



Mayor of Providence

Jorge O. Elorza

March 9, 2017

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Section 302(b) of the Providence Home Rule Charter of 1980, as amended, Ordinance 2017, Chapter 207-4, § 58, and Public Law, Chapter 45-50, Sections 1 through 31 passed in 1987, I am this day appointing Tashi Hamilton, of 151 Washington Street, Cambridge, Massachusetts 02139, to the position of License Administrator/Registrar of Vital Statistics, and respectfully submit the same for your approval.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Elorza", with a long horizontal stroke extending to the right.

Jorge O. Elorza
Mayor

IN CITY COUNCIL

APR 06 2017

READ AND DENIED

A handwritten signature in black ink, appearing to be "L. H. H.", with a long horizontal stroke extending to the right.
CLERK

TASHI HAMILTON

Cambridge, MA

EDUCATION

Lesley University, Cambridge, MA/USA: 2017

Bachelor of Science (Candidate) – Business Management (GPA: 3.2)

- **Relevant Coursework:** Leadership, Financial Accounting, Managing the Global Economy, Business Analytics
- **Clubs/Activities:** Bunker Hill Women's Basketball
- **Relevant Projects:** Year Up Alumni Board, Walk for Opportunity Ambassador, Year Up Class Ambassador

Bunker Hill Community College, Charlestown, MA/USA: 2015

Associates of Applied Science – Business Management

CORE COMPETENCIES

- | | | |
|------------------------------------|---------------------|-------------------------------|
| ▪ General Ledger | ▪ Audits | ▪ Research |
| ▪ Customer Relationship Management | ▪ Trend Analysis | ▪ Cash Flow Projections |
| ▪ Budgeting & Planning | ▪ Executive Support | ▪ Financial Statements |
| ▪ Client/Customer Service | ▪ Variance Analysis | ▪ Accounts Payable/Receivable |
| ▪ Google Docs | | |

ACHIEVEMENTS

- Promoted due to exceptional work ethic, outstanding customer service skills, and acute reporting accuracy.
- Monitored fund activity in order to analyze trends to inform future investments.
- Performed a myriad of financial tasks including travel reimbursements, paying invoices, credit transaction approvals, create and approve requisitions, and review and approve invoices, ensuring accuracy company wide.
- Created and maintained financial records across departments, safeguarding accuracy and boosting efficiency.
- Proven leader, chosen to onboard new employees.
- Innovated operational procedures and process enhancements to reconcile all accounts, improving reporting accuracy 20%.

ADDITIONAL CREDENTIALS

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook) / SAP / Google Aps/ Dropbox / Printers /Internet /Concur, Cognos / Typing Speed: 70 wpm

CERTIFICATIONS

Umass Boston, Project Management Certification: 2016
Year Up Incorporated, Certificate for Financial Operations: 2013

VOLUNTEERING EXPERIENCE

Year UP

INTERESTS

Spinning, Family Time, Traveling, Food, Shopping, Vlogging

PROFESSIONAL EXPERIENCE

Massachusetts Institute of Technology (M.I.T) ✦ Cambridge, MA ✦ 2015– Present

Financial Assistant

- Maintain department administration metrics, including travel, procurement card and financial control and review.
- Track funding allocations for student and special requests.
- Create and approve requisitions, and review and approve invoices.
- Prepare internal department financial reimbursements, direct payments vouchers, and purchase orders.
- Ensure accurate and efficient accounting while managing all financial aspects of daily operations.
- Create and implemented numerous systems within the financial department that significantly increased productivity, accuracy and efficiency of accounting practices.
- Consistently praised for the quality and timelines of reports, attention to detail, exemplary customer service delivery and team-player attitude.

State Street Corporation ✦ Boston, MA ✦ 2012-2014

Pricing Specialist: 2014-2015

Fund Accountant: 2013-2014

- Promoted due to exceptional interpersonal skills, work ethic and reporting accuracy.
- Developed and implemented pricing strategies for various businesses channels.
- Analyzed quotes and provided accurate recommendations for outside sales teams.
- Administered training on various price related issues, ensuring companywide accuracy.
- Provided information needed to prepare financial statements and reports for clients, shareholders, Director and upper management, safeguarding accuracy while meeting all deadlines.
- Reviewed daily control reporting, identified potential high risk items, and took appropriate steps to resolve issues in a timely manner.
- Created and distributed daily and monthly end reporting in connection with trading activity, account holdings, custodian banks, and accounting groups and consultants.
- Designed and implemented operational procedures and process enhancements to reconcile all accounts, improving reporting accuracy 25%.
- Produced and analyzed quarterly compliance reports.
- Developed and recommended changes to existing methods and systems to increase the accuracy, efficiency, and responsiveness of the customer service department, generating increase in overall customer satisfaction ratings.
- Utilized *Bloomberg* and *Custodian* web portals to research income, accounting records, and custodian data generating detailed discrepancy reports.
- Handled sensitive complaints and grievances effectively and confidentiality to ensure prompt resolution.
- Collaborated with staff members to ensure accurate sample requests, involving, billing and other office duties.

East Cambridge Savings Bank ✦ Cambridge, MA ✦ 2010-2013

Teller

- Utilized exceptional organizational skills to maintain appropriate cash limits, cash checks, complete deposits, issue cashier's checks and traveler's checks, prepare money advances, funds transfers, and transaction reports.
- Notified clients of failing trades in foreign and domestic markets, overdrafts in their accounts, non-receipts, and unadvised credits, ensuring the highest possible customer satisfaction ratings.
- Sold bank products and services to new and existing customers consistently exceeding quotas by 20%.
- Provided superior customer service in person, over the phone, and through email, which in turn allowed me to receive a
- Worked within FDIC regulations to ensure properly logged transactions over \$10,000 dollars.
- Posted debits and credits to relevant ledgers and spreadsheets; prepared and processed bank deposits.

Detailed Professional References Available upon Request

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