



Mayor of Providence

Jorge O. Elorza

August 14, 2019

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1103 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 Kelia Bravo, of 376 Orms Street, Providence, RI 02908 as a member of the Human Relations Commission for a term to end January 31, 2021, and respectfully submit the same for your approval. Ms. Bravo fills a vacancy formerly occupied Ms. Powell FitzGerald.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Elorza".

Jorge O. Elorza  
Mayor

IN CITY COUNCIL  
OCT 03 2019

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

## KELIA BRAVO

**OBJECTIVE** To utilize my experience, advocacy skills and education to serve for the Human Relations Committee to ensure all Providence residents have equal opportunities in housing, education, employment, credit and public resources.

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- SKILLS & ABILITIES**
- Speak and write in fluent Spanish.
  - Demonstrate leadership, self motivation, ability to work under pressure and organizational skills.
  - Develop presentations, trainings, and educated the public.
  - A Community Emergency Response Team Instructor, the volunteer shelter team leader and community volunteer at Providence Emergency Management Agency.
  - Eager to learn, implement projects plans, develop resources and use creative thinking.
  - Emergency Management, Homeland Security, and municipal management certificates.
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- EXPERIENCE**
- COMPREHENSIVE COMMUNITY ACTION PROGRAMS, CRANSTON** 2014-PRESENT  
**Energy Auditor, Quality Control Inspector**
- Perform comprehensive residential energy assessments by evaluating the thermal envelope, mechanical systems, energy consumptions, and health and safety of the home.
  - Recommend energy efficient improvements to help families reduce fuel and energy consumptions.
  - Conduct in-progress, post and quality control inspections to ensure compliance with Department of Energy, Health and Human Services and National Grid program standards.
  - Responsible for conducting heating system analysis, generate evaluation reports and perform post inspections of new installs.
  - Certified to adequately use testing equipment; combustion analyzer, blower door, gas leak detector, and infrared camera, to interpret the data collected, validate decisions and develop cost effective work scopes for contractors to complete.
  - A team player and build professional relationships between monitors and other auditors within the state program.
- COMMUNITY ACTION PARTNERSHIP OF PROVIDENCE, PROVIDENCE** 2012-2014  
**Energy Auditor**
- Implement the appliances management program assessments of home electric usage to help identify high use appliances and educated individuals on their consumption as well as energy efficient methods
  - Help tenants and homeowners to save energy by replacing light bulbs and inefficient appliances with new efficient ones.
  - Screened documentation and determine eligibility for Low-Income Home Energy Assistance Program
  - Maintained proper documentation and detailed files of each client serviced.
  - Identified needs of clients and helped facilitate linking to other programs within agency.
  - Knowledge of Hancock and National Grid on demand software.
- PHUNKY STUFF, CRANSTON** 2011-2012  
**Store Manager**
- Manage financial functions and projections to maximize profit margins.

- Responsible for scheduling, goal setting, tracking result, and evaluate results.
- Achieved the highest sale records and increased store capability.
- Responsible for setting promotions, raffles, and networking at sponsored events.
- Foster good report with vendors and customers.

**WEST ELMWOOD HOUSING DEVELOPMENT CORPORATION, PROVIDENCE**  
**Homeownership Counselor**

2007-2010

- Serve RI and MA clients in foreclosure prevention assessments and services.
- Negotiate and mitigate mortgages with lender's loss mitigation departments.
- Facilitate home ownership, community engagement, economic development and reduction of homelessness by using a comprehensive counseling approach.
- Provide financial education and counseling; reviewing credit reports, conducting debt negotiations, developing streamlined budgets, providing coaching on income generation strategies and assess mortgage readiness.
- Provide guidance, encouragement, resources and tools need to achieve the homeownership goal.
- Bilingual instructor for First-time Homebuyer, Landlord, financial literacy and foreclosure prevention courses.
- Community development organization liaison and participated in community events.

EDUCATION	<b>ROGER WILLIAMS UNIVERSITY, PROVIDENCE</b>	2016
	Bachelor of General Studies: Major: Community Development	2016
	Certificate: Municipal Management	
	Award: Presidential Core Value Medallion	
	<b>COMMUNITY COLLEGE OF RHODE ISLAND, WARWICK</b>	
	Associate of Arts	2011
	Certificate: Homeland Security /Emergency Management	2018
	Certificate: Emergency/ Disaster Management	2018
	Treasurer: Emergency Management and Homeland Security School Club	
	<b>EMERGENCY MANAGEMENT INSTITUTE, FEMA</b>	
IS-1, IS-100, IS-120, IS-130, IS139, IS-200, IS-317, IS-700, IS-703, IS, 775, IS-800, IS-860, IS-907, IS-909, and IS-914		
<b>PROVIDENCE EMERGENCY MANAGEMENT AGENCY, PROVIDENCE</b>	2016- Present	
Community Emergency Response Team (CERT) Instructor/ CERT Shelter Team Leader Until Help Arrives Instructor, CPR Certified, and volunteer		
Award: Volunteer of the Quarter Award		
<b>LEAD SAFE INSPECTION AND CONSULTING, PROVIDENCE</b>	Exp. 11/29/2023	
<b>Certified Lead Renovator</b>		
<b>BUILDING PERFORMANCE INSTITUTE, INC</b>		
Building Analyst Certification, Quality Control Inspector Certification Heating system evaluator, OSHA 10 hour		
REFERENCES	<b>KEVIN KUGEL</b>	401-680-8091
	Providence Emergency Management Agency	
	<b>JOSEPH ARSENAULT</b>	401-282-9138
	Community College of Rhode Island-Emergency Management and Homeland Security Faculty	
<b>SHERRY DIAZ</b>	401-284-6893	
Comprehensive Community Action Program		