



Mayor of Providence

David N. Cicilline

December 18, 2009

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

Dear Honorable Members:

Pursuant to Sections 302(b) and 814 of the Providence Home Rule Charter of 1980, as amended, I am this day re-appointing Ms. Robert A. Kumins of 4 Cole Farm Court, Providence, Rhode Island 02906, to the Board of Tax Assessment Review for a term to expire in January 2013, and respectfully submit the same for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Cicilline", with a long horizontal flourish extending to the right.

David N. Cicilline  
Mayor

DNC: ljp

IN CITY COUNCIL

**JAN 21 2010**

READ  
WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED AND APPROVED  
A handwritten signature in black ink, appearing to read "C. M. [unclear]", written over the printed name of the clerk.  
CLERK

Robert A. Kumins  
4 Cole Farm Court  
Providence, RI 02906  
401-474-3525  
Rkum2@cox.net

## EXPERIENCE

- 1991-present Podiatric Office of Dr. Richard C. Kumins, Providence, RI – Practice Manager  
Responsibilities include: Regular research of Congressionally-mandated insurance coding regulations; billing of insurance companies for payment using specially designed Blue Cross software; reconciliation of insurance company payments against multiple patient records; scheduling of all patient visits; control of inventory of medical equipment.
- 1990-1993 Victoria House Restaurant, Providence, RI – Valet Parker
- 1990 United States Census Bureau – Census Taker  
Went to homes of people who did not return census forms to collect information; assisted people in filling out census forms.
- 1989 Subway Sandwich Shop, Providence, RI  
Production of customer orders; collection of money; set up delivery service of product to homes and businesses.
- 1987-1989 Domino's Pizza, Providence, RI – Delivery Manager  
Responsible for hiring, training, and scheduling of all delivery personnel.
- 1984-1986 Price Waterhouse, Providence, RI – Data Entry Specialist  
Entered account billing information and expense reimbursement information into company's national computer mainframe.
- 1983 Realm Industries, Providence, RI  
Responsible for inventory control and management of shipping operations.

## EDUCATION

- 1992-1994 New England Institute of Technology; Constuction and Cabinet Making
- 1985-1987 Johnson & Wales University; Courses in Hospitality Management

SKILLS & MS Word, internet research (Google, City of Providence web site, RI General Assembly web site, Secretary of State web site, etc), Geneology

## INTERESTS

COMMUNITY Temple Emanu-El, Providence, RI

ACTIVITIES Chairman of archive committee, member of museum committee, past board member