



Mayor of Providence

Jorge O. Elorza

November 9, 2022

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 701 (b) 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 Emelda R. Benitez of 61 Georgia Avenue, Providence, RI, as a member of the School Board Nominating Committee for a term to end November 30, 2025. Emelda will replace Delia Rodriguez-Masjoan who has resigned.

Sincerely

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

Jorge O. Elorza
Mayor

IN CITY COUNCIL
NOV 17 2022

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

Lina L. Martel CLERK
ACTING

Emelda R. Benitez
61 Georgia Avenue, Providence, RI 02905

Objective: **A challenging position where my skills, experience, dedication and attention to detail will create opportunities for growth**

Summary of qualifications:

- Microsoft Office Applications (Word, Excel, Access, PowerPoint) and Unisys
- Purchasing/Billing Management, Client/Customer Services, Sales and Collections skills
- Office, Community Relations, Operations and Public Administration experience
- Bilingual Spanish/English – Read, Write and Speak both fluently
- Non-Profits – Grants writing, Operation and Management

Employment Experience

State of RI

Nov 13, 2016 - Present

Interpreter/Interviewer – Dept. of Labor & Training

Duties: taking phone calls and providing bilingual help in the area of specialization for a variety of employment and training services, offering employment contacts to claimants & helping them to prepare and present themselves on interviews. Matching job openings with employers, conducting job search workshops and field visits to employers to promote use of available employment and training services.

Family Service of RI

Feb 8 2016- Nov 11, 2016

Community Health Coordinator

Duties: Responsible for developing treatment plan and care coordination goals for special needs families. Building support when dealing with behavioral health crisis intervention. Coordinating with DCYF and other community agencies for referrals purpose. Act as community liaison for the agency. Data collection, entry and Microsoft works. Participating in external and internal meetings.

Aramark Education

March 2006 –January 2015

Community Relations Manager

Duties: Created social communications and raised public awareness of company's activities promoting company's mission and reputation. Attended schools and community forums/meetings. Responsible for all business operations of Community Relations Dept. to include: Press Releases, Managers and Hourly employee's relationships and trainings and the creation and execution of Community Budget. In charge of training and supervision of Summer Employees and Interns. Produced Monthly Operations Journal for clients. Translated documents, letters and monthly newsletters.

City of Providence

Feb-2003 –March 2006

Neighborhood Service's Officer/Senior & Community Relations Services Associate Director

Duties: Coordinated neighborhood meetings with City Department Directors and with the Mayor of Providence. Worked with Seniors and underprivileged individuals in order to provide them with city services. Formalized and established partnerships with community organizations, constituents and City of Providence departments. Organized public forums, arts and community events.

Textron Inc.

Dec. 2000- Feb. 2003

Client Services/Billing Collector/ Junior Account Manager

Duties: Handling client services issues by phone, e-mails and personal contact. Acct. Manager and collections, Word processing, PowerPoint & Excel. Preparation and distribution of monthly reports.

Bank of Boston/Sovereign Bank

May 1997-Dec. 2000

Personal Banking Representative

Duties: Dealing with customer service issues by determining customer's needs and providing solutions. Sales, filing and maintaining loan documents. Data entry, Word, Excel. Fluent use of Spanish Language.

Woman & Infants Hospital

May 1990- April 1997

Patient Representative/Bill Collector

Duties: Ability to deal daily with Customer/Client Services. Processing claims and working with bill (Medicaid) Collections for the Hospital. Data entry, Word and Excel. Translating for various Dept.

Rhode Gear

Sept. 1988- May 1990

Purchasing Assistant Manager

Duties: Preparing requests/reports for proposals and qualifications, overseeing purchases of office supplies and equipment. Coordinating & attending meetings. Supervising Purchasing Dept. staff, creating and making recommendations on company's policies/procedures & the implementation of such policies.

Hispanics United Development Organization (Non-Profit)

Sept. 2003-Present

Executive Director and President – Duties: Creating and directing programs, trainings and events for Children/ youth and adults, grant writing, Operations/Budget planning. Supervising after zones programs and employees as a provider for Providence After School Alliance.

Education

Sawyer School of Business, Warwick RI

June 1981 – May 1982

Tourism/Travel Management, Diploma Awarded in 1982

Johnson & Wales College, Providence RI

June 1980 – May 1981

Travel/Tourism Mgt.

Colegio San Jose, Dominican Republic

Sept. 1975- May. 1978

High School Preparation/Office Management, High School Diploma awarded in January 1979

Professional Affiliations & Achievements:

- 2008 – Received the Community Leadership Award by RI State Senate & was the Recipient of the Extraordinary Women Awards for Community Service.
- 2009 – 2013 - Elected board member of the Institute for the Study & Practice of Non-Violence, Latino voices, Uno a Uno, Providence External Review Board, Parenting Matters; and others
- 2009 – Recipient of The Aramark's Innovation Award for Building Educational Leadership, Outstanding Volunteer award and Honorable Mention at the Aramark Jefferson Awards.
- 2012 – Recipient of Community Excellence Award by RI State House Black Caucus.
- 2013-2015 - Appointed to the Human Relations Commission and elected to the Dexter Foundation by the City of Providence.
- 2015-2018 – Numerous awards and citations for volunteering, community service and contribution to Youth/Adults Sports & Leadership Programs