

ELLEN LANSEER HEKMAN

7475 Alaska Ridge, Alto, MI 49302 616.868.0610 thehekmans@triton.net

Experience

The Henry Institute at Calvin College, Program Coordinator
September, 2003 to present

- Plan and coordinate all logistics and arrangements for the bi-annual Symposium on Religion and Politics, the annual Graduate Student Workshop, and for numerous guest lectures each year
- Serve as Internship Placement Assistant for the Paul Henry Semester in Washington D.C. Program, compile information about internship site options, assist students in preparation and application for internship placements, and coordinate administrative details of the program
- Edit publications written by Director of Henry Institute
- Maintain, update and create new information for the Henry Institute web site
- Handle general administrative functions for the Henry Institute

North American Choral Company, Administrative Assistant
2006 -- 2008, Grand Rapids, Michigan

- Assist Director with grant writing and applications
- Write and coordinate communications (letters, newsletters, e-mail correspondence) with Choral Company participants and outside individuals and groups
- Plan and coordinate logistics and arrangements for concerts and annual fall retreat throughout year
- Handle general administrative functions for the Choral Company

United Food & Commercial Workers Local 951, Executive Director
1986 – 2001, Grand Rapids, Michigan

- Director of Education, coordinating seminars and educational opportunities for Local Union members from across the state, including annual Executive Board conference (three day program for approximately 80 people), annual Steward Conferences (day-long event for approximately 400 people), regular Women's Conference (day-long event for approximately 400 people), training meetings for members (several hours for approximately 30 to 50 people at locations around the state)
 - Director of Business Office, overseeing finance (including annual development and monthly oversight of Local Union budget, and review of all expenditures), membership records, data processing and clerical functions
 - Director of Communications, coordinating, editing and writing publications for Local Union membership of approximately 19,000 members
 - Director of Personnel and Benefits, administering Cafeteria Plan and all personnel functions for Local Union Staff of 50 employees
 - Coordination and administration of Local Union Executive Board program, planning meetings and conferences, developing agenda and materials, recording minutes of meetings, maintaining all records
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Sentry Insurance, Claims Service Representative
1985 – 1986, Grand Rapids, MI

- Handling insurance claims from initial report of claim through settlement, including investigating loss, determining liability and negotiating settlement

Old Kent Bank, Assistant Branch Manager
1984 -- 1985, Grand Rapids, MI

- Supervision of customer service representatives/tellers, general administration of bank activities

National Conference of State Legislatures, Research Assistant
1983 – 1984, Denver, CO

- Researching and writing articles and publications, responding to requests for information from legislators and staff from the 50 states, organizing conferences, handling administrative work for the Health Care Cost Containment project group

Old Kent Bank, Assistant Branch Manager
1981 -- 1983, Grand Rapids, MI

- Supervision of customer service representatives/tellers, general administration of bank activities

Education

Calvin College, Grand Rapids, MI
1976-1980
Bachelor of Arts in Political Science
Dean's List 1977 - 1980; Upperclassman Scholarship 1977 - 1980

Denver Christian High School, Denver, CO
1972 – 1976
Valedictorian

Personal Information

Family: Married to Charles Hekman since 1982; one son (Patrick, age 19) and two daughters (Elisabeth and Christine, age 16 and 14)

Active member: Plymouth Heights Christian Reformed Church since 1992

Member and Chairperson: Ada Christian School Middle School Support Committee (responsible for planning, coordination and support for student activities, including annual day-long retreat, special assemblies and programs, graduation activities, extra-curricular programs), May 2004 - May 2007

Hobbies: gardening and photography

References

Available upon request.
