**CLAIRE CHRISTNACHT**

**3115 N Mason Avenue, Tacoma, WA 98407 253-320-0664** [**claire@erateexpertise.com**](mailto:claire@erateexpertise.com)

**PROFESSIONAL SUMMARY**

Highly capable business owner and consultant specializing in Federal E-rate grant applications, administration and compliance for libraries. Additional experience in program evaluation, financial analysis, marketing and customer service in the public, private and non-profit sectors. Varied skill set and experience provides breadth of knowledge for how organizations work and allows for adaptability and proficiency to add value to a wide range of projects.

**SKILLS**

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| * Strategic Planning * Financial Analysis * Marketing * Project Implementation * Customer Service | * Govt Grant Applications * Govt Competitive Bidding * Contract Negotiation & Execution * Compliance & Documentation * Audit Management | * Strong Interpersonal Skills * Excellent Presentation Skills * Complex Problem-Solving Skills * Flexible Project Pivoting Skills * Integrity & Commitment |

**WORK HISTORY**

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| **E-Rate Expertise, Inc.**  **Business Owner & Consultant** | Seattle/Tacoma, WA  2000 - Present |
| * Manage administration of technology grant applications and reimbursements for libraries that participate in the federal E-Rate program. Knowledgeable in complex program regulations to maximize client funding and ensure clients’ compliance to maintain funding eligibility. * Manage all aspects of state-wide library consortium including outreach, recruiting, customer service, application development, compliance, and ad hoc projects requiring my abilities to identify and respond to the unique needs of each individual member library. * Extensive experience and aptitude with developing complex financial analyses, including cost and funding projections, and using this information to maximize grant funding and savings for clients. * Apply excellent communication skills with government application reviewers and auditors to advocate for clients’ interests. Work very well with vendors and clients of all sizes and with a wide variety of needs. * Leverage financial, marketing and operations experience in public, private and non-profit sectors to assess project needs and adeptly develop and implement strategies for organizations’ success. * Conduct financial and operational analyses for library clients for a variety of ad hoc projects such as public printer management and a cost and operational analysis of patron cross-use of libraries in neighboring systems. * Specialize in services to libraries and recognize and appreciate the unique resources and needs of each library. Act as a conduit for applying lessons learned and information sharing across library systems. | |
| **City of Seattle, Strategic Planning/Management Office**  **Fiscal Policy & Management Analyst** | Seattle, WA  1996-2000 |
| * Acted as liaison between departments, the Mayor’s Office and the City Council for budget, financial analysis and policy planning processes. * Provided policy analysis/recommendations and prepared briefings and legislation for Mayor and City Council. * Coordinated interdepartmental and interagency negotiations, and tracked revenues and expenses related to complex government projects. | |

**EDUCATION**

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| * Master of Public Administration – Emphasis in Urban Affairs – University of Washington – Seattle, WA * Bachelor of Science – Major in Political Science, Minor in Business – Santa Clara University – Santa Clara, CA |