



**EDUCATION/ SPECIALIZED TRAINING**

	Name and Address of School	Years Completed	Diploma Degree
Elementary School	Hygiene Elementary, Longmont, CO;	5 years,	graduated
High School	Longmont High School, Longmont, CO;	4 years,	Diploma
Graduate Professional	Business communications		
Other (Specify)	CMC		

**Describe any specialized education, training, apprenticeship, and/or skills.**

I have my Certified Municipal Clerk, I've taken many leadership programs and I am currently enrolled in Certified Public Manager with CU Denver

**List professional, trade, business or civic activities and offices held.**

You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

I've served on Colorado Department of Revenue, Liquor Enforcement Rule Making groups, Colorado Municipal Clerk Association legislative and education boards

I enjoy volunteering in my community and have worked with Downtown Development Associations and local health fairs.

**Other Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

I've worked in local government for 13 years and find legislation items interesting and therefore try to stay involved.

I love learning and teaching and generally learn quickly.

**Check Skills/Equipment Operated**

- Copier
- Calculator
- PC/ Software applications (list): CivicPlus, CivicClerk, Microsoft suite  
caselle, Openfox, Claude, Zoom, Adobe, Canva
- Fax
- Multi-line Telephone
- Typewriter
- CRT
- Other (list): \_\_\_\_\_

Driver's License # 01-299-0601  
CDL/ Type: \_\_\_\_\_ Operators \_\_\_\_\_

Expiration Date: 01/22/2031

**MILITARY SERVICE RECORD**

It is City policy to give preference to eligible veterans and spouses of veterans in accordance with Chapter 295, Florida Statutes.

Were you in the U.S. Armed Forces? \_\_\_\_\_ Yes  No If yes, list any job related training \_\_\_\_\_

**Are you claiming Veteran's Preference as a:**

- Disabled veteran
- Spouse of totally disabled veteran or who is MIA
- Veteran of any war
- Unremarried widow or widower of a veteran who died of a service-connected disability

Have you claimed Veteran's Preference since October 1, 1987? \_\_\_\_\_ Yes  No

The applicant claiming preference is responsible for providing the required documentation when submitting their application.

**EMPLOYMENT EXPERIENCE**

***START WITH YOUR PRESENT OR LAST JOB.***

Employer	Dates Employed	Work Performed
Town of Severance	From To Jan 24 - Present	Town Clerk
Address 3 S Timber Ridge Parkway, Severance, CO 80550		
Employer	Dates Employed	Work Performed
City of Greeley	From To 9/22 - 1/24	Deputy City Clerk
Address 1000 10th St., Greeley, CO 80631		
Employer	Dates Employed	Work Performed
Mishawaka	From To 8/21 - 8/22	Exec. Asst to Owner
Address 130 S Mason St., Fort Collins, CO 80525		
Employer	Dates Employed	Work Performed
City of Loveland	From To 3/12 - 7/20	Court Clerk & Asst City Clerk
Address 500 E 5rd St., Loveland, CO 80537		

**REFERENCES**

1. Lisa Swartz	( 720 ) 880-0736
Name	Phone
Address	
2. Beverly Walker	( 970 ) 690-6242
Name	Phone
Jody Thorpe	(303) 594-8370
Address	

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that any false answers or statements made by me on this application or any supplement thereto, or any false statement made to any representative of the City of Edgewater during the interview process, will be sufficient grounds for immediate discharge, no matter when discovered.

I understand and agree that if I am hired by the City of Edgewater, my employment is for no definite period and may be terminated at any time without previous notice or cause. I understand that no supervisor or other representative of the City of Edgewater has the authority to enter into any agreement for employment for any specified period of time, except by written authorization by the City Manager.

I understand and agree that the City of Edgewater will make a thorough investigation of my character, reputation and past employment. I authorize the giving and receiving of any such information requested by the City of Edgewater and hereby release all former employers and their agents of any liability for any information they may give to the City of Edgewater. I hereby waive any rights or claims I may have, whether presently fully developed or not, against the City of Edgewater or its agents or employees arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the City of Edgewater's handling, processing, or investigation of my application with the City of Edgewater.

I agree to a physical examination if requested, including testing for the use of illegal drugs, controlled substances or alcohol, prior to hiring, and at any time during my employment based upon reasonable suspicion and/or Federal and State regulations.

I hereby acknowledge that my employment with the City of Edgewater will begin with a designated probationary period.

  
\_\_\_\_\_  
Applicant's Signature

4/10/2026  
\_\_\_\_\_  
Date



**Sarah Jacobsen**

Johnstown, CO  
(720) 936-1194 | Sarahjacobsen@gmail.com

2 hrs behind

Dear Hiring Committee,

I'm excited to apply for the City Clerk position with the City of Edgewater. I currently work in local government and have hands-on experience supporting the Town Council, managing official records, preparing agendas, and ensuring compliance with state laws and open records requirements.

In my role, I serve as Clerk at meetings, maintain ordinances and resolutions, and coordinate closely with departments to keep everything organized and running smoothly. I also oversee records management and public requests, and I'm comfortable handling multiple responsibilities while staying detail-oriented and responsive.

I enjoy the fast-paced, behind-the-scenes work that keeps a city functioning effectively, and I take pride in being a reliable resource for leadership, staff, and the community.

Thank you for your time and consideration. I'd love the opportunity to contribute to your team.

