



Mayor of Providence

Jorge O. Elorza

January 26, 2015

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 and Rhode Island Public Law of 1980, Chapter 84, I am this day re-appointing Marilyn Cepeda-Sanchez of 25 Potter Drive, Providence, Rhode Island 02907, as a member of the Board of Park Commissioners for a term to expire January 31, 2019.

Sincerely,

Jorge O. Elorza
Mayor

IN CITY COUNCIL

FEB 05 2015

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.
 CLERK

Marilyn Cepeda Sanchez
25 Potter drive
Providence, RI 02907
401-996-0974
E-Mail: marilyn Cepeda908@gmail.com

PROFFESIONAL PROFILE

Bilingual(English/Spanish) Human Resource administrative professional with extensive knowledge of leading successful communications and administrative campaigns. extensive experience in event planning, media relations, community outreach, and project management. Organizational, leadership skills while contributing to the company growth and community growth.

SUMMARY OF SKILLS AND ACCOMPLISHMENTS

Conscientious, creative and detail –oriented Vice President/ General manager with 20+years in an executive management position. Diverse, flexible and focused with strong knowledge of accounting, manufacturing operations and sales. Key decision maker, able to sustain a high level of integrity and commitment in pressure situations through planning, time management , organizational and communication. Enthusiastic, personable and an effective leader in professional setting and community setting who motivates others while remaining focused on company goals and objectives.

- *Effective management of company resource
- *Organized various company activities
- *Negotiated deals with banks and third parties
- *Increased profitability of company with accurate, factual advice.

PROFESSIONAL EXPERIENCE

Vice President/Office Administrator, Access Employment of RI, Inc., Providence, 1993-

- * Managed and operated job placement company
- * Prepared accurate and financial/management reports
- * Interviewed employees for proper job placement
- * Supervised and trained office employees
- * Manage the accounting and administrative dept
- * Oversee 20+ companies, job placement , payroll, sales, receivables/payables, etc.
- * Responsible for implementing safety program through Beacon Mutual
- * Implemented and work with companies directly in implementing ESI classes
- * Prepare semiannual reports for workers compensation audits

Customer Service Representative , Blue Cross/Blue Shield of RI., 1990- 1993

- * Greeted and welcomed customers, answered incoming calls
- * Helped customers with payments
- * Troubleshoot customers billing issues
- * Researched and inform customers of Bluecross/Blueshield coverage

EDUCATION

Community College of RI 1998
A.S. Accounting

Johnson & Wales University 2010
B.A. Human Resource Management

COMMUNITY EXPERIENCE

President, Quisqueya In Action 501c3 Non-profit Founded in 1987
Its mission is to promote and preserve the art and culture of the Dominican Republic through education, civic involvement and community involvement

- * The Leadership Institute Program
- * The Broad st Initiative Beautification Program
- * College awareness preparation program of RI
- * The Dominican Festival/Parade of RI
- * The Quisqueya In Action Folklore youth group

ORGANIZATIONS

- * Elmwood avenue association- member
- * Neighborhood Crime Watch- member
- * Elmwood Neighborhood association- member
- * Greater Elmwood Neighborhood Services (served board member)
- * City of Providence Human Relations Commission (served commissioner)
- * City of Providence Roger Williams Park Commission (currently serving)
- * City of providence/ RIPTA Broad st Beautification Project (Consultant)
- * The Mayor of Providence Angel Tavares Transition Team(City Service)
- * Chair, ward 8 Friends of Michael Solomon Campagne
- * Chair, ward 8 Friends of Juan P Andujar Campagne
- * Hurracane Sandy Relief Effort Nov 13, 2012(Coney Island, NY) QIA/ Ocean State Job Lot Foundation/ Senator Adriano Espaillat Raised over 70,000 Worth in merchandise

AWARDS/ BIOGRAPHY : Furnished upon request