Michael T. Christy
12 Lagemann Lane
Chilmark, MA 02535

508-645-2858
508-560-1061 cell
todd.christy@rocketmail.com

Town of Chilmark
P.O. Box 119
Chilmark, MA 02535

September 16, 2010

Dear Mr. Carroll,

I would like to apply for the position of Administrative Assistant in the Town of Chilmark.

I am well qualified to be Administrative Assistant to the Personnel because of my current work experience doing this job over the past four months. I had little experience with the Personnel Board before May of this year, but I have enjoyed working with the members during this time.

I am confident that I would continue to do an excellent job for the Personnel Board and I would be very pleased to contribute my organizational skills, my thick skin, my good humor and my energetic work ethic. I am certain that I would be a good choice.

My resume and application are enclosed. Thank you!

Sincerely,

Michael T. Christy

RECEIVED
SEP 16 2010
Chilmark Board of Selectmen

Michael Todd Christy

12 Lagemann Lane
Chilmark, MA 02535
508-645-2858
todd.christy@rocketmail.com

♦ Education

1983-1988 Franklin & Marshall College, Lancaster, PA
BA in Fine Arts/ Painting Intensive

1986-1987 School of Visual Arts, New York, NY
Studio Art Intensive- Painting, Screenprinting and Lithography

1980-1983 Woodberry Forest School, Orange, VA

♦ Experience

2009- present Chilmark Town Hall, Administrative Assistant
Planning Board, Affordable Housing Committee, Historical Commission, Personnel Board(temp), DCRHA representative

2005-2008 The Granary Gallery, West Tisbury
Sales, Shipping, graphics, employee program coordination

2004-2005 Mansion House Health Club
Health Club Manager

2003-present HowlingBird Studios, screenprinting studio
Printer/ Print coordinator/Graphic Artist

2003-2004 The Gallery
Manager/Web Designer

1988-2002 Marianne's Screenprinting & Graphics, Vineyard Haven, MA
Manager/ Owner
Printer, graphics, advertising, web

2001-05 Tisbury Inn Health Club
Certified Spin Instructor/ Personal Trainer

♦ Extra Curricular

2010 **Chilmark Representative** on Dukes County Regional Housing Authority

2007 **NETTS** triathlon series Champion 40-45 age group

2006 **Triathlete**
9th Overall Tupper Lake Sprint
12th Overall NETTS Hyannis Sprint II
2nd Overall Vineyard Haven Library 5K/ 1st age group
4th Overall Columbus Day 5K, Oak Bluffs 1st age group

2004 **Triathlete**
Ranked 5th Overall Audi Allroad Series/Ranked 5th Overall Elite/Pro NETTS Series

1988 **Div. III Mid-Atlantic Cross-Country Championships- 13th Overall**

1986 **Div. III Mid-Atlantic Track Championships, 4 x 800 meter record**