



Mayor of Providence

Brett P. Smiley

April 12, 2024

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 Kannyka Pouk, of 36 McKinley Street, Providence, RI 02907, as a member of the Human Relations Commission for a term to expire on January 31, 2025, and respectfully submit the same for your approval. Ms. Pouk replaces Ms. Mendoza who has resigned.

Sincerely,

A handwritten signature in blue ink that reads "Brett P. Smiley".

Brett P. Smiley
Mayor

IN CITY COUNCIL
MAY 16 2024

READ

WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED

A handwritten signature in blue ink that reads "Tina L. Mastacanni".
CLERK

Kannyka Pouk

36 McKinley St., Providence, RI 02907

401-241-7150

Email: kpouk25@gmail.com

WORK EXPERIENCES

Center for Southeast Asians, Providence, RI

Apr '15 to Present

DIRECTOR OF PROGRAMS

- Director of the International Language Bank, a fee for service interpreting and translation program. Funds raised from this service goes to help run other programs at the agency. In charge of scheduling over 25 interpreters of various languages to go to school meetings, doctor's offices, and area clinics for appointments. Handle all customer service questions and complete bi-weekly billing and payroll procedures
- Serve as Khmer interpreter and translator as needed
- Site Coordinator for the Volunteer Income Tax Assistance (VITA) Program; recruit for volunteers and work with staff to greet and prepare taxes for low income individuals and families
- Site supervisor for DREAM study in Providence that focuses on Cambodian adults. The study focuses on diabetes prevention through one on one lessons and group sessions on eat, walk and sleep. Three groups of participants are followed for 15 months—one group is the control group, another one gets group intervention on how to eat and sleep better, and the third group gets group health sessions and medication review consultation.
- Oversee day to day operations of the office, respond to requests from the community, and work with walk-in clients when needed

Nautica

ASSISTANT MANAGER, Wrentham, MA

May '12 to Apr '15

- Net Sales for year-end 2014 surpassed \$4.3 million for the first time in 7 years.
- Primarily focusing on Operations and Talent. Helped re-train the stock and sales team to work more efficiently and cohesively
- Helped implement better sales techniques and streamline stockroom processing that helped the store improve to \$3.95 million for 2012

STORE MANAGER, Clinton, CT

Oct '10 to Apr '12

- Managed a \$1.5 million store specializing in mens' & womens' apparel. Greatest accomplishment was turning around business and improving net sales to +\$137,000 compared to Last Year.
- Developed and guided store talent to provide excellent customer service. Trained staff to efficiently process stock and balance sales floor service
- Managed payroll effectively, reduced inventory to - 0.04% compared to company goal of +/-1.7%

ASSISTANT MANAGER, Wrentham, MA

Nov '09 to Oct '10

- Assisted Store Manager in managing a \$3.5 million store. Successfully reduced inventory to company standards, ended 2010 up 5% compared to Last Year. Main responsibility was Operations-- making sure store supplies are ordered timely, stock rooms stayed organized at all times, and help manage sales floor during MOD (manager on duty) shifts

EDUCATION

University of Rhode Island

- Master of Business Administration

Providence College

- Bachelor of Science in Business Management