



Eileen Donoghue
City Manager

July 23, 2020

Mayor John J. Leahy
and
Members of the City Council

Re: Board of Appeals-Appointment Thereto

Dear Mr. Mayor and Members of the City Council:

In order to fill the vacancy of the alternate member on the Board of Appeals, pursuant to the authority specified under Mass. Gen. Laws, Chap. 40A, §12 and the Code of the City of Lowell Article II §9-3, it is with pleasure that I am appointing George Procope of 31 Fremont Street, Lowell, MA 01850 to fill the unexpired term expiring September 13, 2021.

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

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

Very truly yours,

Eileen M. Donoghue
City Manager

cc: City Clerk
City Auditor
Zoning Board of Appeals
Human Relations
MIS

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GEORGE PROCOPE

**31 Fremont Street
Lowell, MA 01850**

EXPERIENCE:

SS&C TECHNOLOGIES INC.

Burlington, MA

BANKING RELATIONSHIP MANAGER

March 2002- Present

- Manage Banking and Brokerage relationships with a network of over 400 hundred global and domestic financial institutions
- Responsible for developing and implementing processes with Financial Institutions for Investment Managers for Portfolio management. Firms.
- Responsible for building new automated interfaces solutions with new financial institutions to secure investment transactions data.
- Created and developed an Authorization process to integrate with all financial institutions to release transactional data to SS&C Technologies for Investment/Portfolio managers for performance calculation and reconciliation. management
- Worked with Financial Institutions to comply to the General Data Protection Regulation (GDPR) as required by the European Union to protect client's data privacy.

PIONEER INVESTMENTS MANAGEMENT INC.

Medford, MA

INVESTMENT OPERATIONS SUPERVISOR

May 2001-March 2002

- Managing daily operations of a group of 88 mutual funds totaling \$19 Billion dollars under management and overseeing institutional custodian bank relations.
- Responsible for identifying business opportunities within the investments Operations unit and implementing strategic enhancements and procedures to achieve corporate goals.
- Responsible for the direct management of a team of eight associates and ensuring appropriate controls and procedures for all systems functions are maintained and updated.
- Implement training and development for associates to improve the efficiency and timely clearance of the daily trading activity.
- Responsible for reviewing associates performance management and assisting in self-assessment to attain individual and corporate goals.
- Responsible for liaising between domestic and international stock brokers on trading discrepancies with Pioneer's stock traders and portfolio managers to minimize exposure of Pioneer's assets.
- Oversee daily domestic and foreign cash balances and ensuring accurate and timely distribution of balances for portfolio managers, stock trades compliance department, auditing department and fund accounting department for valuation and investment

MELLON TRUST/BOSTON SAFE DEPOSIT & TRUST CO.

Everett, MA

GLOBAL CUSTODY TRADE SETTLEMENT SUPERVISOR/OFFICER

June 1999 - May 2001

- Oversee \$45 billion in assets involving in Global trade settlements in multiple markets within the Euroclear Depository System
- Responsible for the direct supervision of a team of three associates in Everett Ma. U.S.A. and indirect supervision of a team of six associates in London, England.
- Supervise daily operations and assure proper quality and control standards are maintained, increase levels of quality service monitoring and clearing all daily cash and security reconciliation items
- Implemented training and development procedures for the Boston and London teams for efficient management and quality assurances for the Euroclear trade settlement processing unit
- Participant in the implementation of overnight cash management at Euroclear. Increased revenue 10% for year 2000.
- Responsible for staffing, reviews and promotions

MELLON TRUST/BOSTON SAFE DEPOSIT & TRUST CO.

Medford, MA

GLOBAL CUSTODY TRADE SETTLEMENT ASSISTANT SUPERVISOR/REGIONAL CONTROLLER

May 1997- June 1999

- Oversee \$25 billion in assets in 35 different markets involved in global trading within the Euroclear Depository System, \$15 billion in assets in the Canadian market
- Serve as a client liaison to facilitate cross-border security and cash transactions with the Euroclear Depository System
- Investigate trade discrepancies in conjunction with sub-custodian banks. Document possible global liability and implement procedures to prevent reoccurrence
- Report to upper-level management and identify areas of enhancement in service relationship with sub-custodians
- Perform daily control functions to reduce institutional and client liability
- Supervise, train and review specialists responsible for the trade settlement in the Euroclear Depository, First Chicago Clearing Center, and the Canadian market

GLOBAL CUSTODY TRADE SETTLEMENT SPECIALIST

May 1994 – May 1997

- Specialized in Canadian, Brazilian, and Greek market practices and standards
- Ensure the timely and accurate settlement of currency and security transactions
- Investigate all failed currency and security transactions
- Investigate and resolve all daily cash variances
- Perform monthly reconciliation of security variances with subcustodian
- Follow up on all failed transactions with client Business Groups

INTERNATIONAL FINANCE AND INVESTMENTS

Reading, MA

INVESTMENT CONSULTANT

1991-1994

- Represent private bond trader
- Negotiate terms and conditions for delivery and payment for foreign government bonds and European bank bonds in the secondary market
- Influential in preparing delivery and payment schedules for bonds

COMMERCIAL LOAN BROKER

1987-1991

- Complete analysis of real estate and business loans
- Research cost breakdown, credit background and analyzed projected income
- Prepared clients personal and business financial statement for foreign and domestic financial institutions
- Responsible for all project evaluations, preparing packages and writing proposals for presentations
- Liaison between financial institutions and clients
- Negotiated terms and conditions for numerous financial packages
- Coordinated employee training programs to improve skills and performance
- Improved revenue 10% in 1988, 20% in 1989, and consummated \$7 million in sales in 1990

FIRST INVESTORS CORPORATION

Boston, MA

FINANCIAL PLANNER

1986-1987

- Represented First Investors in all aspects of financial planning
- Specialized in IRA's Keoghs, 401k's Income Funds
- Participated in recruitment and management program

ACHIEVEMENT AWARDS

2000: Mellon Financial Corporation Premier Achievement *for* outstanding contribution for the efficient management of Euroclear.

1998: YMCA Black Achiever Award *for* Outstanding professional accomplishments and commitment to community service.

State of Massachusetts House of Representatives *for* Outstanding commitment to the Trinidad and Tobago community.

Mellon Bank Corporation Premier Achievement *for* Canadian Imperial Bank & Commerce/ Mellon Bank joint venture.

1997: Mellon Bank Corporation Premier Achievement *for* outstanding performance in minimizing potential liabilities to Mellon Bank

Community Relations

2005 Centralville Neighborhood Action Group (CNAG) Executive Board member

REFERENCES AVAILABLE UPON REQUEST