



**PROFESSIONAL
EXPERIENCE:**

Suzanne Cirencione

2693 Carter Road, Geneva, N.Y. 14456
315.521.2320 | slcirencione@gmail.com

Owner- Caledonia Dreamin, LLC 2023 - Present

- Fiduciary and Personal Assistant
- Event and Travel Planning
- Care Coordinator/Case Management Services

Confidential Assistant/Social Media Coordinator, Town of Canandaigua 2024 - Present

- Confidential Assistant to Town Supervisor
- Social Media Coordinator, Website and Town App Development

Social Media Content Administrator, Ontario County Sheriff's Office 2023 – Present

- Responsible for brand development, promotion and growth of all social media platforms.

Seneca County Chamber of Commerce, Seneca County, NY 2021-2024

- Board of Directors 2021 - 2024
- 2023 Chairman of the Board of Directors

Owner/Operator- Ovid Big M Supermarket, Seneca County, NY 2020-2023

- Responsible for complete operations including supervision of employees, scheduling and Human Resources
- Increased sales by 43%
- Increased social media traffic by 294%
- Seneca County Small Business of the Year 2022
- FLX Finest Winner 2022

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PROFESSIONAL EXPERIENCE:

Ontario County STOP-DWI Administrator, Ontario County, NY 2014-2020

- Responsible for planning, evaluating and administering the County STOP DWI Program
- Coordination with county and local police, court agencies and community organizations in attempting to reduce alcohol and drug related fatalities
- Managing and appropriating the STOP-DWI budget
- Responsible for brand development and promotion of programs

Event Planner, Annual New York State Highway Safety Symposium 2015- 2019

- Exhibitor Liaison responsible for development, recruitment and conference care for annual Symposium attended by more than 300 participants
- Responsible for all social media relating to symposium
- Development of symposium theme and agenda

Probation Officer, Ontario County & Seneca County NY 2004-2014

- Creation of groundbreaking Gender Specific Victim's Impact Panel
- Development and implementation of the Ontario County Night Watch program
- Development, implementation and supervision of the Probation Officer Field Training Program
- Development and implementation of the Electronic Home Monitoring Program
- Family and Criminal Court Investigations
- Compliance Monitoring

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DMV Instructor, Finger Lakes Community College, Canandaigua, NY 2013-2020

- Instructor for NYS DMV Impaired Driving Program

Adjunct Faculty, Finger Lakes Community College, Canandaigua, NY 2005-2018

- Developed and provided classroom/online instruction for the Criminal Justice program

Adjunct Faculty, Cayuga Community College, Auburn, NY 2004-2022

- Developed and provided classroom/online instruction for the Criminal Justice program

Seneca County Sheriff's Department, Seneca County, NY 1998-1999

- Part-time Sheriff in Drug Enforcement Unit. (appointed position)

EDUCATION:

B.S.W., Keuka College, Penn Yan, NY, Graduated Cum Laude (1996)

A.A.S. Criminal Justice- Police, Cayuga Community College, Auburn, NY (1993)

AWARDS:

- Seneca County Chamber of Commerce Small Business of the Year 2022
- Finger Lakes Finest Gold Medal Winner, 2022
- Ontario County Service Excellence Award, June 2007, 2009 and 2013
- Law Enforcement Service Award, November 2007
- Ontario County Safety Council Letter of Commendation, April 2009
- Canandaigua Police Department Chief's Citation, May 2009
- Ontario County Collaboration Award, October 2011

REFERENCES:

References available upon request