



Mayor of Providence

Angel Taveras

**HAND-DELIVERED**

September 26, 2011

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 203 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 Mrs. Renay Brooks-Omisore, of 213 Sackett Street, Providence, RI 02907, as a member of the Board of Canvassers to complete a term ending on March 31, 2014, and respectfully submit the same for approval.

Renay Brooks-Omisore replaces George T. Smith, who will retire on September 30th.

Sincerely,

Angel Taveras  
Mayor

AT/gc

IN CITY COUNCIL  
OCT 20 2011

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

CLERK

**RENAY BROOKS-OMISORE**  
**213 SACKETT ST**  
**PROVIDENCE, RI 02907**  
**(401) 378-7619**

**CAREER OBJECTIVE:** To obtain a challenging professional position in Managerial Finance and Administration that lends itself to the optimum of business and interpersonal skills.

**EDUCATION:**

**JOHNSON & WALES UNIVERSITY, Prov., RI**

Masters Degree. 2008. Concentration Organizational Leadership.

Bachelor of Science. 2006. Concentration Financial Services.

**VETERAN – U.S. ARMY. U. S. ARMY NATIONAL GUARD**

**HONORABLE DISCHARGE 1986**

**EMPLOYMENT**

**1/2010 – Present. Independent business service consultant to small businesses and nonprofit agencies.**

3/09 –12/09 TRINITY MORTGAGE, Prov., RI

LOAN ORIGINATOR - FISCAL COORDINATOR

Develop and follow up on cold and warm sales leads for mortgage products to consumers who are buying or refinancing homes. Proficiently work with all clients to ensure they fully understand all steps and processes in detail of the mortgage loan process. Provide to clients basic guideline knowledge of Fannie Mae/Freddie Mac/FHA/VA and private mortgage products and services. Direct and train individual personnel concerning matters relating to implementation of compliance and audit preparation. Work effectively as a team player or independently with the company executive(s) in design and implementation of the corporate mission.

8/04-8/06 CITY OF PROVIDENCE - PARKS DEPARTMENT

FISCAL ADVISOR

Formulate and monitor all Department requests through the Board of Contract & Supply & Board of investment Commission. Maintain budgetary control over spending and instructed division directors when spending approaches or exceeds budget appropriations. Prepare budget material and coordinate production of annual budget and continually review Department budget. Coordinate requests for capital expenditures for the Parks Department under the Master Lease Program. (City of Providence Capital Outlay)

7/03 – 8/04 (Temporary Position). OASIS INTERNATIONAL, Prov., RI

PROGRAM COORDINATOR

Implement programs and provide summary reports to include financial review and summary analysis of specific events. Execute a computer-training program with staff personnel utilizing Microsoft Word and EXCEL. Maintain weekly meetings with Executive Director and Board of Directors as requested of program results and future opportunities to keep them informed of systemic results.

8/00- 6/03 NORTEK, INC. Prov., RI

TREASURY COORDINATOR

Create daily cash reports based on internal information from subordinate corporate divisions. Provide assistance to management in conjunction with daily purchases of investment securities. Review cash management data from divisions in order to create monthly statements for management approval. Create financial cash reports for lines of business consolidating. Generate fiscal reports as requested from management.

3/97 – 2/00 M.B. MANAGEMENT CO., Prov., RI  
BOOKKEEPER/FINANCE MANAGER

Create monthly financial statements for six independent companies. Maintain all accounting and financial activities for each operation including profit and non-profit companies. Automate general ledger and fiscal operations to include government billings, loss determinations and compliance requirements. Project revenue and expenses for all entities. Respond to government and independent reviews regarding project management review. Assist partners in daily operations and long-term planning.

10/96 – 3/97 (Temporary Position). TEXTRON FINANCIAL CORP., Prov., RI  
TAX ASSISTANT

Resolve lease issues with respect to corporate billing and cash applications. Process accounts payable transactions for sales, property, state and federal taxes. Reconcile property and sales tax clearing accounts. Verify property tax collection schedules.

7/95 – 5/96 COMMODITY SPECIALISTS CO., EA. Greenwich, RI  
BOOKKEEPER

Maintain internal operations via all general modules. Track Audit/Review findings and adjustments. Contact credit agencies to determine viability of prospective clients accounts. Implement accounting procedures to provide better management during daily operations. Manage all operations to include Human Relations; LAN Communications, Corporate Communications. Process applicable cash applications and appropriate client transactions. Reconcile with Corporate Review and identify any/all discrepancies.

12/91 – 12/95 ABBY CONSTRUCTION CO. INC., Prov., RI  
BOOKKEEPER

Coordinate fiscal, human resources and computer support. Develop through production the Accounting, Sales and Inventory Areas to an automated on-line system. Respond to all partner inquiries regarding status reports on projects to bid. Advise Financial Committee on all delinquent and unusual client/project matters.

1/94 – 1/95 KPMG PEAT MARWICK LLP, Prov., RI  
FINANCIAL ASSISTANT

Reconcile general ledger to Corporate Office. Prepare monthly financial statements for major departments. Create periodic statements for New England Area Management Team. Assist in annual budget preparation to Executive Office budget guidelines for New England Area.

4/89 – 5/91 CAMPBELL & ASSOCIATES, P.C., Cambridge, MA  
ACCOUNTING ASSISTANT

Coordinate monthly general ledger closing process and present to financial management for final review. Assist in preparation of annual budget and long range planning projects. Monitor daily cash position of the firm to enable management to make effective decisions. Organize implementation of automated general ledger system through production.

6/80 – 4/89 BLUE CROSS BLUE SHIELD OF RI, Prov., RI  
Thru - JR. COST ACCOUNTANT ASSISTANT

Coordinate invoice processing, maintenance travel advances, expense reporting, government and miscellaneous billings. Oversee all administrative operating expenses; allocation of rent; cost of investment; property taxes and insurance to individual cost centers. Maintain company compliance of leased vehicles and credit cards.