



Mayor of Providence

Jorge O. Elorza

January 9, 2018

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1102 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 Delia Rodriguez-Masjoan of 25 Devereux Street, Providence, Rhode Island 02909, as a member of the Board of Licenses for a term to expire on January 31, 2021, and respectfully submit the same for your approval.

Sincerely,

A handwritten signature in blue ink, appearing to be "J-O-E", followed by a horizontal line.

Jorge O. Elorza
Mayor

IN CITY COUNCIL

FEB 01 2018

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

Delia C. Rodriguez-Masjoan

PUBLIC ADMINISTRATION / BOARD OF LICENSES



Public Administration

Responsible, reliable, assertive organized multi skilled public administrator with the capacity to lead with planning, development, coordinating, administrating and directing of local and statewide program which includes, but is not limited to management of fiscal, programmatic compliance of state and federal regulations, guidance in statewide planning, development and implementation of programs, public relations and community liaison, contract with providers, research, policy, and business liaison as well as handling special projects that may be required to accomplish desired tasks and outcomes.

Education

MASTER PUBLIC
ADMINSTRATION
University of Rhode Island

BACHELOR' OF ARTS
Rhode Island College

Skills

Problem Solving
Customer Services
Bilingual/ Multicultural
Fund developing
Communications
Public Relations
Team Leadership
Project Planning
Accountability
Professionalism
Entrepreneur
Process Improvements
Research
Media Relations

Technical Skills

Microsoft Office
On-line Research
Interpreting
Translating
Social Media
Communications

Experience

CITY OF PROVIDENCE

Commissioner Board of Licenses/ 2012-Present

- Serve as "Commissioner for the Board of Licenses" for the City of Providence which is responsible for processing a broad range of license applications for the City of Providence as well as regulating licenses. Over 8,000 licenses and over 400 liquor licenses are issued per year in eight different categories, including Body Works Services, Entertainment Amusement, Expansion of Premises, Individual Service, Liquor, Restaurants and Food, Service, and Auto Sales and Auto Licenses.
- Conduct formal hearings on applications for liquor licenses, Entertainment, Restaurants etc, that come under our jurisdiction of the Providence Board of Licenses.
- Evaluate evidence, findings of fact and applicant testimony, from applicant, neighbors the application of the provisions of the relevant Act by the Director; and
- Hear testimony from city solicitor, police offices, witnesses, licenses and/or their representatives; to render decisions, in consonance with the provisions of the relevant charter, precedents and policies, which may result in penalties, suspensions, revocations or dismissal of licenses.

DEVELOPING AND EMPOWERING LATINOS IN AMERICA

Case Manager Supervisor/ 2001-Present

- Handle day to day operations of small non-profit organization, manage office, client assistance, appointment setting, file completion
- Greet clients, manage intake, make appointment and assign cases
- Manage ordering office equipment and supplies
- Supervise file completion, translating and copying documents
- Participate in long range planning and marketing campaign design
- Provide training and supervision of client services team

COLLEGE PLANNING CENTER/ RISLA

Bilingual Education Counselor/2009-2011

- Provide information and counseling to students and parents on college access and admission
- Assist students with college application and FAFSA completion
- Identify best practices to promote the preparation, enrollment, retention, and degree completion of diverse student populations.

RI DEPARTMENT OF ELDERLY AFFAIRS, Cranston, RI

Coordinator for Center on Diversity/2001-2007

- Provided customer information and referral services to agencies providing services to seniors
- Recommended resources to improve programs serving culturally diverse elder populations.
- Advised on resources to support community based agencies to develop cross-cultural and linguistically techniques for reaching and serving the minority community.

US CENSUS BUREAU, BOSTON RERIONAL OFFICE "CENSUS 2000"

Partnership Specialist/1999-2000

- Built partnerships with businesses, corporations, small businesses, schools, colleges, community organizations, religious groups, associations, as well as state and local government.
- Handled public relations and public speaking for the Census Bureau in the State of Rhode Island.
- Provided outreach, promotion and education of Census 2000 promotional activities and goals.
- Organized and participated in media events, press conferences, and media interviews. Kept partners abreast of ongoing developments of census operations.

Community Service

WPMZ Poder 1110 AM, 102.1FM Spanish Radio Host/Producer, 1997/Present

ECOARTS USA, Arts and Culture Producer, Programmer between Cuba and USA, 2015/Present