

SUSANNE F. GALLAGHER**Experience**

2014 – Present	City Clerk's Office	Newburyport, MA
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Board of Registrars

- Assist in preparation of elections
- Assist on election day
- Close a Ward at 8pm
- Report the results to observers
- Report the results to the City Clerk

2013 – 2015	City Clerk's Office	Newburyport, MA
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Data Entry

- Record past birth records

2007 – 2012	Catacomb Crawler	Newburyport, MA
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- Cataloged/organized the records located in the two City vaults
- Coordinated the transfer of the approved records to the Newburyport Public Library

1994 – 1998	Immaculate Conception Church	Newburyport, MA
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Business Manager

- Responsible for accounts receivables/payables
- Created a ten-year budget for Immaculate Conception School
- Responsible for creating the yearly budget for Immaculate Conception Church

1989 – 2000	First Parish Church	Newbury, MA
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Secretary/Assistant Treasurer

- Produce the weekly bulletin
- Responsible for accounts receivables/payables
- Created the yearly budget

1980 – 1988	A.J. Corey & Son, Inc.	Newburyport, MA
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Bookkeeper

- Responsible for accounts receivables/payables
- Prepared all records for the accountant

Education

1984 – 1989	Northern Essex Community College	Haverhill, MA
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- Associates Degree in Business Management

1964 – 1968	Newburyport High School	Newburyport, MA
1956 – 1964	Immaculate Conception	Newburyport, MA