



Eileen Donoghue  
City Manager

January 21, 2021

Mayor John J. Leahy  
and  
Members of the City Council

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

Dear Mayor Leahy 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 Mony Var of 704 Middlesex Street, Lowell, MA 01851, as a member of Lowell Housing Authority to fill the unexpired term of Vanna Howard, which term expires June 30, 2023, or such time thereafter until a successor is appointed and qualified.

Confirmation by the City Council is required for this appointment and is hereby requested. I have attached his resumé 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  
Human Relations

Law Dept.  
MIS  
City Auditor

**Mony Var**  
**704 Middlesex Street, Lowell, MA 01851**

**BACKGROUND**

Over 20 years experience with profit & none profit organization. Strengths in the areas of management, financial, marketing, leadership development, entrepreneurship training and minority business development, workshop development and grassroots organizing.

**Education:**

**B.S.; Business Administration- Management, City College of New York City**

**Experience:**

- |                   |  |              |
|-------------------|--|--------------|
| Sept/2000-Present | <b>Mony Var Insurance &amp; Realty Agency</b><br><i>Broker/Owner</i>   | Lowell, MA   |
|                   | <ul style="list-style-type: none"><li>• Create operational procedures, strategies, and guideline for the agency.</li><li>• Supervise daily customer service relations and employee performance.</li><li>• Ensure employees adhere to insurance underwriting guidelines and regulations; assess accuracy of all agency paperwork and policies.</li><li>• Assist in hiring new employees and provide training and development.</li><li>• Maintain all company systems including computer, software, and management systems.</li><li>• Create an environment where all of the participants can contribute.</li><li>• Bookkeeping duties include: payroll, state and federal employer dues and contributions; balance and maintain bank account and accounts receivable/payable; end of year spreadsheet, income statement, profit and loss statements, reconciliation reports for corporate tax preparation.</li><li>• Manage expectations and keep people comfortable.</li><li>• Break down barriers and strengthen relationships.</li><li>• Maintain paper files typed legal contracts, agreements and daily correspondences; directed all customer phone calls.</li><li>• Stay on track by keeping the discussion focused.</li><li>• Carefully document and effectively communicate the results.</li></ul> |              |
| 1996-2000         | <b>Bros' Insurance Agency, Inc.</b><br><b>Manager</b>  | Lowell, MA   |
|                   | <ul style="list-style-type: none"><li>• Manage all aspects of Bros Insurance Agency, Inc.</li><li>• Duties included write automobiles, homeowner and commercial policies. Interpreting for Cambodian clients with claims and questions.</li><li>• Complete applications, cash sheets.</li><li>• Administered claim for clients.</li></ul>  |              |
| 1991-1996         | <b>Lane's Floor Covering &amp; Interiors, Inc.</b><br><b>Facility Manager</b>  | New York, NY |

- Worked closely with architecture firms, interior designers, contractors, building management, financial institutes, churches, and city and state agencies.
- Scheduled men to job locations.
- Priced and assisted sales personnel with new products.

1988-1990

**St. Rita's Asian Center, Higher Achievement Prog.** New York, NY  
**Assistant Director**

- Supervised student activities at the Center.
- Served as outreach worker; duties included direct contact with all Asians who needed assistance in the area of education from the Center.
- Developed and conducted workshops at local educational institutions and minority organizations.
- Supervised community centers throughout the area.
- Evaluated clients at the end of the program.

**Member:**

Present

Board of Directors: **Cambodian Mutual Assistance Association.**

Co-Chairman; **Southeast Asian Water Festival Committee 2002.**

Chair of Finance; **Southeast Asian Water Festival Committee 2003.**

Election Commissioner; **City of Lowell, appointed by the city manager December 17, 2003.**

**Language:** Bilingual Bicultural in Khmer and English

**TRAINING:**

**The National Alliance for Insurance Education & Research (CISR) Nashua, NH**

2005 The Society of Certified Insurance Counselors

**The National Alliance for Insurance Education & Research (CISR) Danvers, MA**

2002 The Society of Certified Insurance Service and Representatives  
Commercial Casualty.

**National Foundation for Teaching Entrepreneurship (NFTE) Babson College, Wellesley, MA**

2001 Certified Entrepreneurship Instructor

**Inc. Magazine Conference, "Growing Company," Boston, MA**

2000 One-day workshop in the following areas: Business Planning and strategy, Market and sales leadership/management.

**Management Community Development Institute, Tufts University, Boston, MA**

**Business Planning & New Enterprise Development**

1999 Three-day workshop on acquiring tools, techniques and sources of information to evaluate potential bases of business opportunity. Used case study to evaluate feasibility, develop business plan and organization structure.