



Eileen Donoghue
City Manager

February 19, 2020

Mayor John J. Leahy
and
Members of the City Council

RE: Council on Aging; Appointment Thereto

Dear Mayor Leahy 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:

Ann Marie (Sreypov) Porter
28 Ruth Street
Lowell, MA 01851
(to fill the unexpired term of Sidney Liang, 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

ANNMARIE (SREYPOV) PORTER

28 Ruth St., Lowell, MA 01851

Resourceful and enthusiastic professional with a determined drive to achieve. An excellent communicator who builds positive relationships. Experienced in overseeing the daily operations and documentation of several program. Takes on administrative challenges with the perspective of maintaining a highly organized operation. Energetic, adaptable and brings a positive attitude and a passion for success to each new day.

Program Coordination ☑ *Proficient in Technology* *Record Keeping*

Documentation ☑ *Office Management* ☑ *Bilingual: English/Khmer*

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

Four In One Company, LLC, Chelmsford, MA 2019 – Present

- Manage office and documentation in a large food manufacturing environment.
- Generate monthly commission reports for three brokers.
- Successfully file and receive payments for claims with carriers for damaged products.
- Process and verify purchase orders and shipments for numerous orders.

PROGRAM & OUTREACH MANAGER

Cambodian Mutual Assistance Association, Lowell Massachusetts 2016 – 2018

- Directed several programs serving a diverse population including youth, young adults, adults and the elderly.
- Oversaw program operations including planning, budgeting and curriculum/activity development.
- Coordinates program staffing, documentation and promotion. Serves a liaison for other local social service agencies.
- Conducted promotion of activities and programs throughout city. Created promotional materials and dispensed to local agencies.
- Tracked and documented all program numbers in MS Excel or Apricot Database. Maintain highly organized records across multiple programs
- Managed and coordinated staff who run the afterschool program. Planned curriculum and activities for Afterschool, young professionals, and Rising Stars Sports & Leadership Summer programs
- Developed program activities and curriculum to help foster student development.
- Participated in Lowell Youth Development Collaborative, Non-Profit Alliance of Greater Lowell, Lowell Highland Neighborhood Group, Cultural Competency Task Force and Greater Lowell CHIP Process
- Continually attends regional and local meetings to maintain an understanding of issues and to add input from personal experiences.

OTHER WORK EXPERIENCES

Preschool Teacher, KinderCare Learning Center, Westford, Massachusetts; Nashua, NH, 2012 – 2016

Paraprofessional, Newmarket School District, Newmarket, NH, 2009 – 2012

Educational Technician, Monarch School of New England, Rochester, NH, 2004 – 2009

PROFESSIONAL TRAINING & COURSEWORK

- **Mill Cities Leadership Institute** at Lawrence Community Works 2018
- **Core Certificate Program**, Institute Non-Profits, Tufts University, Lowell, MA, 2017 aka Social Innovation Forum Cohort Outing
- **Dismantling Power Structures & Empowering Youth** by Youth In Action Providence Rhode Island, 2017 & 2018 Conferences with New England Secondary School Consortium CT & RI
- **Fundraising 101**, Bringing Your NP Employee Handbook to Life, Build a Strong Volunteer by Enterprise Bank
- **Suicide Prevention - QPR**, Certification Training, Commonwealth of Massachusetts
- **Empower: Building Leaders, Strengthening Communities Workshop** by Lowell Alliance (LA) & Coalition for a Better Acre (CBA), 2017

COMMUNITY SERVICE

- Member, Lowell Sustainability Council,
- 2018- present (Lowell City Council Appointment)
- Secretary, Friends of Tyler Park, Lowell, MA, 2017 - present
- Event Volunteer, Angkor Dance Troupe performances 2017
- Event Volunteer, Merrimack Repertory Theatre 2017
- Volunteer, Lowell Folk Festival 2016 & 2017

EDUCATION

Currently Enrolled, Middlesex Community College, Lowell, MA

Coursework, Keene State University, Keene, NH

High School Diploma, Contoocook Valley Regional High School, Peterborough, NH