

MAREN SLAUGH

PROFESSIONAL EXPERIENCE

Manager, Salt Lake County Records Management & Archives, Salt Lake City, Utah

2015 – present

Leads and manages the activities of the Salt Lake County's Records Management and Archives programs. Enables problem-solving and critical-thinking, including the ability to remove barriers for direct reports. Ensures compliance with applicable records access laws and regulations and serves as the HIPAA Compliance Officer. Promotes and communicates tools and resources for agencies to remain compliant while following County Records Management policies, procedures, and ordinances. Provides direction and oversight of a preservation program which provides long-term preservation, outreach and public programming. Prepares and develops the program budget and approves/disapproves expenditures in relation to overall priorities.

Specialties: Secures and utilizes grant-funding opportunities as appropriate. Directs Information Services staff and aids in selection of hardware and software for Electronic Content Management systems and in creation of Service Level Agreements (SLA's). Navigates in a highly matrixed organization effectively. Fast tracks research, project development, system implementations.

EXPERIENCE AND SKILLS

- Certified Records Officer with expert knowledge in GRAMA (Government Records Access and Management Act)
- HIPAA Compliance Officer
- Notary Republic for the State of Utah

Assistant Theater Manager, Volunteer, Sundance Institute, Salt Lake City, Utah

2007– present

Assistant Theater Manager at the Rose Wagner Theater in Salt Lake City. As part of the management team am ultimately responsible for the success of the venue during the ten-day festival.

Duties include: Pre festival facilitating of the long range planning process building a successful team of volunteers and their overall management. Ensures screenings are well staffed, oversees the flow of patrons, manages the occupancy of the theater, enforces ADA compliance at screenings, liaisons with venue staff and technical staff, manages balloting procedures, updates volunteers on policy and procedure changes, and oversees completion of Theater Attendance and Volunteer reports.

Patron Services, Volunteer, Salt Lake County Center for the Arts, Salt Lake City, Utah

2012– present

Provides assistance to patrons attending events in the performing arts venues in Salt Lake County. Assists in event preparation and conclusion as well as provides optimal assistance in an emergency or evacuation. Offers knowledge regarding venue logistics, information about the event, general history of the venue, and offer assistance to ADA or special needs requests. Venues include: Abravanel Hall, Janet Quinney Lawson Capitol Theatre, the Rose Wagner and Dolores Doré Eccles Theater.

ZAP Ambassador, Volunteer, Salt Lake City, Utah

2016 - present

The Zoo, Arts & Parks program uses a small portion of county tax revenue to fund art and cultural organizations in Salt Lake County. ZAP funds more than 160 arts and cultural organizations in the county. As a volunteer Ambassador, members help to encourage meaningful engagement with ZAP and raise public awareness. Collaborates with other community grantees and Advisory Boards to extend ZAP's reach and effectiveness.

Assistant Records Manager, Records Division, Sandy Police, Sandy, Utah

2005 – 2015

Functioned as the direct liaison between the FBI and the Police Department. Trained and maintained records for all Sandy Police officers in the National Crime Index as well as maintaining BCI (Bureau of Criminal Identification) certification. Performed criminal background checks for new city employees, city volunteers, and the public.

Specialties: Lead Customers service team which provided on a walk in basis as well as scheduled appointments precise and accurate reports and spot demands for police records. Maintained effective and necessary communication with Federal Agencies, ensuring proper protocol with Federal and State laws are being followed by over 120 full time employees of the City.

Oversaw trainings required by the State of Utah as well as the FBI. Audited and validated case reports complying with FBI standards. Knowledge of: Police terminology and practices, police records procedures, information and privacy laws, clerical and general office practices, procedures.

EXPERIENCE AND SKILLS

- Knowledge of GRAMA laws, criminal histories, procedures and RAP sheets

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- Manage, handle and release of confidential Police records and documents, maintaining utmost confidentiality when required by local, State, and Federal laws.
- Computer Skills: Microsoft Office applications, Photoshop, Adobe Acrobat Reader, Spillman RMS, Versadex RMS.

EDUCATION

University of Utah, SLC Utah - B.S. Political Science, minor in History, 2004

- Emphasis on law enforcement, criminal interests, and theory
- Utah College Democrat Member
- University of Utah Chorus Member
- University of Utah Ballroom Dance Club

Salt Lake Community College, Sandy Utah - 2011

- Forensic Science and Crime Scene Processing

RECOGNITIONS

- Awarded the Police Shield, 2011.
- 2014 Sandy Police Shield
- Sandy Police Civilian of the Quarter
- F.O.P. Civilian of the Year, 2008
- Sandy Police Citizens Academy Graduate, 2008
- Two-time nominee: Sandy Police' Civilian of the Year(08/11)

Extracurricular Activities:

- Italian American Civic League
- Chorus and Orchestra of Sandy City
- Ballet West Volunteer
- Salt Lake County Election: Poll Manager
- University of Utah Alumni Ambassador