

Leslie Bauer

Summary

I have been a resident of Howard County for close to 45 years and have spent much of that time involved with and supporting the agricultural community. From grandparents who made their living as farmers to growing up on a small 26-acre farm raising sheep, to present day living (and working) on a 175-acre farm, my love for agriculture runs deep. Our family farm was placed into the Howard County Agricultural Land Preservation Program in 1990. I feel it is extremely important to preserve this way of life and educate others about an industry that provides food, fuel, fiber and so much more to the local community and beyond.

Education

September 1987 – December 1991 University of MD, Baltimore County
Information Systems Management with an Accounting Certificate

Work experience

1/22 – Present USDA Farm Service Agency

County Committee Member

- As County Committee Member for our local (Howard/Montgomery) Farm Service Agency Office, I attend meetings, serving as a direct link between members of the local agricultural community and the USDA, helping to deliver farm programs at the local level and working to make sure the programs serve the needs of local farmers.

1/21 – Present Howard County Fair Association, Inc.

Business Manager

- As Business Manager for the Howard County Fair, I work year round as a point-of-contact for the annual event which takes place each August. Duties include phone calls and correspondence, contracting for both off-season events, as well as fair vendors; I am directly involved with much of the preparation for the annual fair, including collection of website information for annual update, as well as preparation of smaller show booklets (Home Arts & Horse Shows), ordering of ribbons and trophies, ordering of print materials (signs, passes, etc), judge arrangements, etc. I take monthly minutes for board meetings. I also handle all financial aspects for the organization, including bill payment and monthly payroll to preparing budgets, submitting grant requests and providing financial reports.

1/20 – Present Howard County Farm Bureau

President

- As president for the Howard County Farm Bureau, I work to provide a unified voice for the agricultural community within Howard County. I work to promote agriculture and educate both the public and lawmakers as to the importance of preserving agriculture in Howard County.

1/13 – 12/19 Howard County Farm Bureau

Secretary

- As secretary for the Howard County Farm Bureau, I prepared agendas and took minutes for monthly board meetings. I mailed a bi-monthly newsletter and coordinated two member dinners per year (approx. attendance 120 people per dinner). I coordinated the Howard County Farm Bureau Booth at the Howard County Fair (shared with Howard Soil Conservation District). I provided administrative support for Farm Bureau activities throughout the year.

1/10 – 12/20 Academy Financial Columbia, MD

Practice Manager

- Provide support and assistance to a registered representative to maintain a successful practice. While the majority of my tasks are investment related, as needed, I complete investment and insurance applications for clients, provide customer service for clients (insurance and investment), place trades in client accounts and monitor investment account activity. I also assist with fund selection and design for managed investment accounts and 401k plans, based on client's investment objectives. In addition, I also maintain books and records for the registered representative, pay bills and assist with tracking compensation.

6/04 - 1/10 Planning Solutions Group Fulton, MD

Operations Manager

- Assisted COO in oversight of the office by preparing financial reports, handling accounts receivable and payable, and overseeing office compliance – ensuring that registered representatives, as well as office books and records, comply with FINRA standards.

6/98 – 6/04 Lincoln Financial Advisors Columbia, MD

Compliance Manager

- Assisted with the compliance oversight of 50+ registered representatives, both housed in our office and in detached locations throughout the mid-Atlantic area, reviewing trade and activity blotters, correspondence, financial plans and client files. I

also conducted semi-annual audits at the detached locations.

4/89 – 7/92; 9/94 – 6/98 CIGNA Financial Services / Lincoln Financial
Advisors Columbia, MD

- During this time period, I worked in a variety of administrative positions, all the while learning a little bit about all aspects of the financial planning industry: licensing of registered representatives, tracking continuing education hours, providing in-force ledger illustrations for life insurance policies, providing life insurance customer service, inputting client data into financial planning software used in the creation of financial plans, processing investment applications and tracking new accounts, placing trades in client accounts, maintaining appropriate blotters, and resolving commission questions are a sampling of the duties performed.

3/93 – 6/13 Patuxent Publishing Company Columbia, MD

Neighborhood Columnist

- I wrote the Glenwood/Glenelg Community News column in the Howard County Times, sharing local news with others in the community.

10/93 – 9/13 MD Sheep & Wool Festival Glenwood, MD

Administrative Assistant/ Bookkeeper / Vendor Coordinator

- As administrative assistant for the MD Sheep and Wool Festival, I served as the year-round contact for this annual event, which takes place each May. Duties included taking phone calls and answering correspondence, sending out entry information, gathering ads for publication in the catalog and overseeing the selection and placement of 260+ vendors. In 2012 I oversaw the implementation of an online registration system to help streamline the entry process for certain Festival events. In addition, I served as bookkeeper for this organization from 2010-2013. In this role, I handled all financial aspects of the organization from bill paying to preparing budgets, submitting grant requests and providing financial reports.

References

Available upon request