



Mayor of Providence

Angel Taveras

HAND-DELIVERED

January 28, 2011

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1103 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day re-appointing Anthony Nguyen Layton of 85 Andem Street, Providence, RI 02908, as a member of the Human Relations Commission for a term to end January 2014, and respectfully submit the same for approval.

Thank you for your attention to this matter.

Sincerely,

Angel Taveras
Mayor

AT/gc

IN CITY COUNCIL

FEB 17 2011

READ

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED

CLERK

Anthony D. Layton

PROFESSIONAL WORK EXPERIENCE

PROVIDENCE YOUTH STUDENT MOVEMENT (PrYSM), Providence, RI

12/2010-Present

Interim Executive Director

- Provide overall organizational leadership and oversight
- Lead agency through executive management transition
- Manage fund development
- Staff and program oversight

SOCIO-ECONOMIC DEVELOPMENT CENTER FOR SOUTHEAST ASIANS, Providence, RI

09/2008-10/2010

Associate Director

- Director of agency programming
- Overall financial oversight of agency
- Manage fund development and grant applications
- Human Resources management
- Oversaw all fiscal and narrative grant reports
- Oversaw day to day operations of the agency

Interim Executive Director

- Provided overall organizational leadership and oversight
- Lead agency through Board of Directors Transition
- Increased partnerships with government, business and community agencies to build capacity
- Reduced overhead costs by 65% since joining the agency

Interim Director of Youth and Family Development

- Coordinated SEDC's out-of-school programs in the Providence Public schools including Summer Academy, and After-School Tutoring and Volleyball, substance abuse programming etc.
- Supervised the Youth and Family Development Coordinator
- Collaborated with existing Providence-based and Woonsocket-based youth service agencies
- Outreach to and collaboration with Southeast Asian community groups to identify and fill the needs of Southeast Asian youth.
- Planned and implemented new programs to meet community needs, both school-related and community-based
- Developed and implemented strategies to connect with Southeast Asian parents

Fiscal and Operations Manager

- Managed fund and program development
- Managed fiscal and program grant compliance
- Hired, trained, and supervised staff
- Maintained and processed Accounts Receivable and Accounts Payable
- Human Resource management
- Prepared financial grant reports
- Directed annual financial audit

VAUGHAN & MURPHY, Atlanta, GA

07/2007-07/2008

Office/Accounts Manager

- Drafted, edited and filed case pleadings in State and Federal Courts
- Created and managed case files
- Managed financial accounts including client billing and firm payables

GEORGIA TECHNOLOGY AUTHORITY, Atlanta, GA

01/2007-07/2007

Human Resources Administrator II (contracting through Robert Half International)

- Administrative support for HR Services Director and 15 HR Services Unit employees
- First point of contact between HR and all GTA employees
- Created and managed confidential personnel files, new hire paper work and benefits packages
- Entered, retrieved, reviewed and modified employee data using MS Access and Excel

15 MAY SCHOOL, Ho Chi Minh City, Vietnam

01/2005-06/2005

Programs and Development Assistant

- Member of the Financial Sponsorship Committee
 - Developed and managed a wide network of board members, donors and volunteers
 - Managed a portfolio of new and established international corporate sponsors
- Assisted in the organization and execution of large fundraising events such as *Footsteps* and *Youth Soccer for the Streets*

EDUCATION

UNIVERSITY OF WASHINGTON, Seattle, WA
B.A. in International Studies

12/2006

EMORY UNIVERSITY, Atlanta, GA
Certificate in Paralegal Studies

06/2007

COMMUNITY INVOLVEMENT & MEMBERSHIPS

- Leadership Rhode Island Zeta II Class of 2010
- Mayor of Providence's Southeast Asian Advisory Council
- Department of Health's Minority Health Advisory Committee
- Rhode Island's Community Health Worker Association Executive Committee

LEADERSHIP TRAINING

Initiative for Nonprofit Excellence, the Rhode Island Foundation/Fidelity Investments

- Strategic Planning & Succession Planning
- Board/Staff Relationships
- Financial Sustainability
- Outcomes Evaluation/Corporate Goal Achievement
- Budget Issues for Nonprofits in Difficult Financial Times
- Communications Strategy

New Roots Providence/The Providence Plan

- Boards that lead: Building Leadership on Your Board
- Clarifying Your Mission, Vision & Purpose

LANGUAGE SKILLS

- Vietnamese: Intermediate speaking/reading/writing comprehension,