



Mayor of Providence

Angel Taveras

HAND DELIVERED

November 1, 2011

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 606 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 Serena Conley, of 27 Winthrop Road, Warwick, RI 02888, as Registrar of Vital Statistics of the City of Providence and respectfully submit the same for approval.

In accordance with the City's FY 2012 Budget, approved by your Honorable Body and signed into law on July 18, 2011, Ms. Conley will continue to serve in her capacity as Administrator of the Board of Licenses.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Angel Taveras".

Angel Taveras  
Mayor

AT/gc

**IN CITY COUNCIL**  
**JAN 05 2012**

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED  
A handwritten signature in cursive script, likely of the City Clerk.  
CLERK

## **Serena M. Conley**

27 Winthrop Road  
Warwick, Rhode Island 02888  
401. 487.2601  
serenacon@aol.com

### **Skills**

- Leadership, supervisory and administrative skills
- Excellent communications skills, with ability to relate on all levels
- Highly motivated, loyal professional with ability to work effectively under deadline
- Excellent attitude, objective, thorough, flexible, industrious and hands-on
- Event organization

Thirty (30) years of leadership and community relations experience in government, education, politics, business and non-profit service. Master of Education in Early Childhood Education, State certifications in Elementary School Administration and ESL, government director and community activist.

### **Education**

- Certificate in Elementary School Administration, Providence College, 1988
- Certificate in English as a Second Language (ESL), Rhode Island College, 1979
- Masters of Early Childhood Education, Rhode Island College, 1974
- Bachelor of Science, Psychology, Roger Williams College, 1971

### **Professional Experience**

#### **License Administrator**

10/2008 – present **City of Providence**

- As established by state and local law, Administrator oversees the orderly issuance of 30-plus types of licenses, and organizes legal docket and documentation for issuance/rescission of same within city. Also conducts prehearing duties, in partnership with City Solicitor and Police.
- Responsible for direct supervision of three clerks and two inspectors, development of department budget, and the advertising & conduct of public hearings. Assisted in development of procedures' manual for Bd. of Licenses.

#### **Director of Community Relations**

8/2007 – 1/2008 **Office of the Mayor, City of Providence, Rhode Island**

- As representative of the city's Chief Executive, responsible for frequent contact and collaboration with diverse public and private organizations, neighborhood groups and individuals on a wide range of issues. Represented the City and the Mayor's Office at public meetings and events, serving as a mediator and public spokesperson.

#### **Mayor's Scheduler**

1/2003 – 8/2007 **Office of the Mayor, City of Providence, Rhode Island**

- Worked closely with city's Chief Executive, department heads, public and private sector leaders, federal/ state/local officers in confidential development of Mayor's daily schedule. Responsible for setting priorities of meetings, and timely response to requests for personal and public meetings.

- Daily interaction and responsiveness to individuals, government leaders and public and private sector representatives. Also assisted in Mayor's travel schedule, and the organization of social events.

#### **Community Relations Manager**

7/2000 – 9/2001    **Fleet Bank, Providence, Rhode Island**

- Responsible for all RI-area charitable giving, in reviewing and awarding grant requests and sponsorships. Represented the Bank in a professional capacity at community functions, in the presentation of gifts, on public television events, etc.

#### **Consultant**

10/1998 – 5/2000    **The Rhode Island Citizenship Consortium**

- Coordinated eight non-profit agencies, in education, outreach, advocacy and citizenship services throughout the state, including budget analysis, grant execution and market research. Developed seven-part series on "Becoming a US Citizen," organized and conducted two citizenship drives, and collaborated with

#### **Principal**

1989-1998            **Alan Shawn Feinstein/ Broad Street School**

- Full responsibility for all aspects of safe, daily, effective administration of professional and teaching staff of 70-plus and 500-plus students.
- Communicated daily with parents, staff, pupils, community leaders; conducted periodic evaluations and performed reports/studies for Superintendent of Schools and State Board of Education

#### **Assistant Principal**

1985-1989            **Windmill Elementary School, Providence, Rhode Island**

- Performed all duties and functions as assigned by the principal

#### **Community Involvement**

- Chair, Board of Directors, The Genesis Center and Serve RI
- Board member: Family Aids Center for Treatment and Support; Day One; Sophia Academy; Feinstein Gamm Theatre; RI Zoological Society and South Providence Library (fundraising chair). Also representative to Boston Foundation Spring Regional Citizenship Conference, City Arts (Capital Campaign Comm,) Breast Cancer Fundraiser Planning Committee/ W&I
- Leadership RI, Sigma Class (1998)

#### **References: Upon Request**