

Eileen Donoghue
City Manager

June 17, 2020

Mayor John J. Leahy
and
Members of the City Council

RE: Lowell Cultural Council

Dear Mayor Leahy and Members of the City Council:

Pursuant to the authority vested in me as City Manager under Mass. G.L. Ch.10, sec.58 and 962 CMR 2:04, I have appointed the following persons to membership on the Lowell Cultural Council:

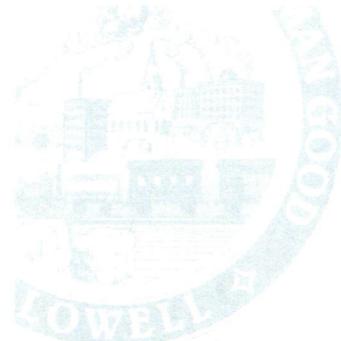
Samuel G. Githae
39 Myrtle St #27
Lowell, MA 01850, (which term expires June 23, 2023), or such time thereafter until a successor is appointed and qualified; and

Britton S. Boughner
96 10th Street
Lowell, MA 01850; (which term expires June 23, 2023), or such time thereafter until a successor is appointed and qualified.

Rona E. Gofstein
95 Photinen Drive
Lowell, MA 01854; (which term expires June 23, 2023), or such time thereafter until a successor is appointed and qualified.

Under the above-referenced statute, confirmation by the City Council is not required.

I have enclosed their resumé's for your reference.



Eileen Donoghue
City Manager

I would be happy to answer any inquiry that you may have concerning these appointments.

Very truly yours,

Eileen M. Donoghue
City Manager

Encl.

ED:kd

cc: City Clerk Law Dept.
 Lowell Cultural Council City Auditor
 Human Relations Manager MIS

Samuel Githae
Lowell, MA 01850

COLLABERA AT HP, Andover, MA
Technician III (contract)

November 2012 to April 2014

ROBERT HALF INTERNATIONAL, Lexington, MA
Desktop Support Technician (Per Diem)

March 2012 to October 2012

REFERENCES

Christopher Connolly
Sr. Help Desk Technician
R.G. Vanderweil Engineers, LLP

MJ Mashintchian
Director of IT
Numa Networks

Dr. George Mbugua
Chiropractor
Apex Chiropractic
Lowell MA 01854

✓
Samuel Githae
39 Myrtle St. #27
Lowell, MA 01850
February 6, 2020

Mary Callery
Human Relations Director
Lowell City Hall - Room 19, 375
Merrimack Street, Lowell, MA 01852.

RE: Application for the position of Lowell Cultural Council Member (2769)

Hello Madam,

Kindly accept my application for the position named above.

I am currently completing my MBA at UMASS Lowell this fall and the knowledge gained together with my experience may be a good fit for the position.

Given a chance, I will demonstrate how my skills, experience and genuine commitment may be mutually advantageous. Looking forward to hearing from you.

Yours sincerely,



Samuel G. Githae

HR REC'D
FEB 10 '20 PM 1:05

LESLEY UNIVERSITY, Cambridge, MA

1994 - 2006

Technical Resources Coordinator:

- Supervised and problem-solved media technologies across the university
- Trained and guided students and faculty on media projects
- Supervised library work students
- Designed media operation and policy instructions
- Managed supply and repair orders with vendors

OTHER EXPERIENCE

WILDLIFE ACOUSTICS, INC, Concord, MA

2013 - 2014

Order Fulfillment & Quality Assurance Coordinator:

- Installed firmware updates and mechanical upgrades to bio-acoustical recorders
- Performed quality inspections and diagnostics on product
- Created policies and procedures manual

CAMBIUM LEARNING TECHNOLOGIES, Natick, MA

2009 - 2010

Assistant Instructional Designer:

- Created online tutorials for school districts using Lectora lesson development software
- Manipulated graphic, audio, and video files to be inserted into math and reading lesson plans

SKILLS

Video production, photography, graphic design, online learning software Epic and Lectora, public speaking, teaching

COMMUNITY SERVICE

DIY LOWELL, Lowell, MA

2015 - present

- Volunteer, event organizer, photographer, videographer

METROPOLITAN WATERWORKS MUSEUM, Boston, MA

2012-2014

- tour guide, media producer, marketing committee member

LOWELL TELECOMMUNICATIONS CENTER, Lowell, MA

2012 - 2016

- board member, produced promotional videos for 20th anniversary of cable access station

LOWELL HUMANE SOCIETY, Lowell, MA

2008 - 2010

- volunteer, video producer, fund raiser

LOWELL TRAIN (local music show) , Lowell, MA

2015-2017

- technical director, booking agent, photographer, social media administrator

LOWELL SOUTHEAST ASIAN WATER FESTIVAL RECYCLING COMMITTEE, Lowell, MA

2015 - present

- Volunteer, photographer

February 14, 2020

Dear Ms. Callery,

Please accept this letter as an application for the Lowell Cultural Council Member (#2769) position for the city of Lowell. Given my experience in educational and museum institutions, and as an active member of the Lowell community, I believe that I would help to further expand the mission of the Lowell Cultural Council.

