



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacement	Employee Category:	Educational Support Staff	Employment Status:	Full-time (FT)
Certified Position:	Choose an item.	Subject/Grade/Activity/Sport:	Yearbook	If PT, No. of Hrs/Day:	
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Bohrer, Miguel			Hourly/Daily Rate of Pay:	15.00
Location:	Senior High School	Certified Degree:	Choose an item.	Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement	Choose an item.	Step:	Choose an item.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	0	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	L Loving	Desired Beginning Date:	7/11/2024		
Position Supervisor:	Hattie Llewellyn				
Action Requested by:	Hattie Llewellyn	Date:	7/11/2024		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES

Chief Financial Officer:	Superintendent:
President:	Secretary

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

Miguel Bohrer
2608 Arlington Dr
Springfield, IL, 62704
(217) 891-4355
miguel@mtbohrer.com

New Berlin High School
300 W Ellis St.
New Berlin, IL, 62670

Dear Mrs. Llewellyn,

I am excited to apply for the paraprofessional position at New Berlin High School. This would be a great experience for me as I am going back to school to earn a master's degree in education. This position would be beneficial as I learn how a school works and learn how to support students in their education.

I have a bachelor's degree in graphic design and have worked in customer support since graduating from Illinois State University in 2020. I am applying to attend Grand Canyon University online courses in the fall to earn my teaching degree and licensure.

As I worked in customer service I learned time management, social skills, team building, and communication and collaboration skills. I have learned how to manage the stressful conditions that can come with any job.

I am ready to embark on a new life path and being a paraprofessional at New Berlin High School would be the first step in helping me reach my goals. I want to learn how to support students and collaborate with teachers as I go back to school for education and become a teacher soon.

Sincerely,
Miguel Bohrer

Miguel Bohrer

Springfield, IL 62704
miguel@mtbohrer.com
+1 217 891 4355

Portfolio website:
mtbohrer.com

Work Experience

Customer Service Advocate

Health Care Service Corporation BCBSIL-Springfield, IL
February 2023 to June 2024

I was a mental health customer service advocate. I would take calls from clients and help answers questions about their benefits and/or claims.

Manager

AMC Theatres-Springfield, IL
August 2022 to November 2022

I was the manager over shift personnel, merchandise inventory, and the proper functioning of the movie equipment. On my management shift, I opened or closed the store, including opening or closing accounts.

Shift Supervisor

AMC Theatres-Springfield, IL
April 2022 to August 2022

I supervised and assisted in selling movie tickets, worked in the concession stand, and completed general janitorial duties. I did not leave AMC, I advanced to management.

Insurance Reviewer II

Express Employment Professionals-Springfield, IL
May 2022 to July 2022

I worked as an Insurance Reviewer II at Springfield Clinic through Express Employment Professionals. This was a temporary position.

Shift Lead

Walgreens-Springfield, IL
July 2020 to March 2022

I supervised other employees in daily tasks, as well as completed my own tasks. Those tasks included pharmacy technician, unloading freight, stocking merchandise, photography finishing, and cashier. I had scheduled times to open or close the store, including the responsibilities of closing registers and money deposits.

Bagger/Cashier

County Market-Springfield, IL
May 2016 to February 2019

I bagged groceries, collected carts, performed general janitorial duties, and was a cashier.

Stocker

Hobby Lobby-Springfield, IL
May 2015 to August 2015

I stocked merchandise.

Janitor

Pleasant Plains School District #8-Pleasant Plains, IL
May 2013 to August 2013

I performed general janitorial duties.

Freelance Graphic Designer

self-employed-Springfield, IL

Caricature Artist for Lincoln Land Community College Career Day 2017

Caricature Artist for Illinois Public Health "Take Your Child to Work Day" 2017

Freelance original DC Comics Flash splash page for Brad Blevins 2017

Advertisement Artist for Lincoln Land Theater Department's Spring Play 2018

Participated in "Into the Spider-Verse" contest and had work displayed on website for a year 2018

Freelance logo for Robert Bohrer "B lured" 2019

Freelance logo for Owls Nest Hair Studio 2020

Freelance custom designed Spider-man "Miles Morales" figure 2022

Education

Bachelor's degree in Graphic Design

Illinois State University - Normal, IL
August 2018 to May 2020

Associate Degree in Graphic Design

Lincoln Land Community College - Springfield, IL
August 2015 to May 2018

Skills

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Typography
- Adobe Creative Suite
- Cashiering
- Freight
- Photography
- Graphic design
- Theater

- Stocking
- Janitorial experience
- Supervising experience
- Shift management
- Pharmacy technician experience
- Customer service