

Eileen Donoghue
City Manager

October 10, 2019

Mayor William J. Samaras
and
Members of the City Council

RE: Council on Aging; Appointments Thereto

Dear Mayor Samaras and Members of the City Council:

Pursuant to the authority specified in the Code of the City of Lowell Section §9-12 - §9-14, it is with pleasure that I am appointing:

Amy L. Pessia
52 Fairlawn Street
Lowell, MA 01851
(to fill the unexpired term of Suellen O'Neill, which term expires October 23, 2021, or such time thereafter until a successor is appointed and qualified.)

Confirmation by the City Council is required for this appointment is hereby requested.

I would be happy to answer any inquiry you may have concerning this appointment. I have attached her resumé for your review.

Very truly yours,


Eileen M. Donoghue
City Manager

EMD/kd.coa

cc: Council on Aging
City Auditor
City Clerk
City Solicitor
Human Relations
MIS

Employer: Merrimack Valley Food Bank, Inc. Lowell, Massachusetts
Executive Director, July 2005 - Present
Assistant Director, December 2002 – July 2005

Professional Overview: Experienced Administrator with a demonstrated history establishing and advancing non-profit organization. Skilled in Management, Relationship Building, Special Event Planning, Customer Service, Budgeting, Written and Oral Presentations. **Communicator ~ Collaborator ~ Connector**

Proficient in MS Word, Outlook, PowerPoint, Excel
Canva
Social Media Platforms

Supervision and Leadership

- Manage up to 15 team members in multiple programs, operating in the Food Distribution Center and other locations
- Recruit and support current staff and volunteers and develop skills for their future growth and that of the organization's capacity
- Develop, communicate and implement personnel policies
- Administer and train team members in payroll submission and vacation/sick time administration
- Advocate for local, State and Federal support for families and individuals who are at risk of or currently experiencing food insecurity
- Complete all tasks that are needed to ensure the success of our mission, including those in all other team members' job descriptions

Strategic Growth and Planning

- Establish strategic plans with team, board of directors and facilitator
- Develop and implement targeted programs to support underserved neighbors, using research to identify gaps and ways to fill them by increasing nutritious food access
- Engage print and electronic media partners for coverage of our mission and events

Fundraising and Development

- Seek new partnership opportunities in the region, and cultivate existing stakeholders to engage support for the organization and programs
- Research, write and prepare supporting documents, including budgets for grant proposals and donation requests
- Plan and execute fundraising events of all sizes, including recruiting committee members, promoting sponsor and attendance opportunities
- Use donation software, database and participate in all seminars related to fundraising, establishing donor relationships and requesting support
- Empower all team members and board of directors to tell the story of our Food Bank Family's Mission
- Network among: Chambers of Commerce Networking Mixers, Rotary, Kiwanis and Exchange Clubs
- Represent the organization at community and business events
- Provide exceptional service to member agencies, individuals and families seeking assistance and to community partners
- Identify and facilitate partnerships to increase relationships and collaborations

Memberships

- 2004 – Present Member, Nonprofit Alliance of Greater Lowell
- 2005-2007 Chairperson, City of Lowell Hunger Homeless Commission
Vice Chair 2004-2005
- 2011 – Present Member, Greater Lowell Chamber of Commerce Community Service Committee
- 2011-2016 Greater Lowell Chamber of Commerce Board of Directors, Executive Board
- 2014 - Present Lowell Public Schools Health and Wellness Policy Council
- 2014 – Present Steering Committee and Task Force Tri-chair Greater Lowell Health Alliance Healthy Eating and Living Task Force
- November 2016 – Present, Gr. Lowell Community Health Improvement Plan (CHIP)
- 2015 – Present Food Bank Coalition of MA
- 2015 – Present Rotary Club of Lowell, MA (President 2018-19)
- 2017 - Present Lowell General Hospital Board of Corporators
- 2018 – Present Advisory Board, UMass Lowell/UNH Study: Diet, Quality, Food Access and Food Safety among Cambodian Adults at Risk for Type 2 Diabetes

Employer: Enterprise Rent A Car Company of Boston, Inc.

Manager Trainee, October 1993 – December 1995

Rental Control Department Relationship Specialist, December 1995 – April 1997

Marketing Manager, Car Sale Division, April 1997 – December 2002

Served on teams in numerous divisions in the Boston Group to grow the local market of the international company

- Operated multiple rental branches in Boston, including a one person branch, handling all aspects of the branch; A/R's, sales and fleet maintenance
- Provided service to the Fleet Services department
- Coordinated annual employee holiday and annual outings
- Planned and executed special car sale events, including direct mail piece design, gathering data for mailing to credit union members, promotion through staff meetings and in branch events, and hiring staff
- Prepared paperwork and vehicles for delivery during special car sale events
- Initiated, maintained and increased referral sources for the rental and car sales divisions
- Participated in credit union trade shows, regular and annual meetings of the MA Credit Union League to increase referrals of credit union members to purchase vehicles from Enterprise, thus retaining financing
- Provided personalized service to customers renting for an insurance claim and to the insurance adjusters requiring updates for direct billing

Awards and Recognition

Salute to Women in the Region, Lowell Sun 2014

Municipal Award, Lowell Telecommunications Corporation 2015

Community Involvement in 13 Organizations as Board Member and Volunteer Since 1997

Writing Samples Available Upon Request

References Available Upon Request