



Sabina Matos
Council President

July 12, 2019

Mr. Shawn Selleck
City Clerk
25 Dorrance Street
Providence, RI 02903

Dear Mr. Selleck:

Please be advised that I am hereby appointing Roberto C. Escaler of 133 Calla Street, Providence, Rhode Island 02905, as an alternate member of the Juvenile Hearing Board, for a term to expire on December 31, 2021.

Thank you for your attention to the matter.

Sincerely,

Sabina Matos
Council President

IN CITY COUNCIL
JUL 18 2019

READ
WHEREUPON IT IS ORDERED THAT
THE SAME BE RECEIVED.

CLERK

Roberto C. Escaler

133 Calla Street, Providence, Rhode Island 02905

M. 401-660-8022

E: rescaler@aclawgroup.com.

Education:

Roger Williams University

**Bristol, Rhode Island – May '16
Certificate in Paralegal Studies**

Roger Williams University

**Bristol, Rhode Island – December '01
B.A. Criminal Justice**

Mount Ida College

**Newton, Massachusetts – May '97
A.D. Criminal Justice**

Employment History:

Cardona & Perez Law Offices, LLC.

Paralegal

Responsible for drafting legal documents and pleadings, preparation of discovery responses as well as maintaining client communications. Provide interpreting services for Spanish speaking and Portuguese speaking clients both in office and in court. Accompany attorneys to prison visits and various court proceedings. Review all correspondence and diary procedural deadlines for attorneys. Also conduct pertinent legal research for ongoing matters. Responsible for all aspects of all pending personal injury matters. Attend arbitration hearings, depositions and mediation sessions.

Cranston, Rhode Island

September '12 – Present

Realty East, INC.

Property Manager

Responsible for weekly and monthly rent collections, leasing and renting of all apartments, daily tenant relations, creation of daily work orders for repairs and maintenance for all apartments, supervision of a maintenance staff of six individuals as well as assist general property manager with day - to - day operations of two hundred and nineteen units.

Providence, Rhode Island

September '06 – October '11

ADJ Management

Restaurant Manager

Responsible for the day - to - day operations of the restaurant, maintain operating budget for the restaurant, recruit new team members, make daily bank deposits, maintain food safety regulations per **State of Rhode Island Department of Health**, **schedule work shifts for 25-30 team members and review monthly profit and loss statements.**

Providence, Rhode Island

June '01 – August '06

Professional Skills:

Proficient in Westlaw, fluent in Portuguese and Spanish.