



Mayor of Providence

Jorge O. Elorza

February 28, 2017

Honorable Members
Providence City Hall
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 415 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 Everin Perez of 24 Stamford Avenue, Providence, Rhode Island 02907, as a member of the Salary Review Commission, for a term to expire January 1, 2019, and respectfully submit the same for your approval. Ms. Perez fills a current vacancy on the Commission due to a term expiration.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Elorza", written in a cursive style.

Jorge O. Elorza
Mayor

IN CITY COUNCIL
APR 06 2017

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED AND APPROVED
A handwritten signature in black ink, appearing to be "L. Lopez", written in a cursive style.
CLERK

EVERIN PEREZ

WORK EXPERIENCE

Department of Children Youth & Families

January 2016-Present

Chief Implementation Aid

- Implementation and administration of major projects & programs
- To oversee the official agency files and records and to ensure their accuracy and kept current.
- To study and analyze operational procedures and prepare detailed and comprehensive reports of findings and recommendations.
- To performed as required, varied public relations related duties such as preparing news releases and written and delivering speeches.
- To assist a superior by performing administrative task and research in the overall agency.
- To coordinate the flow of work among the various units within the agency.

State of Rhode Island and Providence Plantations

Office of Governor Gina M. Raimondo

January 2015-January 2016

Outreach Manager

- Create and implement quarterly outreach plan
- Work with diverse communities to create governmental support with their objectives
- Attend relevant community meetings; participate in relevant councils, roundtables and committees
- Schedule and conduct presentations on the Governor's behalf.
- Maintain relationships with collaborative partners and cultivate new ones.
- Coordinate special events including community volunteering events.

Gina Raimondo Campaign for Governor of Rhode Island

September-November 2014

Field Coordinator for the Southside of Providence

- Recruited, trained, and managed volunteers and activists.
- Recruited local organizations to join campaign.
- Coordinated campaign activities at Latino organizations.
- Developed and fostered relationships with leaders of community organizations.
- Supervised data collection and data entry.
- Executed field plan in South Providence region.

Urban League of Rhode Island, Providence, RI

1993-2014

Associate Director/Host Homes Coordinator, 2003-2014

- Handled daily supervision of program components.

- Developed and supported RFP submissions in various program areas.
- Participated in Adoption Network meetings.
- Represented organization in fundraising/community programs.
- Conducted adoption/foster care 30 hours pre-service training.
- Completed adoption/foster care home-studies.
- Assisted with post-placement supervision.
- Managed crisis intervention for program components.
- Coordinated living arrangements for Transitional Living Program (TLP).

Recruitment Coordinator, 1998-2003

- Coordinated recruitment of families in the minority community for adoption.
- Trained recruiters to conduct on-site adoption preparation training (8-10 sessions).
- Participated in monthly Parent Support Group meetings in the community.
- Prepared monthly, quarterly, and annual reports.

Bilingual Adoption & Foster Care Recruiter, 1993-2003

- Recruited minority families in the community for adoption and foster care.
- Trained families for adoption and foster care.
- Gave presentations in churches and through the media following the National One Church, One Child Model.

EDUCATION

Rhode Island College, Providence, RI
Bachelor of Science in Psychology, 1999

Community College of Rhode Island (CCRI), Lincoln, RI
Associate of Applied Science in Business Administration, 1989

ADDITIONAL SKILLS & TRAINING

- Bilingual and Bicultural (English & Spanish)
- Structure Analysis Family Evaluation (SAFE), Certification 2013
- Model Approach Partnership for Parenting (MAPP), Certification 2008
- Latino Professional Women Pride & Success of Our Community Recognition, 2003

COMMUNITY ACTIVITIES

- Providence Democratic City Committee, Recording Secretary, 2015-present
- Runway for a Cure, Lupus Foundation New England, Host Committee Member, 2013-Present
- RI Dominican Independence & Heritage Award Committee, Vice President, 2010-Present
- RI Back to School Celebration, Committee Member, Present-2006
- Narragansett Council Boys Scouts of America, District Committee member, 2008- 2009
- Dominican American National Roundtable, Vice President (RI Chapter), 2008- 2004
- RI Coalition for Immigrants and Refugees, Board Member, 2004 -2002
- Community College of RI, Vice President of LASO, 1981