



VISIT SOUTHEAST MONTANA

Application for Visit Southeast Montana Board Membership

Name: Machelle Zapel Title: Customer Service Representative

Company: Stockman Bank

Mailing Address: PO Box 299

City: Wibaux Zip Code 59353

Phone (406) 796-2424 Cell if applicable (406) _____

Email (primary method of communication) wibauxservice@stockmanbank.com

County Wibaux

There shall be up to one representative from each county on the Board. That representative must reside in that county. There shall be up to one representative from each Indian Reservation. That representative must reside on that reservation and be an enrolled member of that tribe. There may never be more than three voting members from any one county or reservation. This will ensure a balanced board that is representative of the region in its decision making.

Check one:

☐ I am the owner/manager of my organization and am able to participate in all Visit Southeast Montana activities at will.

☒ I am not the owner/manager of my organization. Participation in Visit Southeast Montana activities (board meetings, travel, etc) must be approved by another person. Realizing the time commitment and expenses required to be a board member, I have attached a letter from my owner/manager supporting my participation and allowing me to travel during work hours.

I am a resident of, and will represent the COUNTY/RESERVATION of (check one only):

☐ Crow ☐ Northern Cheyenne ☐ Big Horn ☐ Carter

☐ Custer ☐ Dawson ☐ Fallon ☐ Golden Valley

☐ Musselshell ☐ Powder River ☐ Prairie ☐ Rosebud

☐ Treasure ☐ Yellowstone ☒ Wibaux

Please provide a short biography and career history (may be in the form of an attached resume). Please see attached resume.

Please briefly describe your past and present involvement in the tourism industry and how this background can be utilized to fulfill the mission of Southeast Montana (other tourism association and industry involvement, relevant experience through your career, etc) I have previous work experience in radio for a number of years, and am used to promoting area events, locales and people. In the Human Services arena I had to know of area resources; in the library and banking industries I also had to know of area resources so as to direct inquiries to the right people and places. I am naturally a "people" person and know how to connect people to area attractions and events. I am relatively current with mainstream media and have previous experience working on a board committee.

Please provide a short synopsis explaining why you would make a good director (leadership skills, knowledge of the region, etc)

In one way or another, I have been involved in educating people in a number of areas for most of my working life. I consider myself to be a leader, and firmly believe Montana is one of the most beautiful states in our country. Helping to promote this state's cultural; economic and scenic destinations would be an honor.

Please address your ability to manage the time commitment required to participate on the Visit Southeast Montana board. Travel expenses are the responsibility of the board member. Does your employer actively support your participation and allow time away from work?

My employer is Stockman Bank and they not only support this committment, they have encouraged me to pursue this opportunity. I understand that any travel expenses will be my responsibility.

Please attach letters of support from your local chamber, county or city government, attractions and other industry partners that will show support for your application.

**Return this application to: john@billingschamber.com; fax 245-7333
Visit Southeast Montana; PO Box 31177, Billings, MT 59107-1177
406-869-3720**



Visit Southeast Montana is managed by the Billings Chamber of Commerce/Convention & Visitors Bureau

Machelle M. Zapel
PO Box 299
Wibaux, MT 59353
406-796-2424

Work History

07/31/2017 - Present, Customer Service Representative, Stockman Bank, Wibaux, MT

Provide excellent customer service, open/close accounts—checking, savings, CD's, IRA's, health savings accounts and safe deposit boxes; open/close debit cards, assist customers with filing disputes for fraudulent debit card transactions; complete international/domestic wires; assist customers who request help balance checking accounts; process requests for stop payments, automatic transfers, and other banking requests.

03/31/2017 - 7/31/2017, Teller, Stockman Bank, Glendive, MT

Responsible for providing excellent customer service to customers, handling customer banking transactions accurately and in a timely manner, maintaining acceptable balancing record as well as serving as back-up vault teller.

12/2014 - 03/2017, Cashier, Interstate Cenex, Beach, ND

Greeted customers, provided friendly customer service, and insured financial transactions were handled accurately and timely.

08/2015 - 03/31/2017, Paraprofessional, Beach School District, Beach, ND

Worked with junior and senior high school students in the Special Education department in the resource room and in the regular education classrooms. Worked primarily one-on-one with students in Math and English. Established a good rapport with students and teachers, helping students study and completing their assignments.