As the Volunteer and Digital Service Coordinator at the Metropolitan Waterworks Museum, I supervised and recruited volunteers, led museum tours, taught school groups, and managed the museum. Outreach was another important component of my job, where I organized lectures and field trips, attended conferences, and created media content for the museum's web page and social media site. I believe this versatility is an example of the skills I would bring to my role as a member of the Lowell Cultural Council.

Additionally, I believe the following range of experiences in marketing, media, and mentoring match well with the qualifications that you are seeking in a Lowell Cultural Council Member.

Marketing and Promotion:

- Board member of Lowell Technology Center (LTC) for two two-year terms, and member of its 20th Anniversary subcommittee, where I reached out to Lowell residents, neighborhood action groups, and businesses to engage them in the development and production of their own community-based media content
- Member of DIY Lowell, an organization that creates small, achievable events to promote community development; created content for a social media site called "Lowell Neighborhood Eats" to promote dining in local restaurants
- Volunteer at the Lowell Humane Society; assisted with fund raising; and produced several promotional videos for the animal shelter

Innovation and Media Development:

- Co-led an educational game project between the MIT Museum and the Teacher Education Program (TEP) at MIT; created game content for mobile devices; recruited and presented to high school and college students; recorded and produced a video of the students' game-testing results
- Produced "Family Rooms" documentary for the Revolving Museum that highlighted a collaboration between selected local artists and three first-time home buyers in Lowell
- Directed a music show in Lowell that featured local music; booked talent, created marketing flyers, photographed bands, and managed social media site

Training and Mentorship:

- Led educational interpretive tours as a volunteer docent at the Waterworks Museum; served on its marketing committee; created promotional videos and photographed events
- Trained and guided students, faculty, and staff at several higher educational institutions in the Boston area on media presentation and online learning technology
- Active member of an MIT Toastmasters Club for nine years; delivered speeches, mentored new speakers, led workshops, and created videos and promotional materials
- Substitute teacher in local high school and middle schools

Being a mentor, liaison, and leader has been a common thread throughout my career and in my community, and I am eager to share my enthusiasm with you and learn more about the Lowell Cultural Council Member position.

Sincerely,

Britton Boughner

Rona E. Gofstein
95 Photine Drive
Lowell, MA 01854

EXPERIENCE

Freelance Writer and Editor

January 2006 - present

School Librarian's Workshop - 2012-present: Editor of bi-monthly 24 page newsletter (ended in 2016). Manage and edit blogs, social media outreach and posts; bookkeeping; Subscriber list management.

Writers Business School - 2013-2015: Writer and editor for blogs, class materials, and presentations. Managed web and social media presence. Coordinated email lists, publicity, and course registrations

Currently writing both fiction (novel and short story length) and non-fiction (book and article length). Published articles with Merrimack Valley Magazine - most recent November 2019. Work well meeting deadlines and with a variety of editors and editorial styles. Coordinate social media, marketing, collateral materials, books signings and review requests for books and anthologies

Virtual Assistant

March 2006 - August 2007

Worked for personal coach Karen Jones at The Heart Matters. Did online research, site searches, event planning, transcription, product design, and editing articles for posting on appropriate internet sites. Updated contact lists. Assisted in the editing of her first book, *Men Are Great*. Helped redesign newsletter format and prepared content. Assisted with marketing outreach.

PartyLite Sales Consultant

March 2000 - December 2005

Booked and led home shows. Developed strong phone and customer service skills. Managed personal business as well as sponsored and supported new consultants. As a unit leader, coached a team of 2-7 active consultants. Trained at unit and regional meetings. Earned incentive trip to Atlantis (2004).

Non-Profit Fundraiser

1991 - 1999

Worked in a variety of positions of increasing responsibility at various Massachusetts non-profits including Beth Israel Hospital, the New England Conservatory, and the American Textile History Museum, Lowell, MA. Wrote appeal letters, brochures and newsletters and coordinated mailings. Solicited gifts and donations. Managed all aspects of special event functions (board meetings through galas) for 15 - 750 people. Met event fundraising goals up to \$500,000. Worked closely with Board of Trustees, department heads and volunteers.

EDUCATION

Wellesley College, Wellesley, MA
BA 1988 - Cum laude graduate

CURRENT MEMBERSHIPS:

Broad Universe - Speculative Fiction Writers - President
Romance Writers of America
International Women's Writers Guild