

From: [Scott Kluever](#)
To: [Bristol Town Administrator](#)
Subject: New trustees
Date: Wednesday, October 23, 2024 9:20:59 AM

Good morning Valerie.
I have two names of new trustees for the library.

Darren kleinfelter
Elianne Kleinfelter

Both from Bristol.
Can we get them on the next selectboard's agenda for appointment? Both intend to run for full terms in the spring. Thanks.

The next SB meeting is this coming Monday?

Scott Kluever

If stretched out, the DNA in a human cell is about six feet long. If you multiplied that length by the trillions of cells in the human body, the DNA could stretch from Earth to the moon thousands of times.

Darren Klinefelter

Bristol VT, 05443



Hardworking individual with an aptitude and degree focus in information technology and finance. From problem-solving to leadership ability, I have gained a global business perspective through my mentors. Experienced Information Technology Manager with a demonstrated history of working in the food & beverages industry. I am skilled in network administration, ERP implementation, controller tasks, budget preparation, management, and customer service.

- Analytical thinker
- Aptitude for math
- Fluent in Microsoft Office processes
- Proficient in advanced accounting functions
- Effective project manager
- Efficient strategist
- Leader
- Working knowledge of HTML/CSS, SQL, and Python

Experience

12/15/2021 – PRESENT

VP of Finance and Technology / Soft Stuff Distributors

Manage Accounting and HR team. Responsible for monthly bank reconciliations and controller admin functions. Responsible for preparing and reviewing financial statements and budgets for the entire company. Proficient in every aspect of the Acumatica ERP software landscape. Manage and assist HR department with talent acquisition, benefits enrollment, and employee engagement.

12/1/2019 – PRESENT

Director of Technology and Business Operations / Soft Stuff Distributors

Adeptly linked SQL database, google analytics, and excel table data silos into one business intelligence software. Strategically analyzed data to produce actionable business recommendations. Developed an application to make truck routing more efficient using web APIs. Worked directly with CFO to completely restructure accounting system.

5/1/2015 – 12/1/2019

Information Systems Manager / Soft Stuff Distributors

Setup and maintained a windows server. Fully implemented an Enterprise Resource Planning (ERP) software and developed a new website with ecommerce capabilities increasing web revenue by 16%. Tailored individual experiences through customization to improve operational efficiency.

6/4/2014 – 5/1/2015

IT Service Representative / Soft Stuff Distributors

Implemented and serviced a new fleet of computer workstations for company. Oversaw the maintenance operations necessary to continue regular operation. Assisted in the research and vetting of a new ERP software to fit our growing business.

Education

FALL 2017

Bachelor of Science in Mathematics / UMBC

Focused mainly on abstract math, switched to a more accounting centered course load in later semesters. Successfully completed advanced Python programming courses.

SPRING 2012

High School Diploma / Wilde Lake High School

Participated in advance placement (AP) courses in math and history. Also attended Howard Community College during my senior year to advance my knowledge at a more rapid pace.

Elianne

Wijler Klinefelter

HR Professional

Elianne Wijler Klinefelter, SHRM-CP

Bristol, Vermont 05443

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[linkedin.com/eliannewk](https://www.linkedin.com/eliannewk)

Summary

Certified bilingual HR Professional with experience in creating an HR department from the ground up. Well-versed in creating and implementing new processes and solutions based on business needs. Proficient in providing a broad level of counseling on talent acquisition, employee relations, benefits administration, retention, and training programs, while handling complex situations with professionalism and confidentiality.

Experience

Dynapower Company / HR Generalist - Talent & Development

April 2021 - PRESENT, South Burlington, VT

Serving as a key HR business partner, supporting all aspects of employee relations, recruitment, performance management, and general HR inquiries across the company.

- Lead recruitment efforts, including managing job postings, coordinating interviews, and streamlining the onboarding process to ensure a positive new hire experience.
- Provide strategic HR support by developing and implementing policies, managing employee performance reviews, and driving continuous improvement initiatives.
- Supported the integration of HR functions, including payroll, benefits, and employee processes, during Dynapower's acquisition by Sensata Technologies, ensuring a smooth transition for all stakeholders.
- Developed and implemented a new system to track attendance, performance reviews, and supervisor notes for production employees, enhancing overall employee management, data accuracy, and consistent enforcement of company policies.

Soft Stuff Distributors / Director of Human Resources

May 2017 - April 2021, Jessup, MD

Established and directed an HR Department of One for 50 employees. Responsible for all human resources functions such as employee relations, talent acquisition, compliance, benefits, OSHA, payroll, and performance management. Managed an HR Generalist starting September 2020.

- Created and implemented standard procedures for hiring, onboarding, performance management, and offboarding
- Implemented new HRIS (BambooHR) and Payroll (Execupay & TraxPayroll) system and managed all administration
- Created a company-wide competency model as the foundation

- for performance management, hiring, and succession planning
- Created a company intranet using Google Sites with content for all new and current employees such as benefits information, wellness resources, product training, and company announcements
- Managed the full employee lifecycle from recruitment to exit, including pre- and on-boarding, benefits, employee engagement, and continuous performance management
- Ensured OSHA compliance, created and maintained the company's emergency action plan, and coordinated the company's response to COVID-19
- Monitored and ensured compliance with all applicable local, state, and federal laws. Maintained and regularly updated the employee handbook and all other policies and procedures

Education & Certification

SHRM / SHRM Certified Professional (SHRM-CP)
May 2019

SHRM Foundation / Veterans at Work Certificate
November 2019

SHRM Foundation / Employing Disabilities at Work Certificate
September 2020

Maastricht University / Master in Health and Social Psychology
Maastricht, the Netherlands / completed 50% of credits towards MSc

University College Maastricht / Bachelor in Psychology
2011 - 2015 / Maastricht, the Netherlands

Languages

Dutch / Native Proficiency

English / Full Professional Proficiency

Extra Curricular

YWCA Vermont / Board Member

October 2022 - September 2024, Vermont

Member of the Board of Advisors for YWCA Vermont.

Howard County HR Society / Board Member & Volunteer

August 2017 - December 2020, Columbia, MD

Member of the Board (SHRM Foundation Champion) for 2019 and 2020, as well as Chair of the BecHaRitable committee.

