



Mayor of Providence

Jorge O. Elorza

April 1, 2021

Honorable Members
Providence City Hall
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 415 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 appointing Jordan Van Leesten of 226 Rochambeau Avenue, Providence, Rhode Island 02906, as a member of the Salary Review Commission, for a term to expire January 1, 2023, and respectfully submit the same for your approval. Mr. Van Leesten replaces Mr. Glavin who has resigned.

Sincerely,

A handwritten signature in blue ink, appearing to read "J-O-Elorza".

Jorge O. Elorza
Mayor

IN CITY COUNCIL
APR 15 2021

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED

A handwritten signature in blue ink, appearing to read "Sharon Elorza".
CLERK

Jordan van Leesten

Phone: (401) 996-9176 - jvleesten@gmail.com

OBJECTIVE

To work in an environment that enables me to apply my communications, planning, and analytical skills to contribute to the growth and development of a company or institution.

WORK EXPERIENCE

Brown University

Program Manager of Student Development

Providence, Rhode Island

August 2020 - Present

- Responsible for the management and facilitation of the Bonner Community Fellowship, a four-year program which aims to combine a student's community engagement with their academic and career goals.
- Created a co-curriculum of workshops and presentations that aid in the development of community engagement for Bonner Community Fellows.
- Recruited and onboarded 35 first-year Bonner Community Fellows at Brown University.
- Managed 130 Bonner Community Fellows throughout the academic year by coordinating remote workshops, events, and check-ins to ensure their success at Brown University.
- Supervised and managed a team of five Bonner Community Fellow Student Staff during the academic year.
- Coordinated internship placement for Bonner Community Fellows by leveraging maintained community partner relationships within the broader Providence community.

Year Up

Associate Director of Admissions and Enrollment

Providence, Rhode Island

March 2018 – August 2020

- The Associate Director of Admissions at Year Up is responsible for the onboarding and enrollment of two classes consisting of 180 students per year starting in Spring and Fall.
- Managed three direct reports with functional roles in our Enrollment and Admissions Departments.
- Recruited and onboarded 430 students between five classes over the course of two years.
- Led a recruitment pipeline that obtained 600 Interest Forms and conducted 200 Interviews per 6-month cycle.
- Facilitated meetings between key stakeholders and community organizations to broaden our recruitment efforts.
- Built and maintained relationships with youth organizations and community leaders to build awareness.
- Coordinated 'Look Back/Look Ahead' meetings every 3 months to audit process and promote innovation with cross-functional departments.

EDUCATION

University of Rhode Island

Bachelor of Science in Political Science

Kingston, Rhode Island

May 2015

SKILLS, ACTIVITIES & INTERESTS

Technical Skills: Microsoft Office, Microsoft Excel, Salesforce, Adobe After Effects, Adobe Photoshop, Sony Vegas

Interests: Computer Engineering, Coding, Urban Planning and Development, Mentoring Urban Youth