



Mayor of Providence

Jorge O. Elorza

January 28, 2015

Honorable Members
Providence City Council
City Hall

Dear Honorable Members:

Pursuant to Sections 302(b) and 1103 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 Patricia Lasalle, of 49 Gallatin Street, Providence, Rhode Island 02907, as a member of the Human Relations Commission for a term to end January 31, 2018, and respectfully submits the same for your approval. Ms. Lasalle fills a vacant position on the Commission.

Sincerely,

Jorge O. Elorza
Mayor

IN CITY COUNCIL
MAR 05 2015

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

Confidential Executive Assistant/ Human Development/ Program Specialist

Self-directed, driven professional with a passion for Human Development. Possess outstanding communication, interpersonal, and public relations skills, able to present information in a variety of ways. Ability to effectively engage with a range of people including community members, dignitaries, and Government officials. Well informed and involved with current, relevant educational and financial opportunities for assisting families of diverse backgrounds with creative solutions. Actively promote and develop confidence in students and families, as well as effectively collaborate with financial assistance professionals, administrators, executives, volunteers and staff members.

EDUCATION & CERTIFICATIONS**MBA Finance Coursework (currently enrolled)**

University of Rhode Island

Bachelor's Degree, Human Development and Family Studies

University of Rhode Island

Associates Degree, General Studies

Community College of Rhode Island

Family Financial Planning and Counseling Certificate

University of Rhode Island

Grantsmanship Certificate

Grantsmanship Center

Collaborative Leadership Training Certificate

Rhode Island for Community & Justice

Institute for Labor Studies

EXPERIENCE

RI Nurses Institute Middle College Charter High School, Providence RI

2012-Present

Confidential Executive Assistant to the CEO

Provide high level administrative support to the office of the CEO which include drafting correspondence, presentations, media items and reports. Maintain CEO's calendar, and appointments. Coordinate meetings, conferences, and accommodations.

- Liaising with the members of the Board of Directors. Attend all Board meetings, prepare agendas, and minutes under the RI Open Meeting Law.
- Communicate with families, community partners and senior administration on behalf of the CEO.
- Provide research support to the CEO and Chair of the RINI Middle College Board of Trustees.
- Assist with Parent/Community relationship development.
- Provide research support and assist with marketing projects.
- Coordinate school events and fundraisers.
- Assist the Chief Financial Officer with bank deposits
- Handle inquiries and request for information from both external and internal customers.

Alternative Educational Programming, Inc. Providence, RI

2004-2009

Program Manager

Managed and monitored the day to day operations of the College Readiness Program (CRP) to ensure quality services are provided and enhance program as required. Established and maintained positive

Alternative Educational Programming, Inc. continued....

Collaborative relationships and open communication with executives, students and area community organizers

- Developed and executed a creative plan to secure additional funding for the organization to allow further financial and personal development
- Partnered with an Independent Board Consultant to develop a strategic plan to recruit Board members who fit within the nature of organization
- Wrote a Grant Request and was awarded \$10,000 capacity building grant, which allowed the organization to perform an evaluation of the whole organization
- Coordinated all programs, activities, and services with the Community College of RI to provide information to new and existing students concerning funding, via the FAFSA process, to ensure that each student is a recipient of financial aid
- Conducted applicant admissions process, intake interviews, and explained the policies and procedures to new applicants
- Developed and oversaw a successful student volunteer program allowing students to fulfill their volunteer hours in order to receive scholarship monies thus providing in house tutoring available at times that benefited single parents and heads of households

Rhode Island Housing 2004-2004
Customer Service Specialist/Administrative Assistant

YMCA, Providence, RI 2003-2004
Dance Instructor

Phunk Phenomenon, Chelsea, MA 1999-2002
Theatrical Dancer

AT & T Wireless, Providence, RI 2000-2003
Communications Specialist

Citizens Bank, South Attleboro, MA 1999-2000
Customer Service Representative

BankBoston, Dedham, MA 1996-1999
Hotline Supervisor/Customer Service Representative

HONORS

University of Rhode Island
Alpha Sigma Lambda National Honor Society
The Golden Key International Honor Society

VOLUNTEER ACTIVITIES

Parent Leadership Training Initiative, Providence RI 2015-Present
Civic Design Team Member

Community Preparatory School, Providence, RI 2008-2010
Admissions Committee

Youth Rap, Providence, RI 2007
Dance Instructor

Rhode Island Association of Pre-teen Football 2003-2007
Assistant Cheerleading Coach