



Mayor of Providence

Angel Taveras

HAND-DELIVERED

January 7, 2011

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 415 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 Matthew Buchanan, of 101 Alabama Avenue, Providence, RI, 02905, as a member of the Salary Review Commission to fill an existing vacancy and respectfully submit the same for approval.

Sincerely,

Angel Taveras
Mayor

AT/gc

**IN CITY COUNCIL
FEB - 3 2011**

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

CLERK

PROFILE

A detail-minded individual combining outstanding communication skills, dynamic interpersonal skills and dedication to assisting all youth who excels at multi-tasking and working in a fast-paced environment that is looking to secure a position within an organization/educational institution that is both challenging and rewarding while being allowed the opportunity to grow both personally and professionally.

EDUCATION:

University of Rhode Island, Kingston, RI August 1998
BS-Human Development and Family Studies
Minor in African American Studies

Rhode Island College, Providence, RI September 2008-Present
Graduation Date: May, 2011
M.ED Student in Educational Leadership Program

SUMMARY OF QUALIFICATIONS

- Over ten years experience in Education, Counseling and Mentoring field working with youth from all genre's with an emphasis on at-risk, low-income and first generation students.
- Ability to captivate the audience and speak publicly
- Possess excellent communications, dynamic interpersonal and strong analytical skills
- Detail oriented and extremely fast learner.
- Tremendous work ethic and ability to articulate thoughts either orally or written.
- Expertise in anticipating and responding to clients needs
- Former teacher, mentor, facilitator, and group leader
- Recruitment, research and organizational skills
- Time management skills and an ability to meet deadlines
- High school teacher for four years; college counselor for 2 years
- Knowledgeable in financial aid, student loans and completing the FAFSA form
- Well trained and experienced with the Banner Computer System

RELEVANT SKILLS AND EXPERIENCE**Community College of Rhode Island-Educational Opportunity Center**

Coordinator/Counselor March 2008-present

- Recruit, identify and screen postsecondary students eligible for EOC services.
- Provide services to students that include but not limited to: FAFSA, academic advising, admission applications, student loan and information dissemination
- Carry out direct outreach activities at community based organizations and community meetings
- Supply students help with career counseling and academic advising to persons seeking post secondary education including the use of technology and other data resources
- Assist enrolled participants in clarifying realistic educational goals
- Maintain counseling caseload of program participants and documentation, reports and records
- Responsible for securing community agencies to speak to and network with potential students.
- Update our database with clients' current information and ensuring their needs are being met
- Served over 700 students during the year 2008-2009 with a variety of services including but not limited to financial aid, admissions application, appealing an academic decision and assisting students with getting their loans out of default
- Develop and maintain referral network with schools and agencies serving minorities, low-income and ESL students.
- Comfortable with a diverse group; Ability to improvise and work through uncertainties
- Ability/willingness to think beyond content area – act as a Generalist

West End After Zone Providence Afterschool Alliance-(Gilbert Stuart Middle School)

Site Supervisor August 2007-March 2008

- Oversaw the AfterZone operations in the West End and South Side neighborhoods of Providence, working with community providers, parents, youth and schools to bring high-quality after-school programming to middle school youth.

- Led a team of six City Year Corp Members and 5 part-time workers to run and facilitate an inner-city Middle School afterschool program for approximately 125-150 students.
- Met daily with the principal, assistant principals and janitorial staff to ensure all students and staff needs were being met.
- Served as Liaison between afterschool students and administration.
- Responsible for day to day operations of the After Zone program which included but not limited to: securing transportation, communicating with providers, organizing snack for youth, discipline issues that may arise and ensuring the safety of the adolescents.
- Facilitated daily meetings with my employees to provide them with a breakdown of the day and provide them with their responsibilities.
- Interviewed, hired, and trained all staff, volunteers and AmeriCorps members to aid with the afterschool program.
- Reviewed daily plans, met 1 on 1 with each staff member, write evaluations for staff and ensuring data was inputted properly in Youth Services database

The Metropolitan Regional Career and Technical Center (The Met School)

College/Transition Counselor/Advisor Dec. 2001-June 2007

- Ensured ALL 120 students in the Justice Building were prepared and knowledgeable about the entire college process.
- Prepared seniors for life after high school by facilitating weekly workshops ranging from scholarship search to proper study habits.
- Organized several information sessions where College Representatives would come to our school and speak with our students about programs of study, financial aid and the admissions process.
- Aided students with the entire admissions process which included but not limited to: college essay, preparing and conducting college interviews, completing FAFSA forms, arranging college visits and completing applications.
- Facilitated/chaperoned 1 college visit per month throughout the senior year to expose students to a variety of colleges/universities.
- Coordinated quarterly work-shops for Alums to assist them with job searches, internships, assistantships, money management and a variety of other services that were identified as needed.
- Communicated with Admissions officers and advocated for our students
- Created a database of Post-Secondary options that were appropriate fits for our seniors.
- Worked with each student to create and fulfill an individualized Learning Plan tailored to the student's interests, passions and needs.
- Evaluated students through exhibitions, transcripts, parent meetings and weekly student meetings
- Employed professionals from the community to serve as mentors throughout the student's educational journey
- All ten of my students were accepted into college; 1 student was awarded the Gates Millennium Scholarship and 1 student completed Sr. year of high-school and freshman year of college under my tutelage.

Community Preparatory School (Community Prep)

Director of Student Activities June. 1998-August 2000

- Responsible for the overseeing of the Afterschool program for the entire school of 120 students grades 4-8
- Recruited volunteers from local colleges to assist in facilitating workshops and programs afterschool.
- Communicated daily with administration, faculty and parents to ensure the safety and well being of all students.
- Facilitated parent workshops and ran study groups for students
- Taught Health and Physical Education to the entire school
- Created a database of activities, monetary transactions and attendance log to keep track all the necessary materials for the After School Program.
- Responsible for ordering and distributing snacks to the student body
- Interviewed, hired and trained staff to aid me in successfully maintaining the Afterschool Program.

REFERENCES: Furnished upon request