



Eileen Donoghue  
City Manager

July 5, 2018

Mayor William Samaras  
and  
Members of the City Council

RE: Lowell Cultural Council

Dear Mayor Samaras and Members of the City Council:

Pursuant to the authority vested in me as City Manager under Mass. G.L. Ch.10, sec.58 and 962 CMR 2:04, I have appointed the following person to membership on the Lowell Cultural Council:

Timna Nwokeji  
170 Cross Street Apt 5  
Lowell, MA 01854, (which term expires July 10, 2021), or such time thereafter until a successor is appointed and qualified; and

Under the above-referenced statute, confirmation by the City Council is not required.

I have enclosed her letter of interest and resumé for your reference.

I would be happy to answer any inquiry that you may have concerning this appointment.

Very truly yours,

Eileen M. Donoghue  
City Manager

Encl.

cc: City Clerk  
Lowell Cultural Council  
Human Relations Manager  
Law Dept.  
City Auditor  
MIS

hcc

Timna Nwokeji  
170 Cross St. Apt 5  
Lowell, MA 01854

31-308-4191  
lifeasamaven@gmail.com

04/20/2018

Mrs. Eileen Donoghue  
City Manager  
City of Lowell  
375 Merrimack Street  
Lowell, Massachusetts 01852

Dear Mrs. Donoghue,

I am interested in an opportunity to serve as a member on the Lowell Cultural Council. As a Lowell resident who has always greatly appreciated the cultural scene in the city, I would love to be able to give back to the community in a volunteer manner.

I currently work at Toxikon Corporation as a Human Resources Associate. I am especially interested in this opportunity because of my experience working with Like Lowell, Made in Lowell and also with my experience being a local food and lifestyle blogger who focuses on supporting local and promoting local business.

If the Lowell Cultural Council is still seeking new members, I would be honored to be considered for a position on the board and the opportunity to volunteer on behalf of my community.

Sincerely,

Timna Nwokeji

## Objective

To use my multi-faceted Human Resources experience to work in a company that promotes a work environment of stability and longevity for its employees.

## Skills Summary

- Typing 80 wpm
- Microsoft Office
- Full cycle recruiting
- ADP Workforce Now
- Radford
- Hire Bridge
- Comptryx
- Benefits Administration
- Bilingual in English and Spanish
- ADP Workforce Now Payroll
- HRM Direct
- People Soft

## Professional Experience

### **Toxikon Corporation, Bedford, MA**

**01/16-Present**

#### **Human Resources Associate**

- Manage recruitment and on boarding of all new hires within ADP
- Conduct bi-weekly payroll for 170 employees
- Manage benefits administration and work closely with providers
- Work closely with HR and Finance Manager concerning compensation, benefits administration and budgets
- Provide continuous information and updates to the ADP platform including the landing page, updating of recruiting position in the platform and website, updates and provisions for all of staff communication
- Work in team environment by supporting department heads and other managers
- Assist Management in special projects and organizing staff functions
- Manage all recruiting and attend job fairs, manage online recruiting sites and all applicant tracking metrics and reporting
- Provide compliance and support of audits and work with Archivist to ensure appropriate archives and record retention or HR activities
- Provide quarterly and end of year reports to management for HR metrics and goals
- Provide reporting and work with outside resources to build total compensation statements company wide.
- Create organizational charts for department restructuring

### **Project Work-Winter Wyman**

**11/15-01/16**

#### **Recruiting Coordinator (Kelmar Associates)**

- Support the recruiting process by posting jobs, schedule interviews, prepare offer letters, initiate background checks and coordinate on campus recruitment events and interviews
- Assist with monitoring, updating and reporting in the applicant tracking system
- Enter new employee information in the Human Resources information system

- Maintain applicant and employee hard copy and electronic records
- Prepare, process and track new hire paperwork
- Some assistance provided with annual benefit enrollment and other projects as needed

## **Skillsoft Nashua, NH (Contractor)**

**05/15-10/15**

### **Integration Compensation Analyst**

- Build Salary benchmarks for employees in the United States & Globally
- Use survey data from Comptryx and Radford to build Salary Benchmarks
- Do all data entry for Survey data submission
- Revisions of benchmarks as needed
- Field requests from Managers in different departments across the company in creating salary benchmarks for new or existing employees
- Work with HRIS & Compensation manager on different HR projects as needed
- Clean up of data within Hire Bridge

