

Sabina Matos
Council President

August 29, 2019

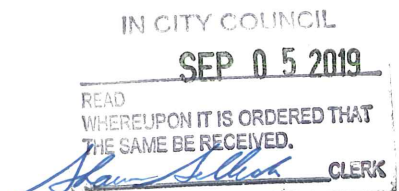
Mr. Shawn Selleck
City Clerk
City of Providence
Providence, RI 02903

Dear Mr. Clerk:

Please be advised that, in accordance with Chapter 2007-51, Ordinance No. 504, I am hereby appointing Catherine Van Amburg of 12 Armstrong Avenue, Providence, Rhode Island 02903, to the Environmental Sustainability Task Force.

Sincerely,

Sabina Matos
Sabina Matos
Council President



Catherine Van Amburgh

12 Armstrong Ave, Providence, RI 02903 | 401-426-0157 | cate.van.amburgh@gmail.com

Experience

CENTER COORDINATOR | CENTER FOR THE STUDY OF SLAVERY AND JUSTICE | JUL '18 - PRESENT

- Financials – Processing reimbursements for Center staff. Coordinating registration for vendors and contractors. Assisting with overall budgeting, tracking expenses and reallocating charges through journal entries.
- Event Coordination Support – Communicating directly with visitors and guests to organize transportation and travel logistics. Ordering food and working with outside catering companies.
- Communications and Social Media – Creating and posting content on the Center's Facebook and Twitter accounts. Answering questions that come in via social media.
- Project and Exhibition Support – Purchasing image rights from museums and private photographers. Working with printing facilities to coordinate creation of exhibition materials. Handling logistical details of transportation of art pieces, domestically and internationally.
- General Administrative Support – Calendar and appointment booking for Director, email correspondence with internal and external parties. Copy editing of monthly newsletters and Center publications.

FINANCIAL AND ADMINISTRATIVE COORDINATOR | ANIMAL CARE DEPARTMENT | JAN '16 - JUL '18

- Reconcile internal and external billing for the department. Processing vendor invoices for payment in Workday. Issuing yearly blanket purchase orders and ad hoc requisitions. Processing check requests and reimbursements.
- Acting as point of contact for internal departments and external customers and suppliers. Coordinating payments and communicating with vendors.
- Organizing and accurately recording all data associated with service billing in customized software (Topaz Elements). Generating and distributing invoices for ~100 labs on a monthly basis.
- Responsible for ordering research animals as requested by Principle Investigators on a weekly basis. **Ensuring institutional and national oversight research guidelines are followed. Coordinating with state and government agencies for permits as needed.**
- Maintaining department website, uploading and editing content on an ongoing basis.
- **Adapted to upgraded billing and ordering software. Aided in initial set up and technical form creation. Created training guides for department use.**

ADMINISTRATIVE ASSISTANT | ANIMAL CARE - BROWN UNIVERSITY | JAN '15 - JAN '16

- Assisting the Financial & Administrative Services Manager with department's financial responsibilities, including monthly internal billing as well as payments made to vendors for goods and services.
- Organized University Credit Card invoices and receipts, as well as processing transactions in online portal.
- Conducting and recording manual cage and animal census on a weekly basis.

MARKETING ASSISTANT | KAZ USA INC - A HELEN OF TROY COMPANY | OCT '13 - JAN '15

- Assisted Brand Managers for four unique product lines. Acted as communication line between departments and with production facilities.

- Assisted with creation and production of marketing materials such as product packaging, owner's manuals, website content, and consumer FAQs.
- Spearheaded the development, creation, and execution of mobile application for use with special promotion product line.

CUSTOMER SERVICE REPRESENTATIVE | KAZ USA INC - A HELEN OF TROY COMPANY | MAY '12 - OCT '13

- Answered incoming calls and emails from consumers for technical support, product troubleshooting, sales, and general inquiries.
- Selected by supervisors to make sensitive outbound customer service reconciliation calls.
- Assisted the Claims Officer with processing claim paperwork.
- Trained new hires on call language and product knowledge.

Skills & Abilities

ADMINISTRATION

- Exceptional administrative skills including assisting vendors, students, staff and faculty.
- General day-to-day office management. Answering incoming phone calls and emails, coordinating messages and flow of information within department.
- Electronic and paper file management and organization.

COMMUNICATION

- Excellent written and oral communication skills.
- Creating messaging used for internal and interdepartmental communication.

TECHNICAL

- Extensive experience with Microsoft Suite, Excel, PowerPoint, and Word.
- Proficient in Adobe Acrobat.
- BrownSites website management, content creation and ongoing editing.
- Mastered Workday financial tasks involving paying and issuing invoices, purchase orders, and expense reports.

Education

BUSINESS ADMINISTRATION | 2015 | NATIONAL AMERICAN UNIVERSITY

Volunteerism

- HOPE – Housing Opportunities for People Everywhere
- BURP – Brown University Relaxation Project
- SURJ RI – Showing Up for Racial Justice
- AMOR – Alliance to Mobilize Our Resistance Mental Health Team