



Eileen Donoghue
City Manager

June 22, 2018

Mayor William J. Samaras
and
Members of the City Council

RE: Lowell Housing Authority
Notice of Appointment; Request for Confirmation

Dear Mayor Samaras and Members of the City Council:

Pursuant to the authority vested in me as City Manager under Mass. G.L. Ch.121B, sec.5, I am appointing Vanna Howard of 200 Market Street, Unit 211, Lowell, MA 01852, as a member of Lowell Housing Authority.

This appointment shall be for five (5) years commencing July 1, 2018 and expiring June 30, 2023, or such time thereafter as a successor is appointed and qualified.

Confirmation by the City Council is required for this appointment and is hereby requested. I have attached a copy of her resume for your review.

I would be happy to answer any inquiries that you may have concerning this appointment.

Very truly yours,

Eileen M. Donoghue
City Manager

boards

cc: City Clerk
Lowell Housing Authority
City Auditor

Law Dept.
MISr

VANNA HOWARD
200 Market Street, Unit 211
Lowell, MA 01852



**January, 2008 -
Present**

**U.S. Representative Niki Tsongas
Greater Lowell Regional Director**

Lowell, MA

Key priorities as Greater Lowell Regional Director for Congresswoman Tsongas is to assist constituents with issues in the areas of immigration, naturalization, passports, intercountry adoption, security and status checks, and global entries; with federal agencies such as DHS/USCIS, CBP, ICE, FBI, Department of State, SSA, and the main point of contact for the Asian communities in the district, stakeholder groups in Greater Lowell including non-profits, the creative economy, and elected officials, as well as support and represents the Congresswoman at meetings and events.

**January, 2018 -
Present**

Commissioner, Asian American Commission Boston, MA

The Asian American Commission is a permanent body dedicated to advocacy on behalf of Asian Americans throughout Massachusetts. The Commission's goal is to recognize and highlight the vital contributions of Asian Americans to the social, cultural, economic, and political life of the Commonwealth; to identify and address the needs and challenges facing residents of Asian ancestry; and to promote the well-being of this dynamic and diverse community, thereby advancing the interests of all persons who call Massachusetts home.

Appointing Member: State Auditor Suzanne Bump
Committees: Annual Unity Dinner planning committee, and Health & Human Services Committee

Lowell Sun Salute to Women Recipient, 2014
Congressman John Joseph Moakley Award for Exemplary Public Service, 2013

April, 1998 -
November, 2007

Suffolk County District Attorney's Office
Administrative Assistant, Homicide Unit

Boston, MA

Assisted Superior Court Assistant District Attorneys in daily intake of cases, and general trial preparation in the Homicide Unit. Prepared various case-related documents, including Statement of the Case for all arraignments, legal motions and memos, discovery responses, and jury instructions. Case dispositions performed in DAMION. Worked closely with all ADAs and Victim Witness Advocates assigned to the Superior Court trial team. Organized and maintained Homicide Trial List and Motor Vehicle Homicide List. Responsible for all autopsy report and death certificate inquiries. Daily contact with local and state police, other law enforcement agencies, victims/witnesses, defense attorneys and court personnel. Worked closely with the Office of the Chief Medical examiner, as well as the City of Boston. Coordinated housing and transportation for witnesses and flight itineraries.

SKILLS

Event planning and fundraising in non-profits, community outreach/relations, public speaking, proficient in Microsoft Word, Microsoft Outlook, Excel, Intranet Quorum. Fluent in Khmer, written and spoken.

COMMUNITY SERVICE/VOLUNTEER

Commissioner, Asian American Commission (2018-Present)
Vice Chair, Board of Directors, Lowell Community Health Center (2013-Present)
Board Member, Ironstone Farm (2018-Present)
Board Member, Acre Family Child Care (2015-Present)
Board Member, Mill City Grows (2018-Present)
Board Member, Boys and Girls Club of Greater Lowell (2017-Present)
Board Member, Ironstone Farm, (2018-Present)
Associate Board, Project LEARN, (2017-Present)
Advisory Board, Angkor Dance Troupe (2013-Present)
Advisory Council, International Institute of New England at Lowell (2016-Present)
Annual Refugee Conference Committee (2018-Present)
Member, One Khmer Village at a Time Organization (2017-Present)
One Khmer Committee (2017-Present)
Volunteer, Cor Unum Meal Center, Lawrence, MA (2008-present)
Volunteer, The Wish Project, Lowell, MA (2014-Present)
Lowell Women's Week Planning Committee (2009-Present)

Mentor, Middlesex Community College Leadership in Action Program (2016, 2017)
Mill City Grows Planning Committee Member (2016, 2017, 2018)
Coalition for a Better Acre Planning/Fundraising Committee Member (2015, 2017, 2018)
Moderator, Khmer Entrepreneurship, Cambodian Mutual Assistance Association/EforAll (2017)
Khmer Monument Fundraising Committee (2016-2018)
Lowell Community Health Center Planning Committee (2017)
The Harpswell Foundation Committee (2017)
Mentor, Middlesex Community College Leadership Program (2016, 2017)
Board Member, Vice President, Cambodian Mutual Assistance Assoc (CMAA), Lowell, MA (2008-2013)
Mentor, CMAA Young Professionals Program (2012-2013)
Board Member, Light of Cambodian Children, Inc., Lowell, MA (2008-2011)
Volunteer, The Clemente Park Committee (2013, 2017)
The Committee to Elect Vesna Nuon (2003-Present)
Walker, Walker for Hunger, Project Bread (2002-Present)

EDUCATION

AA Middlesex Community College
BA University of Massachusetts – Lowell
Concentration: Legal Studies & Political Science
Public Matters: Empowering Lowell's Leaders, Lowell Plan Civic and Leadership Program, Class of 2013

REFERENCES

Personal and Professional references furnished upon request.