

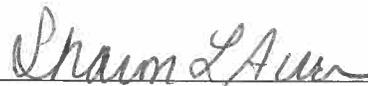
**RESOLUTION 2013-164**

**RESOLUTION OF THE TOWNSHIP OF BARNEGAT,  
COUNTY OF OCEAN, STATE OF NEW JERSEY  
APPOINTING AN ADMINISTRATIVE ASSISTANT  
IN THE MUNICIPAL CLERK'S OFFICE**

**BE IT RESOLVED** by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that Joseph A. Kostecki, II, 100 Barnegat Boulevard South, Barnegat, New Jersey is hereby appointed as an Administrative Assistant in the Municipal Clerk's Office at an annual salary of \$33,400. per year.

**CERTIFICATION**

I, Sharon L. Auer, Acting Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held on the 1<sup>st</sup> day of April, 2013, in the Municipal Complex, 900 West Bay Avenue, Barnegat, New Jersey.



Sharon L. Auer  
Acting Municipal Clerk

Joseph A. Kostecki II  
100 Barnegat Blvd S  
Barnegat, New Jersey 08005  
848.448.8428  
joseph.kostecki@gmail.com

February 19, 2013

David Breeden, Township Administrator  
900 West Bay Avenue  
Barnegat Township, New Jersey 08005

Sent Via Certified Mail

Dear Mr. Breeden,

I am reaching out in response to the employment posting on the Township website for Administrative Assistant. With experience in the public sector that includes the federal, state and local levels, and specifically time in a Municipal Clerk's office, I bring an understanding of municipal operations that will save time and costs, and add to the professional level of services Barnegat Township already provides.

Please accept my resume, and reach out if you would like to have a conversation or have any questions.

Thank you and be well.



Joseph A. Kostecki II

# Joseph A. Kostecki II

Barnegat, NJ • (848) 448-8428 • [Joseph.kostecki@gmail.com](mailto:Joseph.kostecki@gmail.com)

Highly creative, results-proven professional with managerial experience, drive and vision offering private and public sector expertise in both public policy and Government

## Areas of Expertise

- Governmental & Community Outreach
- Policy Analysis
- Public Speaking & Event Planning
- Press & Social Media Communication
- Non-Profit & Political Development
- Federal Appropriations
- Municipal Operations
- Research & Polling

## PROFESSIONAL EXPERIENCE

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### Public Sense LLC

Present

*Owner*

- Communications including social media and email campaigns, website development
- Municipal Operations consulting – Public Affair, Grants, Research, Administrative, Governing Body, Community Outreach
- Political consulting – fundraising, messaging, targeting, research, field operations, overall campaign consulting

### East Windsor Township

2012-2013

*Municipal Clerk's Office*

- Secretary to the Municipal Corporation and Governing Body
- Administrative Officer for Municipal Elections and voters
- Records Coordinator and Manager
- Municipal functions pertaining to Bonds, RFPs, Bids, Permits, Resolutions, Ordinances, Press release, and all public records relating thereto

### Shred Out Cancer – 501 (c)(3) Nonprofit Cancer Foundation

2009 - Present

*Founder & President*

- Constructed organizational layout, directing all aspects from strategy to fundraising events and nonprofit filings
- Raised over \$80,000 in funds through events and individual donors
- Created organizational image, built apparel line and currently co-branding this line with a sports apparel company for wider distribution

### Shain, Schaffer and Rafanello

2010 – 2012

*Executive Director*

- Oversaw the administrative programs of the party, expenditures, budgets and municipal consultant operations
- Provided consultation on police consolidation, municipal budgeting and community/municipal outreach programs
- Constructed and implemented a plan to strengthen the organization through community and professional outreach, provided internal and external communications across a county-wide and state level
- Government and political consulting, conducted state and federal policy research, oversaw Executive Board, Caucuses and volunteer organizations
- Developed and managed Government outreach to local, county, state and federal officials to provide effective government programs.

### U.S House of Representatives, NJ-03 District office

2009 – 2011

*Outreach Coordinator/Staff Assistant*

- Government Affairs Liaison to 23 municipalities to ensure proper correspondence and federal assistance including appropriations for shovel-ready projects, FEMA assistance and Fort Dix-Maguire Joint Base consolidation.
- Provided outreach on healthcare, education, housing, veterans, seniors and sportsmen
- Managed Town hall events, Meet-Your-Congressman, Energy Fairs, Senior Healthcare fairs.
- Drafted political memos on local issues, focused on strengthening Legislative niche and coalition-building
- Caseworker for over 300 individual cases; Medicare, Social Security, Dept. of State, and Dept. of Treasury
- Develop political database to identify opportunities and strengthen services.

**New Jersey State Committee,**

2008 - 2009

*Field Organizer/Coordinator*

- Coordinated strategic field plans as liaison to six municipalities in swing district
- Recruited, trained, mobilized, and managed estimated 900 volunteers for Get Out The Vote
- Coalition building, Public relations, Event Planner, Advance planning and New Media specialist

**ASK.COM, Edison, NJ**

2008

*Relevance Evaluator – part-time*

- Provided computer engineer services to ensure search engine performs efficiently by evaluating and determining the relevance of search returns
- Strong typing skills and experience in Microsoft, Excel, PowerPoint, and online database management

**Senator Raymond J. Lesniak, 20th District**

2008

*Government Relations Intern*

- Aided senior staff in daily administrative and constituency duties
- Tracked health, education policies
- Government Relations Intern, Constituent Relations, and Communications Assistant

**HealthCare Institute of New Jersey, Bridgewater, NJ**

2008

*Government Relations & Communications Intern*

- Conducted research and performed data analysis on public health issues
- Government Relations Intern and Communications Assistant
- Helped launch a major public health initiative related to diabetes within New Jersey's Latino community

**Spirits Unlimited, Brick, NJ**

2006 - 2008

*Manager*

- Product and retail management, including sales, shipping and ordering requests
- Develop and execute client service requests, and day-to-day operations to insure business productivity

**Forbes Liquors**

2003 - 2006

*Stock Manager*

- Product and retail management, including sales, shipping and ordering requests
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**EDUCATION**

**Penn State University**

*Masters of Public Administration, 2013 GPA: 3.67*

**Rutgers University, New Brunswick, NJ**

*Bachelor of Arts, Political Science, GPA: 3.5 Major GPA: 3.8*

- Henry Rutgers Scholar Society),
- Honors: Cum Laude, Departmental Honors
- Pi Sigma Alpha (National Political Science Honor Longitudinal analysis including media analysis

**ADDITIONAL SKILLS and INTERESTS**

- Proficient in the following software applications; Mac, Windows XP, Microsoft Office, GoogleDoc
- Website-building experience with templates, Internet research

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