

# Suzanne Cirencione

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



## PROFESSIONAL EXPERIENCE:

### **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 social media platforms

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

- Board of Directors 2021 - 2024
- 2023 Chairman to 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 Resource
- Increased sales 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 administration of County STOP DWI Program
- Coordination with county and local police, court agencies and community organizations in attempting to reduce alcohol and drug related fatalities
- Controlling and appropriating 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 over 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 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**