



Eileen Donoghue
City Manager

July 19, 2018

Mayor William Samaras
and
Members of the City Council

RE: Sustainability Council Appointments

Dear Mayor Samaras and Members of the City Council:

Pursuant to the authority vested in me as City Manager under Chapter 9, Article XI, §9-40, I am appointing the following persons to the Sustainability Council:

Marlin D. May
157 Dartmouth Street
Lowell, MA 01851
(to a two year term which term shall expire on July 26, 2020, or
until such time thereafter as a successor is appointed and
qualified.)

Soumita Acharya
181 Market Street, Apt. 9
Lowell, MA 01852
(to a two year term which term shall expire on July 26, 2020, or
until such time thereafter as a successor is appointed and
qualified.)

Under the above-referenced code, confirmation by the City Council is required for these appointments. I have attached their cover letters and resumés for your review.

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

Very truly yours,


Eileen M. Donoghue
City Manager

Encl.

cc: City Clerk
City Council
City Auditor
Human Relation Manager

MIS
Sustainability Council
Diane Tradd Asst. City Mgr/Dir DPD

Boards/sustainability

Marlin D. May
157 Dartmouth Street
Lowell, MA 01851

April 17, 2018

Greetings,

I am a web applications developer who not only has over 15 years of end-to-end web applications development experience, but who has also recently received LEED® Green Associate™ certification and EU Galileo Master Certifications in Solar Photovoltaics, Solar Thermal and Renewable Energy Management & Finance.

I would love to place my somewhat unique combination of talents, skills and education at the disposal of the City of Lowell through the Lowell Sustainability Council. It is my belief (and I hope you agree) that joining the Sustainability Council is chief among the ways that I can help Lowell attain, even surpass, its sustainability goals.

I am currently volunteering for the Lowell Sustainability Council and will be developing web assets for the Solarize Lowell program. The current members of the council wholeheartedly support my application to the council.

Thank you very much for taking the time to read my cover letter and to consider my application.

Sincerely,

Marlin D. May

Marlin David May

LEED Green Associate Certified Web Applications Developer

SUMMARY

Accomplished web applications developer with over 15 years of **end-to-end web application development** experience including UI design. Solid track record of **saving employers' time and money** by creating tools for coworkers, helping them work **smarter, faster and more efficiently**.

LANGUAGES / TECHNOLOGIES / SKILLS

Application Design, ASP.Net, Augmented Reality, bash, C#.Net, Classic ASP, CSS, HTML, HTML5, Java, JavaScript, PL/SQL, Python, Software Testing, SQL, Stored Procedures, T-SQL, UI Design, VB.Net, VBScript, VRML

APPLICATIONS

Eclipse, Excel, git, Homesite, Illustrator, NetBeans, Oracle, Photoshop, Premier, SQL Studio, StrataVision 3D, TeamSite, Toad IIS, Unity, Visual Studio, Webtrends, Word, WordPress

CONTINUING EDUCATION / PROFESSIONAL DEVELOPMENT

LEED Green Associate – GBCI#11157031 ♦ UN/EU Galileo Master Certificates – Solar Photovoltaics, Solar Thermal, Electrics for Solar (2015) - Renewable Energy Finance & Economics (2016) ♦ NABCEP-PV Entry Level (2015) ♦ TEDxBoston (2014) ♦ JavaScript / HTML5 / CSS3 / jQuery / Project Management Tools: Bocoup Roost (2012) ♦ TEDxBoston (2011) ♦ TEDxBoston (2010) ♦ C#.Net: UMass Lowell (2010) ♦ VB.Net / AJAX: Pluralsight (2007) ♦ VB.Net: UMass Lowell (2005) ♦ VB.Net Intro: BU Metro College (2004)

WORK HISTORY

SUNGAGE FINANCIAL, Boston, MA, 2014 – 2015

Web Software Engineer

Designed, coded, built, documented and deployed Salesforce related web pages to help streamline Sungage's internal operations.

