



Mayor of Providence

David N. Cicilline

October 8, 2009

Honorable Members
Providence City Council
City Hall
Providence, Rhode Island 02903

Dear Honorable Members:

Pursuant to Sections 302(b) and 1107 of the Providence Home Rule Charter of 1980, as amended, I am this day appointing Ms. Venuz Madrid, of 17 Malbone Street, Providence, Rhode Island 02908, to the Providence Housing Authority for a term to expire in July 2013.

Ms. Madrid will be replacing Mr. Jaime Castillo, who has resigned.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Cicilline", with a long horizontal flourish extending to the right.

David N. Cicilline
Mayor

DNC: ljp

IN CITY COUNCIL
OCT 15 2009

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.
A handwritten signature in black ink, appearing to read "C. M. [unclear]", written over a horizontal line.
CLERK

Venuz Madrid

17 Malbone Street Providence, RI 02908
(401) 383-0480 cell (401) 440-8670 (401) 727-7460 office
E-mail: Venuz401@gmail.com

CAREER OBJECTIVE

To secure a responsible position in a housing related field that utilizes my background and skills and will offer opportunities for career growth.

PROFESSIONAL HIGHLIGHTS

Excellent communication and written skills - Professional demeanor - Extensive interaction with the public - Experience in government housing related industry - Knowledge of Federal/State housing programs, Municipal Housing Court Clerk - Strong computer skills - Ability to coordinate and complete projects in deadline-oriented environment - Friendly, enthusiastic and energetic - Bilingual Spanish/English

EMPLOYMENT EXPERIENCE

- 1992 – Present: **Senior Clerk**, Department of Code Enforcement
City of Central Falls, 580 Broad Street, Central Falls, RI
Duties: Handle Minimum Housing and Code Enforcement intakes in person and on the phone, prepare reports in accordance with government regulations, manage project data, process the collection of fees and permit applications, maintain and file appropriate records for housing hearings, responsible for minutes of public hearings and meetings, and delegate all overflow of work to support staff.
- 1990 – 1992 **Receptionist**, Carties Health Center, 21 Lincoln Avenue,
Central Falls, RI Duties: General office duties, greeting clients, computer entry.

EDUCATION

- 2001 – 2004 Community College of Rhode Island, One Hilton Street,
Providence, RI - Concentration: **Paralegal Studies**
- 1992 – 1992 Nasson Institute, 1080 Newport Avenue, Pawtucket, RI
Concentration: **Clerical Specialist Certificate**
- 1984 – 1989 Central Falls Junior-Senior High School
24 Summer Street, Central Falls, RI

REFERENCES

Available upon request