



Mayor of Providence

Brett P. Smiley

January 3, 2023

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 701 of the Providence Home Rule Charter of 1980, as amended and Public Law, Chapter 45-50, Sections 1 through 3 passed 1987, I am this day appointing Toni Akin of 86 Metcalf Street, Providence, RI 02904, as a member of the Providence School Board for a term to expire on January 31, 2026, and respectfully submit the same for your approval.

Sincerely,

A handwritten signature in blue ink that reads "Brett P. Smiley".

Brett P. Smiley
Mayor

IN CITY COUNCIL

JAN 19 2023

READ

WHEREUPON IT IS ORDERED THAT

THE SAME BE RECEIVED AND APPROVED

A handwritten signature in blue ink that reads "Tina L. Mastromarino".

CLERK

Toni D. Akin

Providence, RI • (401) 332-4930 • Smackkzzz@aol.com

SUMMARY OF QUALIFICATIONS

- ✓ Excellent communication and presentation skills both written and verbal
- ✓ Demonstrated organizational, motivational and critical thinking skill-set
- ✓ Proven ability to meet deadlines and work effectively with constantly shifting priorities
- ✓ Strong personal drive and motivation with a commitment towards excellence
- ✓ Trusted individual maintaining a high degree of integrity, confidentiality and professionalism in all business practices

PROFESSIONAL EXPERIENCE

**Commonwealth of Massachusetts
Business Administration**

10/09 –present

Norfolk County Treasury Office – Fiscal Specialist (current role)

Process procurement of funds related to property taxes and related capital improvement expenses (buildings and grounds).
Systems Used: Infinite Visions, CommBuys, MS Office.

Blue Hills Regional Technical School

Handle all facets of accounts payable and accounts receivable including deposits and account reconciliation. Also responsible for vendor reporting and credit card receipting for out of district tuition and fees. Also work in the security office greeting and screening visitors on campus. Systems Used: Infinite Visions and MS Office.

Canton Public Schools (CPS)

Responsibilities include accounts receivable and payables including the preparation of deposits, data validation, voucher processing and account reconciliations. Maintain accurate records of all financial transactions including grant accounting, payroll and MTRS retirement calculations, donation and gift processing. Assist with the pupil transportation logistics and facilities management as needed. Systems Used: MUNIS Live, FirstClass, Transfinder Pro and MS Office.

Bridgewater-Raynham Regional School District (BRRSD)

Handled accounts payable/accounts receivable processing and purchasing procedures for the second largest K-12 regional public school district in Massachusetts. Execute purchase orders, vouchers and warrants as needed. Responsible for vendor management, account reconciliation, pricing and oversight of operating budget levels. Systems Used: UniFund and BudgetSense and MS Office.

Massachusetts Bay Community College (MBCC)

Assistant Manager, Accounting Department

Oversee full cycle accounts receivable functions including electronic banking, billing and collection efforts. Also serve as a liaison between the Registrar and Financial Aid Offices. Participate in accounting and fiscal year-end audits. Supervise and delegate and training function to a staff of five. Systems Used: Peoplesoft and Microsoft Office.

Damiano, Burk & Nuttall, CPA P.C.

10/21-11/22

Office Administrator

Coordinate activities throughout the company to ensure efficiency and maintain compliance with company policy. Manage agendas, travel plans and appointments for upper management. Manage emails, letters, packages, phone calls and other forms of correspondence related to taxes and audit engagements with a focus on clients in the housing sector. Support bookkeeping and budgeting procedures for the company. Create and update databases and records for financial information, personnel and other data. Track and replace office supplies as necessary to avoid interruptions in standard front office procedures. Submit reports and prepare proposals and presentations. Systems used: CCH tax software, MS Word and Excel, QuickBooks, Dropbox, Google & Pitney Bowes Enterprise.

Conanicut Yacht Club**11/15-12/21***Business Office Manager*

Maintain office services by organizing operations and procedures for a private yacht club with multi-tiered profit centers including for apartment and boat slip rentals (short-term, seasonal, year-round). Duties involve preparing correspondence to leaseholders, designing filing systems and reviewing and approving purchase requisitions. Supervisory of three part-time office staff and assigning and monitoring clerical functions. Handle full charge bookkeeping and accounting functions (A/P, A/R, G/L and Payroll) and customer service. Also assist in HR functions such as orienting new employees and benefits administration. Systems Used; Jonas Club Software, NorthStar Technologies, Square and Open Edge.

