBER [REDACTED] PAGE NUMBER 2 SOC. SEC. [REDACTED]

CORRIGAN DIANE LYNN
 Last First Middle Maiden

DEPT AND COURSE NO.	COURSE TITLE	SEM. UN	GR.	PTS	DEPT AND COURSE NO.	COURSE TITLE	SEM. UN	GR.	PTS
FALL 91									
ABUS 083	FARM ACCOUNTING	3.0	A-	11.1					
ABUS 192	INTRNAT AGRI DEVL	3.0	A	12.0					
PSSC 192	WORLD FOOD+FIBER	3.0	B	9.0					
#POLS 264	Fall 1991 Time Expired	3.0	F	.0					
SPR 92									
ABUS 180	AG PRODUCTN ECON	3.0	A #	.0					
ABUS 183	AGRI BUS MGMT	3.0	A	12.0					
ABUS 185	AGRI POLICY	3.0	A	12.0					
ANSC 009A	D/WK ANSC	1.0	B	3.0					
#ABUS 180	Work completed 8/12-92	3.0	B-	8.1					
FALL 92									
ABUS 187	AGRI FINANCE	3.0	C+	6.9					
ABUS 282	ADV AGRI MKTG	3.0	B-	8.1					
ANSC 009A	D/WK ANSC	1.0	B	3.0					
ANSC 011	FEEDS + FEEDING	4.0	B	12.0					
POLS 289L	INTERN PUD LAW	3.0	CR	.0					
PSSC 050	GENERAL SOILS	3.0	B-	8.1					
SPR 93									
ABUS 182	AGRI HARKETING	3.0	B-	8.1					
BIDL 001	CONCEPTS OF SIOL	3.0	C-	5.1					
JOUR 116	COMM GLOBAL ARENA	3.0	A	12.0					
POLS 203	LOCAL GOVT	3.0	C	6.0					
	POST GRADUATE								
	FILMED								
	MAY 5 1994								

DEPT AND COURSE NO. COURSE TITLE SEM UN GR PTS

REJECT DOCUMENT IF SIGNATURE BELOW IS DISTORTED

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CALIFORNIA STATE UNIVERSITY, CHICO

JEAN H. IRVING, UNIVERSITY REGISTRAR, CSU, CHICO



SUMMARY PAGE 2

CORRIGAN DIANE LYNN

LAST NAME

FIRST

MIDDLE

MAIDEN

CALIFORNIA STATE UNIVERSITY, CHICO - SUMMARY

SOCIAL SECURITY

SEX

ADMISSION FILE COMPLETE

ID	Description	TRANSFER OR SEMESTER			CSU CHICO			CUMULATIVE					
		ATT	PASS	GP	ATT	PASS	GP	ATT	PASS	GP			
1-93	Brought forward	0	6	0.0	123	125	503.8	247	123	131	503.8	247	
892	CORRIGAN DIANE L	140	170	381	272	1370	1420	3419	250	1370	1400	3419	250
193	CORRIGAN DIANE L	120	120	312	260	1490	1540	3721	250	1490	1600	3791	250

6/193 Repeat of BIOL 001
 3. -- -- --
 Delete
 146. 154. 373.1 2.56
 146. 160. 373.1 2.56
 KP/EB JUN 9 1993
 FILMED MAY 0 5 1994

BASIS OF ADMISSION

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CALIFORNIA STATE UNIVERSITY, CHICO

PERMANENT RECORD SURVEILLANT

JEAN HARRING, UNIVERSITY REGISTRAR, CSU, CHICO