

# Saudra Huckfeldt

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1750 - 30<sup>th</sup> Street, #112, Boulder, CO, 80301 USA

## **EMPLOYMENT EXPERIENCE**

Details of the past nine (9) years 2003 – 2012 experience in financial and information systems technology in both Europe and the United States of America.

### **Pastor & Missionary**

*Assistant pastor* in ministry to Eastern Europe and Christian Counseling in United States through **ProjectLOVE** and **Trinity LOVE Church**. Information Technology Director responsible for ministry videos, WEB design and implementation as well as data base development and maintenance.

**Notary** Commissioned and Appointed as NOTARY PUBLIC for the State of Colorado, Term from 11/20/2008 thru 11/20/2012 for notarizing all legal documents especially financial mortgage documents.

**WEB Design Consultant** February 2009 – Present Date; Design and/or Implementation of WEB sites for: (Note: some of these web sites are no longer maintained by their organization)

**Trinity LOVE Church**

**[www.TrinityLOVEchurch.org](http://www.TrinityLOVEchurch.org)**

**STOP** - Stop Trafficking Of People

**[www.STOPtrafficking.US](http://www.STOPtrafficking.US)**

**Bonded Colorado Caretakers**

– **[www.BondedCoCaretakers.com](http://www.BondedCoCaretakers.com)**

**Financial & Information Technology Consultant** October 2008 – Present Date; Providing financial consulting and WEB design for USA clients (including European vacation WEB sites).

### **Loan Processor and Presentation Technician** **First Liberty Lending**

July 2007 – Present Date; and Complete processing of LP, DU, and Portfolio loans for Purchase, Re-Finance, and Construction including ordering of appraisal, title, EOI, verifications (VOD, VOE, VOM, VOR, VOS) and all disclosures. Maintained affiliation with lenders, organized lender training, and lender product data base. Power Point presentations for Loan Officers and clients.

**Income Tax Preperation** June 2006 – Present Date; H&R Block Wiesbaden, Germany and tax assistance to clients in Florida and Colorado in the USA.

**Photography Consultant Photo Express – Wiesbaden, Germany (Hainerberg Shopping Center)** Feb 2005 – Sept 2006 – Responsible for customer service, cash accounting, equipment maintenance, and production of photographs [shading, cropping, adjusting quality], Top sales person.

February 2008 – Present Date; **National Policy Analysis Center (NPAC) and Bonded Colorado Caretakers:** – Responsible for video presentation development for marketing and photography for use in WEB design marketing brochure development with use of Photoshop CS4, Illustrator, & Flash Professional.

**Sales Consultant Helga May Weingut (Vineyard) – Mainz Kastell, Germany**

March 2005 – Sept 2005 *Consultant* in sales of 14 types of special German wine, including the inventory and ordering, cash accounting for all sales locations.

**Language Translator – National Policy Analysis Center (NPAC)**

Jan 2004 – Feb 2005 Experience in economic policy development as language translator in the rural development of tourism and industry in underdeveloped areas of Latvia. This required understanding the government and business environment and the translation of the development concepts from English to Latvian. Work was directly with the Executive Director of NPAC and government officials as well as business leaders.

**Technical Assistant to Director**

Sept 2003 – Jan 2004 **Gaizinkalns** – Latvia's Highest Point – Guest Lodge & Tourism Centre

**GUEST SERVICES MANAGEMENT OF**

- Guest reception and registration
- Dinning room management
- Café and Bar operations
- Guest reservations and communications
- Supervision of Guest room setup
- Licensed Cash register operations
- Guest Parties – Decorations and Arrangements

**OTHER MANAGEMENT DUTIES**

- Inventory control for all supplies
- Ordering of Supplies
- Accounts Payable Data Base
- Accounts Payable Payments
- Daily Data Processing for Accounting
- Spreadsheet Development and Maintenance
- Word Processing Corporate Communications

## **EDUCATIONAL BACKGROUND**

College courses completed at USA colleges: (Note: all are with the highest possible grade)

Spring 2009 WEB DESIGN Completed with grade of "A+"

Fall 2009 Graduate Course: Information Systems Management Grade of "A+"

Zoe Bible College – Hague Netherlands: Pastoral Training – Graduated 2008

Western Style Tourism Training – 2003

Latvian High School with Computer Training and English Language Education – Graduated 2003