



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

Education:

Rhode Island College

BA- Communications

Public Relations

8/2001

Professional Experience:

Councilwoman – Providence Ward 15

1/2011- Present

City of Providence

- 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

4/2008-6/2013

The Providence Plan/New Roots Providence

- 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

1/2004-3/2008

Making Connections Providence

(Annie E. Casey Foundation / The Providence Plan)

- 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

6/1997-6/2001

Citizens Bank

- 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