- Created a Salesforce linked tool on the company Force.com based portal **designed to reduce inbound non-revenue generating calls**. Results: Employees posted over 50 documents, including how-to videos on how to use Sungage's systems.

SOUTHERN NEW HAMPSHIRE UNIVERSITY, Manchester, NH, 2013 – 2014

.Net Developer

Designed, coded, built and deployed intranet web applications to improve the internal operations of SNHU, after analyzing and verifying the prepared business requirements documents.

- Created a tool for the SNHU Office of Enrollment to speed up the processing of **over 3,000** student applications. Results: processing time **reduced by 75%**, error rate **reduced by over 90%**, transformation of a tedious, frustrating task into a more pleasant, speedier one.

THE POTPOURRI GROUP, INC., Chelmsford, MA, 2010 – 2013

Web Programmer

Designed, coded, built and deployed intranet web applications by analyzing coworkers' business tasks and generating a business requirements document.

- Created tools which automated the delivery of XML product data feeds to Google Commerce Search, SolutionSet, iGoDigital, iProspect, Commission Junction plus other 3rd party partners, and enabled coworkers to manage the feeds, reducing man hours and helping to raise the PGI eCommerce division's **percentage of PGI's \$300 million in sales to over 20%**.

COMCAST, Manchester, NH, 2006 - 2009

Senior Business Development Analyst

Analyzed application requirements, created and deployed intranet delivered business applications throughout the division in addition to providing expert level guidance on issues of user interface design.

- **Led a five-person team**, which designed and successfully deployed the division's SharePoint 2007 server. This upgrade provided users significant features and flexibility not available in the previous installation.
- Documented, proposed solutions for, and corrected serious user interface design issues with a corporate mandated online job aid, **saving the region hundreds of thousands of dollars**. Launched as is, it would have seriously impacted the division's avg. call handle time, potentially costing the region hundreds of thousands of dollars. The solution was rolled out nationwide.

COMCAST, Manchester, NH, 2002 - 2006

Business Development Analyst

- **Supervised and led an eight member team** as they reclassified / updated / purged thousands of documents in preparation for transition into the company's proposed information system. As a result, only current & accurate documents were migrated, **saving hundreds of billable hours**.
- Designed and built a system using VB.Net, Classic ASP & JavaScript allowing the division's power engineers to track the location and performance of hundreds of batteries in the battery backup system. This expedited the identification and return of malfunctioning batteries within the warranty period, **saving thousands of dollars per year**.

AT&T BROADBAND (formerly MEDIAONE), Chelmsford, MA, 2000 – 2002

Business Analyst

Sole operator of the division's section of the corporate online information system. Scoped, created and deployed intranet delivered applications for the division's 4,000 employees.

- Supervised and led a team of 3 contractors who successfully re-branded & migrated approximately 2,000 documents into the division's TeamSite CMS based information system. The reorganization of these documents significantly increased efficiency by decreasing data compartmentalization and by supporting efforts to outsource call center operations.
- Created an application that found and displayed the prices for featured products, depending upon the customer's hometown, and marketing's direction.

MEDIAONE (formerly Time Warner Cable), Andover, MA, 1999 – 2000

Web Developer

Created intranet assets for the division's 3,000 employees.

- Successfully re-branded, re-engineered and migrated over 2,000 documents into a new classic ASP, JavaScript & Perl based online information system of my own design. This complied with legal requirements and improved the user experience of information retrieval.
- Pioneered the practice of deploying all forms electronically, resulting in increased employee efficiency, satisfaction and greater customer service accuracy.

TIME WARNER CABLE, Malden, MA, 1997 - 1999

Webmaster

Created Internet / Intranet assets for the Greater Boston Division's 2,000 employees.

- Designed a new online information system, HTML & JavaScript based, replacing over 1,000 binders filled with perpetually out-of-date data. Significantly increased efficiency by enabling the instant update of data division-wide, reduced costs through retiring the binders, increased employee satisfaction by reclaiming desk space.
- Designed the division's first ever web sites, using HTML & JavaScript, customized for three separate regions within the division, providing marketing and customer service a new channel for communication with customers, resulting in fewer trouble calls and an increase in up-sell calls.

