



Mayor of Providence

Jorge O. Elorza

March 10, 2015

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1009 of the Providence Home Rule Charter of 1980, I am this day re-appointing Councilwoman Sabina Matos of 55 Pocasset Avenue, Providence, Rhode Island 02909, as a member of the Providence Economic Development Partnership for a term ending on June 30, 2016.

Sincerely,

Jorge O. Elorza  
Mayor

IN CITY COUNCIL  
MAR 19 2015

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED.

CLERK

**SABINA MATOS**

55 Pocasset Ave. ♦ Providence, RI 02909 ♦ (401) 529-2695 (cell) ♦ Email: [ms.sabina.matos@gmail.com](mailto:ms.sabina.matos@gmail.com)

**Education:**

**Rhode Island College**  
*BA- Communications*  
**Public Relations**

**8/2001**

**Professional Experience:**

**Councilwoman – Providence Ward 15**  
*City of Providence*

**1/2011- Present**

- Represent a population of almost 13,000 constituents
- Navigate City Services issues on behalf of constituents
- Member of Committees on Finance, Ways and Means, City Property
- Review and approved City Budget
- Chair of the Healthy Communities and Woman Issues Committee

**Associate Director**  
*The Providence Plan/New Roots Providence*

**4/2008-6/2013**

- Management of Federal Grant Reporting Process
- Management of logistics for Grant Making Process
- Management of Grantees Reporting & Communications
- Analyzed data in order to demonstrate impact of our work
- Coordinate logistics Trainings and Special Events
- Communicate with multiple consultants for grantees TA and for trainings
- Manage Salesforce.com

**Administrative Coordinator**  
*Making Connections Providence*  
*(Annie E. Casey Foundation / The Providence Plan)*

**1/2004-3/2008**

- Management Team member
- Finance Coordination, Tracking and Reporting Budget
- Grant Reporting to funders
- Produced and Analyzed financial reports in QuickBooks
- Ensure proper cash flow within departments
- Managed logistics for consultants and residents
- Coordinated logistics Event, Retreats and Workshops

**Customer Service/Online Banking Specialist**  
*Citizens Bank*

**6/1997-6/2001**

- Provided highest level of customer service
- Trouble-shooting of Online Banking connections issues
- Researched issues prioritizing quality of customer experience

**Skills:**

- High Ethics Standard;
- Bilingual (English/Spanish); Bicultural;
- Ability to interact well with diverse population
- Knowledge of SalesForce.com, MS Office Software; ACT!; QuickBooks