



Mayor of Providence

Angel Taveras

**HAND-DELIVERED**

January 28, 2011

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 Everett Brooks of 86 Colonial Road, Providence, RI 02906, as a member of the Human Relations Commission for a term to end January 2014, and respectfully submit the same for approval.

Thank you for your attention to this matter.

Sincerely,

Angel Taveras  
Mayor

AT/gc

**IN CITY COUNCIL**

**FEB 17 2011**

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

# Everett Brooks

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**Education:** NORHTEASTERN UNIVERSITY  
BOSTON, MASSACHUSETTS  
B.A. LIBERAL ARTS

COMMUNITY COLLEGE OF R.I.  
WARWICK, R.I.

*Resum  
10 yrs  
OCP*

## **Professional Experience:**

### **Johnson & Wales University 1999-Present Director for Community Relations**

- ◆ Oversee living and conduct policies for off campus students.
- ◆ Liaison to community residents, community groups, businesses, local police departments, political figures, and the college administration.
- ◆ Oversee the Universities Voter Registration Drives. Mediation with the City and State Board of Canvasses.
- ◆ City and Statewide lobbying for Legislative issues that impact the University.
- ◆ Administer special projects or assignments giving by the University President.

### **Providence School Department 1997-1999 Assistant Director for Business Operations for Support Services**

- ◆ Responsible for the coordination of the School Department's telephone communication and computer systems.
- ◆ Coordinate the School Department 403B Retirement Plan with Insurance and Investment Companies.
- ◆ Liaison between the Providence School Department regarding the deployment and budget requirements of the crossing guards.
- ◆ Responsible for the coordination for the use of all Building Activities.
- ◆ Coordinates completion of police, theft, and vandalism reports for claims to the Providence City Counsel.

**Providence School Department 1993-1997 (Human Relations Specialist)**

- ◆ Complete monthly data on high-risk students.
- ◆ Identify students who exhibit at risk characteristics.
- ◆ Recommend at risk students to various at risk programs in an attempt to keep them in school.
- ◆ Recommend to students, solutions to problems with consultation and coordination among counselors and administration.
- ◆ Report as appropriate the results of observation with comments and recommendations to the school's administration.
- ◆ Conduct mentoring activities for high-risk students.

**New England Institute of Technology 1991-1992  
Admissions Representative**

- ◆ To coordinate the development of programs with High Schools and Social Programs throughout New England to provide Higher Education Awareness.
- ◆ Give Presentations regarding New England Tech and it's programs of study.
- ◆ Recruited non-traditional students who were interested in attending New England tech.
- ◆ Acted as a Mentor to minority students on campus.

**Whitmarsh Corporation 1988-1991  
Residential Counselor (boys, ages 13-19)**

- ◆ Assist youth, 13-19 years old, with activities of daily living skills.
- ◆ Promote normalization and acceptance in the community.
- ◆ Implement individual youth programs.

**References:** Will be furnished upon request.