



Mayor of Providence

David N. Cicilline

February 9, 2009

Honorable Members
Providence City Council
City Hall
Providence, Rhode Island 02903

Dear Honorable Members:

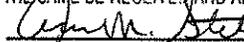
Pursuant to Sections 302(b) and 1103 of the Providence Home Rule Charter of 1980, as amended, I am this day re-appointing Ms. Maryelyn Cepeda-Sanchez, of 44 Alvin St., Providence, Rhode Island 02907, to the Human Relations Commission for a term to expire in January 2012, and respectfully submit the same for your approval.

Sincerely,


David N. Cicilline
Mayor

DNC: ljp

IN CITY COUNCIL
APR 2 2009

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

Marilyn Cepeda Sanchez
25 Potter drive
Providence, RI 02907
401-499-5106
E-Mail: m39cepeda@hotmail.com

OBJECTIVE

To obtain a position which utilize my administrative, organizational, leadership skills while contributing to the company's growth and financial success

SUMMARY OF SKILLS AND ACCOMPLISHMENTS

Conscientious, creative and detail-oriented Vice President/ General manager with 14+ 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 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

1993-PRESENT

Access Employment of RI, Inc.
(employment placement company)
Vice President /general manager

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 over twenty companies, job
placement, payroll, sales, receivables, etc

Prepare reports for workers compensation semi-annual audit

1990-1993

Blue Cross/ Blueshield of RI
Customer Service Rep

Helped customers with payments
Troubleshoot customers billing issues
Helped research and inform customers of
Bluecross/Blueshield coverage
Answers outside customer calls

COMMUNITY EXPERIENCE :