## **Project Work-Winter Wyman**

**03/15-05/15**

### **Recruiter (Renaissance Network, Newton, MA)**

- High volume outbound calls to potential candidates
- Set up candidates for online assessments
- Schedule candidates for interviews
- Work within a team environment to fill roles
- Email blast candidates with new job opportunities
- Follow up with potential candidate's week
- Help team members with their call lists
- Use Bullhorn to find candidates for jobs all over US
- Conduct phone screens/pre interview questions

### **Recruiting Coordinator (Spencer Technologies, Northborough MA)**

- Coordinate interview schedules
- Pre-screen potential candidates for open positions
- Presenting the recruiting process to hiring managers
- Input information from phone interviews into HRM Direct, the applicant tracking system
- Source, screen, and interview candidates to present to hiring managers
- Report Talent Acquisition status weekly to manager
- Work closely with Talent Acquisition team to fill open positions nationwide
- Build relationship with hiring managers to fill open roles efficiently

## **iPROMOTEu Wayland, MA**

**02/12-02/15**

### **Invoicing Coordinator**

- Posting 150-200 vendor invoices a day
- Call vendors to get status of product and shipping
- Draft out invoices to affiliates for corrections
- Process invoices to clients of our affiliates
- Participate in monthly team meeting to implement new strategies to help our affiliates and our team
- Speak with affiliates via telephone and email answering invoicing questions, concerns and sending them to correct departments if needed
- Work hand in hand with team members to promote an environment beneficial to the success of the company
- Resolving problems, doing research and sending out drafts through a draft request inbox for our affiliates
- 06/12-09/12 still was helping Director of Finance with day to day HR duties and answering finance questions for affiliates

**Finance Assistant (First 4 months)**

- Filled out new hire paperwork for in house employees (19, etc.)
- Resolved questions/problems over the phone and email for affiliates
- Worked with Finance Director to implement new tools to better serve our affiliates concerning payroll
- Created New Hire Packets for new in house employees
- Worked within Live Payment System (live Excel spreadsheet) to pay affiliates
- Troubleshoot problems within payment system to make sure affiliates we paid on time
- Answer up to 150 emails following payroll including the Director's emails
- Answered in house employee questions about benefits and payroll
- Familiarity with sales tax and 1099's
- Implemented new ways to help Director better respond to affiliate questions i.e. organizational help
- Set up direct deposits and new accounts with our affiliates through Paychex
- Approved wires via SVB Bank for our affiliates as well as enter new wire information into the system

**Lifelinks, Inc. Chelmsford, MA****09/10-03/11****Human Resources Assistant**

- Conduct New Hire Orientations
- Process all New Hire paperwork (I-9, E-verify)
- Responsible for all HR data entry into employee payroll system
- Responsible for filing all personnel documentation
- Help employees fill out new paperwork needed for their specific jobs
- Assisted HR Director with day to day office duties
- Took all new applications and sent out no interest letters
- In charge of large copy projects to be distributed company wide
- Used customer skills to help at reception desk 12 hours weekly

**Metz Personnel Westborough, Ma (On-Site Hudson, NH)****09/09-08/10****Recruiter**

- In charge of hiring all new personnel
- Hired over 100 employees for new company projects
- Conducted over 400 interviews in the course of my employment
- Lead all New Hire Orientations
- In charge of all HR paperwork, filing, and construction of new forms
- Made Excel spreadsheets each week for payroll
- Entered all new hire/payroll information into HRIS database
- In charge of getting payroll hours of all employees to corporate location
- Able to build professional relationships with on-site company
- Used customer service skills to better serve company and new candidates
- Posted jobs on internet websites

**Education**

Bachelor's Degree in Liberal Arts (Concentration in Psychology & History): Expected Graduation  
Summer 2018- University of Massachusetts Lowell

Currently pursuing a PHR certification

LCA – Seminole, FL  
HS Diploma, Graduated 2005