



Mayor of Providence

Angel Taveras

May 29, 2013

Honorable Members  
Providence City Council  
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 701 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 Eva C. Hulse-Avila of Providence as a member of the Providence School Board for a term to end January 31, 2016, and respectfully submit the same for approval.

Mrs. Hulse-Avila will replace Nguda Maila Touray, whose term has expired.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Angel Taveras".

Angel Taveras  
Mayor

AT/gc

JUL 18 2013

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED  
A handwritten signature in cursive script, likely of the Acting Clerk.  
CLERK  
ACTING

Eva C. Hulse-Avila  
61 Tappan St.  
Providence, RI 02908  
Home 401-274-5204      [ehulseavila@yahoo.com](mailto:ehulseavila@yahoo.com)      Cell 401-243-5418

## **SUMMARY OF QUALIFICATIONS**

Bilingual/bicultural, multi-task oriented professional, with extensive experience in the insurance industry. Possess strong organizational development, strategic planning and implementation methods; demonstrated commitment to community volunteer services.

## **PROFESSIONAL EXPERIENCE**

### **AMICA Insurance**

**1988-Present**

#### **SAFE DRIVER POINT ADMINISTRATOR**

**03/2006-Present**

Managed Classification of all states Safe Driver System and review the processing of good students and defensive driver discounts. Administer the state of Virginia renewal premium notification process and the calculation of premiums for the State of Missouri and Colorado, increase notices add accidents points to the State of Florida, Maine, California, Virginia and Washington.

#### **RENEWAL UNDERWRITING ASSISTANT**

**06/2005 – 02/2006**

Managed renewal underwriting team assisting with pre-renewal policy preparation; obtaining pertinent underwriting information (e.g., experience modifications, supplemental applications, driver information, MVRs, building updates, exclusion forms, etc.); quoting renewal policies; issuing renewal policies; cancel/rewrites, and providing assistance to renewal underwriters as needed.

#### **UNDERWRITING EXECUTIVE DEPT**

**03/2003 – 05/2005**

Managed an established book of renewal business as generated by team of new business underwriters; Responsible for reviewing each risk, requesting renewal underwriting information, quoting, binding, and servicing accounts through the policy term, Examines and evaluates documents such as applications, inspection reports, MVRs, financial reports, claims history and any other pertinent information to determine degree of risk, underwriting and appropriate market

#### **UNDERWRITING ASSISTANT**

**06/1990 – 4/2002**

Responsible for day to day operation on cases for review, worked closely with Underwriter on cases to non-renew, assist in the evaluation of insurance applications and determine coverage amounts and premiums. Translate letter from Spanish to English for branch managers.

#### **UNDERWRITING ADMINISTRATOR**

**02/1989 – 5/1990**

Modified, update, and process existing policies and claims to reflect any change in beneficiary, amount of coverage, or type of insurance. Reviewed and verify data, such as age, name, address, and principal sum and value of property on insurance applications and policies.

**ACCOUNTING CLERK**

12/1988 – 2/1989

Provided clerical and accounting support for the accounting department and maintained accurate records and files, process and mail invoices and payments, type reports, and key data into a general ledger computer system.

**EDUCATION**

The Sawyer School of Business, 1986

Business Administrative Assistance

Blue Cross Blue Shield & Delta Dental, 1984

Medical Terminology

Opportunities Industrialization Center of RI, 1983

Administrative Assistance

**VOLUNTEER WORK**

Habitat for Humanity

American Cancer Society

International Institute of RI

Rhode Island Free Clinic

**PROFESSIONAL/COMMUNITY AFFILIATIONS**

2010 – Present	Fourth Ward City Committee
2007 – Present	North End Community Action Committee, Chair
2003 – Present	Children Friend's and Service, Secretary
2002 – 2005	Rhode Island Free Clinic
1999 – 2004	International Institute of Rhode Island
1998 - 2001	Progreso Latino, Conversational English volunteer
1995 – 1996	Habitat for Humanity
1994 – 2000	American Cancer Society

**AWARDS**

2004	Amica Mutual Insurance Company Citizen award – Time and effort devoted to Rhode Island Free Clinic
2002	International Institute of Rhode Island Special appreciation award – Spring Carnival Ball
2000	Progreso Latino Outstanding voluntary service – Teaching conversational English to Latino immigrants