

Haylee Freymiller

Education

University of Wisconsin- Platteville – Platteville, WI

Graduation: December 2014

Bachelor of Science

Major: **Forensic Investigation**

Related Military Training: Intelligence Analyst School, Signals Intelligence School

Related Courses: Project Management Techniques, Leadership Academy, Technical & Professional Communication, Technical Writing, Legal & Ethical Responsibilities of the Professional

Professional Experience

Wisconsin Department of Corrections

February 2024 – Present

Offender Records Supervisor

- ♦ Management of records office; develop and implement policies and procedures to maintain official offender records for each person in our care (PIOC); direct record storage, maintenance, and records destruction schedule; review and assign processing of legal documents, Division forms, notices, and orders; assign special work assignments and projects as required.
- ♦ Supervision of staff; schedule records office staff, prepare and conduct annual staff performance planning and development process and reports; counsel staff; conduct interviews and review all disciplinary actions, resignations, and dismissals for compliance with appropriate standards and rules; establish expectations of staff; respond to employee complaints and grievances.
- ♦ Provision of technical services to ensure lawful commitment and release of PIOC; interpret Statutes and Rules regarding release and commitment of PIOC; review and authorize all PIOC releases from the Institution; supervise and monitor tracking of status, movement and releases of all PIOC; process Detainers; track Chapter 980 cases; report and document any escapes following standard procedures; track case files for identification of offenses for Sex Offender Register Program; review and resolve complex areas regarding speedy trial request.
- ♦ Provision of technical information and consultation; prepare replies to PIOC inquiries and draft responses to PIOC or the public; interview PIOC; answer questions and prepare responses to public inquiries; respond to phone and personal inquiries from representatives of criminal justice system and news media; prepare correspondence and reports; respond to subpoenas for certified documents; prepare responses on Writs; PIOC lawsuits and PIOC inquires on calculations/computations.

Southwest Wisconsin Technical College

December 2016 – February 2024

Public Safety Administrative Assistant / Continuing Education Administrative Assistant

- ♦ Serve as point of contact for public safety and continuing education students; create, update, and maintain the accuracy and integrity of student records; collect, organize, and record Admission paperwork; support and advise student registration; resolve errors or inconsistencies with data.
- ♦ Management of documentation to ensure compliance with State regulations and requirements; running State and Federal background checks for admittance into programs; organize documents for State program audits; schedule instructors and courses in accordance with State requirements and guidelines; verify instructor compliance with various State agencies.
- ♦ Southwest Tech Worldwide Instructional Development System Coach and Curriculum Committee Co-Lead, review curriculum project submissions for approval; monitor and facilitate instructors in writing and updating curriculum.

- ◆ Develop/submit new curriculum and curriculum modification documentation for both degree and non-degree programming and courses; develop or modify curriculum for Criminal Justice and Emergency Services Programs.
- ◆ Coordination of training for Law Enforcement and Correctional agencies, point of contact for coordination of Fire, and Emergency Medical Services in the Southwest Tech College District. This includes entry level training as well as continuing education (in-service) training.
- ◆ Coordination and Management of Law Enforcement and Correctional instructional staff, including recruitment, onboarding/offboarding, payroll, and certification tracking. Management of onboarding/offboarding for Fire and Emergency Medical Services instructional staff.
- ◆ Coordinate the Law Enforcement Academy & Jail Academy application process, facilitate daily coordination of Jail and Law Enforcement Academies.
- ◆ Manage Southwest Tech Public Safety's Wisconsin Technical College System and Higher Learning Commission certifications to include Professional Development Plans and tracking Faculty Quality Assurance completions for approximately 70 adjunct instructors.
- ◆ Manage Southwest Tech Public Safety's Contracting, process customized contracts (over 500) for instructional or equipment purposes to include: verify costing, develop contracts, and schedule instruction.
- ◆ Correspond to inquiries; address customers via phone, email, and in person; correspond to information requests regarding status, enrollment requirements, and academic programs; advise customers in registration and/or withdrawal processes.
- ◆ Develop and plans schedules; develop meeting agendas, produce official meeting minutes for distribution and documentation.
- ◆ Monitor budgets, accounts, billings, and/or expenditures; develop financial, federal, and/or statistical reports.
- ◆ Co-chaired committee for the college's Paperless Initiative; committee member for Performance Management Initiative, Operations Council, Diversity Workgroup, and Bookstore Redesign; addressed College Board on Succession Planning; reviewed College's Higher Learning Commission Assurance Argument.
- ◆ Led development of web-based software/programs to make processes more efficient and user friendly.
- ◆ Extensively engaged in the Enterprise Resource Planning system change over from CAMS to Anthology and Lumens. Assisted in the data validation, system configuration, and data mapping for the Student and Faculty Workload Modules, to include Curriculum, Registration, Admissions, Continuing Education, and Faculty Workload.
- ◆ Operate daily in Microsoft Office Suite for work planning, documentation, scheduling, and communication. Southwest Tech uses Office 365, specifically, Outlook email, calendar, and SharePoint, Excel, Word, and OneDrive.

Wood Law Firm, LLC

October 2014 – December 2016

Legal Assistant

- ◆ Organized evidence to enhance trial proceedings; prepared exhibits; scheduled witnesses; ensured that witnesses are ready when needed; produced courtroom notes.
- ◆ Organized court cases; established and organized files; monitored calendars and meeting deadlines; documented actions; arranged and cataloged information into file database and case management software; confirmed case status with attorney.
- ◆ Assisted in development of cases by maintaining contact with people involved in the case; scheduled depositions; preparing and forwarding summonses and subpoenas; drafting complaints;

preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports.

- ◆ Supported case preparation; prepared case summaries and materials for mediation conferences; prepared pleadings; monitored and obtained discovery responses; organized materials for team case review.
- ◆ Corresponded with clients to keep them informed; facilitated contact, communicated case progress.
- ◆ Researched, developed, and organized Non-Profit Organization template for clients; organized and filed with the State.

United States Army, Iraq Deployment

May 2011 – December 2011

Intelligence Analyst – Multi-Function Team

- ◆ Management of data/database information to analyze information and develop reports to assist with decision making.
- ◆ Processed documents and evidence utilized toward convictions of terrorists.
- ◆ Developed executive summaries that determined security and safety issues to support Base Defense Operations Command.
- ◆ Researched and Developed target packages on terrorists working in the unit's area of operations.
- ◆ Performed premises searches and sensitive site exploitations to obtain evidence, documentation, and information utilized to convict apprehended individuals.

United States Army

December 2008 – December 2016

Intelligence Analyst

- ◆ Management of data/database information to analyze and develop reports to assist with decision making.
- ◆ Developed reports and presentations for briefings to provide guidance to administration.
- ◆ Developed Standard Operating Procedures for Battalion Intelligence Sections and Company Intel Support Teams.
- ◆ Developed training and training plans for Battalion Intelligence Sections and Company Intel Support Teams.
- ◆ Led training for Battalion Intelligence Sections and Company Intel Support Teams; training included data collection, analysis and report writing.
- ◆ Performed analysis and reporting to the 389th Engineer Battalion operations.

Awards/Community Service

- ◆ Army Accommodation Medal for meritorious service working as Senior Analyst in Basrah, Iraq.
- ◆ Awarded a Top Secret-Secret Compartmented Information security clearance with additional caveats for signals and human intelligence.
- ◆ Nominated twice (awarded once) for Innovation of the Year at Southwest Tech for creating efficient and effective procedures and policies.
- ◆ Member of American Legion and American Legion Auxiliary, former Friends of Fennimore Elementary (Parent-Teacher Association) Vice President.