FORMAL EDUCATION

M.A. Telecommunications, Pennsylvania State University, State College, PA

B.A. Broadcasting, *Cum Laude*, California State University, Los Angeles, CA

Soumita Acharya : 181 Market street, Apt:9, Lowell MA-01852

CAREER HIGHLIGHTS

Film and Media professional for the last 10 years with a Diploma in Film production from NYFA. Proficient in the arts and science of movie production, direction, non-linear editing, camera technicalities and people management. Excellent communication and presentation skills. Social entrepreneur for creating the first global, virtual and contemporary professional workforce development platform for unemployed professionals who are blind/disabled in 12 countries. Advocate for the disabled, the only media/ producer to create 3 (three) accessible films for the blind. Community TV Producer, Entrepreneur, and Mother of an eight-year-old. Recruitment consultant at Oracle with an Honors in Bachelors in Business Management.

CAREER DETAILS

Lowell Telecommunications Corporation

Current Title - Community Producer

Responsibilities

- Read, research and assess ideas to create shows for the community.
- Teach and manage the interns for LTC and execute projects through them.
- Build and develop a network of contacts for the community.
- Filming various contents regarding our city to create education and awareness.
- Use computer software packages for screenwriting, editing, designing, and outreach.
 - Control the budget and allocate resources
 - Pull together all the strands of creative and practical talent involved in the project to create a team
 - Maintain contemporary technical skills
 - Organise shooting schedules - dependent on the type of producer role and availability of support staff
 - Troubleshoot all our studio technical problems and assist all our Live-shows and members.
 - Execute the progress of the project from pre-production to post-production
 - hold regular meetings with the executive director to discuss characters and scenes
 - Cover all the festivals here in the city of Lowell and go live and work with various teams to capture and create contents related to the festivals.
 - Create Regular LTC News stories.

- Launched Green Connection video series to create awareness and educate our communities about climate change and sustainability.

- Production: As requested, and within my own initiative, produce public service announcements, training videos, studio shows, event coverage and other local programming that promotes cooperation and communication within and between groups in the Lowell community. Act as producer of LTC sponsored programming, satellite downlinks and outside produced shows and Public Service Announcements.

- Training: Recruit and train members of LTC and non-profit groups to independently produce high-quality information programming. Work with non-profit groups in implementing the training components of LTC grant related collaborations. Encourage participation in LTC's regularly scheduled training workshops. Assist with the design and implementation of LTC's training programs, with an eye to training the trainers.

- Technical: In cooperation with your LTC colleagues, learn about and pursue various digital media distribution applications. Utilize resources such as the Institutional Network (INET), pursue live coverage of local events, explore distance learning applications and various regional, national and international media opportunities. Keep the Municipal Bulletin Board (MBB) up to date with local information such as LTC and City of Lowell contacts, event notices, informative and educational slides and presentations.

- LTC Staff Duties: Advise community producers on video production and help with technical issues they may be experiencing. Author/co-author articles for the LTC member newsletter as needed. Staff the facility as needed, including teaching classes, answering phones and equipment check-out. Coverage of the facility during a rotating Saturday shift with other full-time staff members. Encourage community participation and membership at LTC. Participate in overall staff planning of LTC activities

Municipal Producer - September 17th, 2015 - March 2016

Production: As requested, and within my own initiative, produce public service announcements, training videos, studio shows, event coverage and other local programming that promotes cooperation and communication within and between groups in the Lowell community. Act as producer of LTC sponsored programming, satellite downlinks and outside produced shows and Public Service Announcements.

Training: Recruit and train members of LTC and non-profit groups to independently produce high-quality information programming. Work with non-profit groups in implementing the training components of LTC grant related collaborations. Encourage participation in LTC's regularly scheduled training workshops. Assist with the design and implementation of LTC's training programs, with an eye to training the trainers.