PREVIOUS EXPERIENCE

Billing Coordinator - Arthur Andersen LLP – Tax Division
A/R Accountant – Cambridge Systematic
Sr. Administrative Assistant – Unisys, Federal Systems Division (USDOT)

EDUCATION AND CERTIFICATIONS

Newbury College/Alameda University: B.A. in Management 2009
Newbury College: A.S. in Management, cum laude 2005
North Shore Community College: A.S. Candidate - 2001-2002
Bunker Hill Community College: A.S. Candidate – Liberal Arts 1984-1985
Attended National College & University Bursars & Treasury Managers conference - 2008
Attended the Annual EACUBO workshop – 2009
Certified U.S. Dept of Education Financial Aid Basics – 2009
Attended Boston Regional Direct Loan Training Conference - 2010
Peoplesoft University: Two-tier query writing/coding course - 2005
Certified in Diversity Education and Awareness training - 2005
Certified in Windows NT 4.0 Network Administration – 2001
HIPAA Certified – Security 2005 and 2006
Recognized by the U.S. Army for my efforts in the Automated Global Asset Tracking
Udacity: Entrepreneurship: How to Build a Startup and Logic and Discrete Mathematics – 2012
Active Member of the Rhode Island Business Manager Association – 2013
Certified in Tyler Technologies: Accounts Payable and Fund Accounting – 2014 and 2015
Certified in First Aid/CPR - 2016
Certified by the Crisis Prevention Institute - 2016

PROFESSIONAL REFERENCES

Furnished Upon Request

Name

Toni Akin

Address

83 Metcalf Street
Providence, Rhode Island 02904
United States
[Map It](#)

How many years have you been a Providence resident?

15

Phone

(401) 332-4930

Work Address

614 High Street

Work Phone

(781) 234-3448

Email

smackkzzz@aol.com

Where and how would you prefer to be contacted?

Email

General Questions

What do you consider to be three of the most critical issues currently facing the Providence Public School district? Please be as specific as possible.

Student Retention

Programmatic

Teacher to Student ratio

What is the role of the School Board in addressing these critical issues?

To offer guidance and strategic management

Are you able and willing to commit to a three year term beginning in 2023 which requires an average of four meetings per month? In a typical month there are business meetings which provide management oversight of the School Department, workshops which educate the Board, and disciplinary hearings which require full Board attendance.

Yes

Questions for First-Time Applicants

How do you view the role of a School Board member? What are the strengths and experiences that you would bring to this position?

The School Board Member is critical to the mission of the school department. I have over 10 years working in various public and private school systems (in both Massachusetts and Rhode Island) in various business administration capacities.

What non-profit board and community leadership positions have you held or do you hold now? How has this work informed your understanding of the role of a School Board member?

I am currently the Fiscal Specialist for Norfolk County and fully understand the encumbrance process including procurement, bidding and capital improvement projects. In my former role as Business Office Manager at Conanicut Yacht Club, I oversaw the bidding of general contractors from the demolition and overall construction of a new tennis facility.

How, at present, do you keep informed about education policy in general and issues facing the Providence Public Schools in particular? How, as a School Board member, would you educate yourself more fully? What resources would be helpful to you in gaining the background and information you would wish to acquire?

I often partake in neighborhood council meetings in Ward 4, and Ward 1 to stay informed of general issues facing PPSD. I would continue to partake in these types of meetings in an effort to expand my knowledge and obtain background information.

Please submit names of and contact information for two references.

Jason Nuttall, CPA and Managing Partner of Damiano Burk and Nuttall, CPA - jnuttall@dbncpas.com
Jeremy Cole, CPA and Managing Partner of Damiano, Burk and Nuttall, CPA - jcole@dbncpas.com

Did you attend the Providence Public Schools? If so, please list the schools and the years you attended each school.

I am a graduate of East Boston High School 1980-1984, Bunker Hill
Community College 1984-1985, Newbury College 1999-2005
Oracle University 2005

**Do you have or have you had children attending the Providence
Public Schools? If so, please list the schools your children have
attended and the years they attended each school.**

No

How did you learn about this application process?

PVD311

**Attach your current resume here, including your education,
employment history, and any other info you deem relevant.**

Toni_resume_11.22.public-updated.docx

**Would you object to the disclosure of any information on this
application?**

No

Certify

I hereby certify that the information that I have presented in this
application is complete, accurate, and true to the best of my
knowledge, and I hereby authorize the School Board Nominating
Commission to verify this information as may be required.

**By entering your name you are hereby certifying that the
information that you have presented in this application is
complete, accurate, and true to the best of your knowledge.**

Toni Akin

Date

12/13/2022