Sincerely,

Sarah Jacobsen

left rm 4/8/26 @ 11:28am

# **Sarah Jacobsen**

Johnstown, CO

(720) 936-1194 | Sarahjacobsen@gmail.com

## **MUNICIPAL GOVERNMENT PROFESSIONAL**

Self-motivated and charismatic professional with over a decade of diverse municipal government experience. Skilled at fostering collaboration with internal teams and external stakeholders to build effective partnerships. Excels in fast-paced environments, adept at prioritizing tasks, and finding innovative solutions to complex challenges.

### **TOWN OF SEVERANCE, SEVERANCE, CO**

**2/2024 – PRESENT**

#### **Town Clerk**

- Assist Town Management and Council in special projects.
- Manage Town meetings, Council, Citizen Advisory Board, Tree Board, and Planning Commission.
- Coordinate Council events and retreats.
- Responsible for town documents, retention, Open Records Act requests, and permitting.
- Assists in Town events and community outreach.
- Manage Municipal Court.
- Manage IT department.
- Assist and fill in coverage for Town Hall administration.
- Collaborate with management and execute staff culture enrichment initiatives.
- Serves on the Town of Severance Safety Committee and GOV AI Coalition Policy Committee.
- Manages Community Gardens, registration, events and program.

### **CITY OF GREELEY, GREELEY, CO**

**9/2022– 2/2024**

#### **Deputy City Clerk**

- Assist with the direction and management of the City Clerk's Office and assume responsibility for the department as the Acting Director/City Clerk in the Director/Clerk's absence.
- Managed liquor licensing department, including regulatory compliance in administering liquor licensing, including the ability to interpret and explain Federal, State, and local laws, rules, codes, and regulations.
- Direct supervisor of administrative staff. Includes management and development of staff; implementation of goals, objectives, priorities, training, and policies for assigned staff
- Department representative, representing the department and the City as assigned on state, regional and local boards, committees, and at meetings.
- Manage the City's 21 boards and commissions, including rebuilding policies and procedures, training for staff liaisons, and working closely with City Council representatives.

### **THE MISHAWAKA AMPHITHEATRE, FORT COLLINS, CO**

**8/2021– 8/2022**

#### **Executive Assistant**

- Executive assistant to the owner of The Mishawaka, four bowling alleys, a nonprofit, and real estate.
- Managed calendars, meetings and minutes, staff management, and special projects for multiple businesses.
- Responsible for meeting planning and logistics internally and externally with vendors, sponsors, and industry colleagues.
- Hiring and new hire onboarding and payroll.
- Work closely with department managers in task and staff management and ensure deadlines are met.
- Plan and organize special events for Black Fret and The Mishawaka.
- Responsible for managing the donation department in sending donation packages to organizations.
- Manage the general info email, and respond to customers' comments, questions, and complaints.
- Assistant to the Executive Director of Black Fret Colorado. Responsible for booking venues and bands, coordinating with sponsors for BF events, and managing deadlines.

### **CITY OF LOVELAND, LOVELAND, CO**

**3/2012 – 7/2020**

#### **Assistant City Clerk / City Clerk's Office**

- Licensing Manager for Liquor Licenses, Special Events Permits, Tree Trimmers, Vendors, Games of Skill and Pawnbrokers
- Secretary to the Liquor Licensing Authority

- Regularly work with and collaborate with other departments such as sales tax, building, fire, public works, Police, parks and recreation, city attorney's office and public information office.
- Collaborate with State Liquor Enforcement Division and local law enforcement to re-implement compliance checks and education for Officers and business owners.
- Serve as a member of the Education and Awards Committee for the Colorado Municipal Clerk's Association (CMCA), collaborating with other clerks across the state to organize classes, speaking engagements, and conferences
- Assist the City Clerk in municipal elections, special projects, City Council needs, CORA and records management.

#### **Court Clerk / Municipal Court**

- Managed confidential files, prepared and ensured the accuracy of dockets for court and conducted criminal background checks through National Crime Information Center (NCIC).
- Responded to public inquiries regarding citations, process in filing motions, stay of execution and general Municipal Court questions
- Identified opportunities for improvement and implemented solutions to outdated business processes, better organization of files, creating structure within the office and preparing of dockets, saving hours of staff time.

#### **TOWER 56 DISTILLING, GREELEY, CO**

**6/2018 – 4/2019**

##### **Bartender / Brand Ambassador**

- Serve as Head Ambassador for events, supervising staff and directing the creation of new events to achieve growth in the brand.
- Served as Business Representative/Liaison at the Greeley Downtown Association (GDA), regularly participating in monthly meetings, and coordinating events for the organization.
- Facilitated informational presentations on the distilling process and craft spirits, recognized as Top Bottle Sales Representative.
- Developed and executed promotional and marketing campaigns to improve business and sales growth.

#### **DANCING PINES DISTILLERY, LOVELAND, CO**

**5/2014 – 4/2018**

##### **Tasting Room Manager / Ambassador**

- Delivered exemplary customer service, serving as an enthusiastic, energetic ambassador of the organization's spirits and products at various events.
- Served as Manager on Duty to open and close tasting room and supervised/trained team members.

#### **MILE HI SKYDIVING CENTER, LONGMONT, CO**

**6/2003 – 6/2012**

##### **Administrative Assistant / Manifest Coordinator**

- Assisted in the administration of manifests, records, and the coordination of flights for a high-volume skydiving business.
- Conducted the required verification of legal documentation, and responded to customer inquiries and feedback.
- Assisted with payroll and accounting procedures, reconciled daily cash drawer deposits, and managed office inventory.
- Facilitated and conducted new hire training.

### **EDUCATION**

#### **Marketing and Management**

Front Range Community College, Fort Collins, CO

### **AFFILIATIONS & CERTIFICATIONS**

Certified Municipal Clerk

Business Specialist

Notary Public