Technical: In cooperation with the LTC colleagues, learn about and pursue various digital media distribution applications. Utilize resources such as the Institutional Network (INET), pursue live coverage of local events, explore distance learning applications and various regional, national and international media opportunities. Keep the Municipal Bulletin Board (MBB) up to date with local information such as LTC and City of Lowell contacts, event notices, informative and educational slides and presentations.

LTC Staff Duties: Advise community producers on video production and help with technical issues they may be experiencing. Author/co-author articles for the LTC member newsletter as needed. Staff the facility as needed, including teaching classes, answering phones and equipment check-out. Coverage of the facility during a rotating Saturday shift with other full-time staff members. Encourage community participation and membership at LTC. Participate in overall staff planning of LTC activities

Full media production as a Social Entrepreneur :

Co-Founder: Project Starfish and advocate for employment for the blind and disabled via media. The world's only film professional and producer to have made 3 accessible movies for the blind/ visually impaired.

Project Starfish www.pStarfish.org aims to solve the unemployment challenges that exist with blind/disabled people globally. Considering the unemployment rates among the blind to be the highest in the world (70 to 80%), which Senator Tom Harkin, father of the Americans Disability Act, terms as " National Concern ", Project Starfish a visionary and creative model that empowers blind professionals virtually and helps them work as professionals for small businesses who need short-term talent ensuring work experience and integration in society.

Previous Roles:

Oracle Inc. www.oracle.com

Position: IR Recruiter

Duration: July 2005- August 2007

Responsibilities and Duties

- Source and develop relationships with software quality consultants through a variety of resources (internal database, social media, job boards, networking, LinkedIn, company targets, referrals, etc.)
- Develop strong internal relationships with the sales team to qualify requirements and deliver consultants; align talent pipeline to SQA project portfolio
- Qualify consultants for quality, availability, and deliverability; effectively negotiate pay rates in line with expected and budgeted margin percentages
- Manage candidates through the entire recruiting life cycle including submittal, interview preparation, offer acceptance and onboarding
- Maintain continuous communication with candidates on assignment to ensure needs are met
- Manage, track, and report on all activities and results using Salesforce (powered by recruiting and marketing automation software)
- Collaborate with business development and marketing functions to ensure ongoing candidate pipeline reflects business needs

Technical Proficiency :

Highly conversant with Final Cut Pro and Adobe Suite editing/ graphics products on a Mac. Excellent MS Office skills and the ability to articulate thoughts into Powerpoint slides. Social Media and other marketing and designing tools.

EDUCATION

Bachelors in Business Management (Honors) from Viswa Bharati University, India
Diploma in Film Production from NYFA

ACTIVITIES

Managing operations and Media publicity for Project Starfish.

<http://social.yourstory.com/2015/06/project-starfish/>).

about the community and sustainability.

Volunteer at several non- profits.

Manages - Earth Talks Back (A 350 MA production)

Advocating for employment for the disabled.

Mom for an 8-year-old daughter.

As a professional who has come a long way from India and has tried to bridge the divide of inequality through film, media, employment, and opportunities, I believe many in the world is starting to understand the most important thing of all - everything is connected and precious.

As humans, we look at things and watch as life rolls by without asking questions or challenging the status quo. Where did this mad rush to acquire material at any cost leave most of us? Really nowhere! Humanity has suddenly lost their biggest characteristic of being human i.e. being conscious.

Being conscious is what tells us that our actions and what we do have an impact on us and everyone. That is the importance of being connected. The moment a passionate and conscious group understands the value that our earth and it's people are unique gifts, we realize doing good is not enough. It is just the start. Good needs to be sustainable.

As Steve Jobs says "You should never underestimate the power of a few people to change the world". Similarly based on the same inspiring quote I believe the possibility of a brighter tomorrow where generations appreciate the legacy of humans like us who left the planet a better place by cultivating ecosystems, symbiotic relationships with nature, conscious, business and commerce-focused and yet creatively conscious enough to value humanity over money and build a better tomorrow for generations.

The Lowell Eco-Sustainability Council is a place with the topmost conscious people in the city who have very similar thoughts. Being a member of this council will help the council further their agenda through my skills, creativity and business leadership. Together Everyone Achieves more.