06/2014 - 11/2014, Residential Specialist, Home on the Range, Sentinel Butte, ND

Supervised residents in a therapeutic placement setting, ensuring accountability and safety at all times. Worked with residents one-on-one and in a group setting to improve social skills.

10/2013 - 05/2014, Book Manager, Hastings Entertainment, Gillette, WY

Responsible for managing the book department by creating a positive team atmosphere and increasing sales by utilizing company financial reports. Key responsibilities included welcoming and connecting with every customer and helping influence purchasing decisions, maintaining awareness of industry trends, maintaining high standards of conduct and confidentiality, merchandising and stocking department product.

04/2009 - 01/2012, Teller/New Account Representative, First Interstate Bank, Gillette, WY

Opened deposit accounts - checking, savings, IRA's, health savings accounts, trust accounts and certificates of deposits. Assisted customers with opening and servicing debit and credit cards, address changes, stop payments, ordering checks and balancing checkbooks. Fully complied with all operations and internal audit procedures, credit policies and regulatory/compliance

requirements. Acknowledged and followed up on customer complaints to ensure customer satisfaction. Processed all financial transactions in an accurate and timely manner.

07/2008 - 04/2009, Office Assistant/Vehicle Maintenance Coordinator, BKS Environmental Associates, Gillette, WY

Responsible for general office duties, including answering phones, ordering supplies, equipment and reference material, conducting internet research, completed laboratory chain of custody and lab transmittal forms, assisted in maintaining and improving procedures and techniques for document control management. Responsible for maintaining fleet of vehicles, met MSHA regulations for vehicle use on surface mines, prepared vehicles for summer/winter use, maintaining current and accurate detailed logs for the fleet.

07/2007 - 04/2009, Substitute Library Specialist, Campbell County Public Library, Gillette, WY

Assisted and empowered library patrons in the Reference and Children's departments on the general use of computers and the internet, locating materials in the library using the online card catalog as well as requesting materials from outside libraries, answered a wide variety of questions, provided assistance with faxes and copying materials, operating microfiche, and occasionally wrote the "Bookshelf" article for the *Gillette News Record*.

03/2007 - 03/2008, Circuit Trainer/Assistant Manager, Curves, Gillette, WY

Educated, trained and encouraged members on the "Curves 30-Minute Complete Workout," assisted members on how to maintain correct form during workout, explained the benefits of the program, made biweekly deposits using the Curves accounting program.

08/2006 - 03/2007, Family Preservation Specialist, LifeNet, Gillette, WY

Provided one-on-one training and services to families at risk for losing their children to foster care. Worked to improve parenting and stress management skills in the family, as well as improving the cleanliness of the home, in order to remove the need for placement of the children outside the home.

Education

High School Diploma, Chadron High School, Chadron, NE

Bachelor's Degree, Human Services, Chadron State College, Chadron, NE

References

Ede Houle, Beach, ND 701-872-4557

Teresa Rankin, Glendive, MT 406-377-1013

Tammy Hoffer, Fargo, ND 701-690-8602



120 South Wibaux Street P.O. Box 299 • Wibaux, Montana 59353-0299
406•796-2424 FAX 406•796-2249

October 22, 2018

Visit Southeast Montana
PO Box 31177
Billings, MT 59107-1177

To Whom It May Concern:

My name is Wanda Van Vleet and I am the Branch Manager of Stockman Bank in Wibaux, MT. I am writing to support Machele Zapel's application for the Visit Southeast Montana Board of Directors.

Machele has a very strong work ethic, is highly motivated and her professionalism would lend itself well to this position. She is a self-starter, works well independently as well as cooperatively. In short, I believe Machele would be an asset to your board.

Stockman Bank is not only supportive of this commitment, we highly encourage Machele to pursue this opportunity, and will do all we can to accommodate her in this endeavor.

Thank you for your consideration.

Sincerely,

Wanda Van Vleet
Branch Manager
Stockman Bank
Wibaux, MT

CATTLE

HORSES

HUNTING

SHEEP



GRAIN

OIL

COAL

RECREATION

The Wibaux County Chamber Of Commerce

*P.O. Box 159
Wibaux, Montana 59353*

October 23, 2018

To Visit Southeast Montana Board of Directors,

We would like to present a letter of recommendation for Machel Zapel to be approved to your board of directors. We feel she will represent Wibaux County well and have Southeast Montana's best interest in mind in promoting tourism in Southeast Montana.

Sincerely,

Renee Nelson

Wibaux County Chamber of Commerce