JAMES J. FIORENTINI
MAYOR

CITY OF HAVERHILL
MASSACHUSETTS

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July 31, 2012

City Council President John A. Michitson
& Members of the City Council

RE: Appointments – Cultural Council

Dear Mr. President and City Council Members:

I hereby appoint Janice Lebrun of 151 Broadway, Haverhill to the Haverhill Cultural Council.

This is a confirming appointment and I recommend your approval. This appointment takes effect upon confirmation and expires August 7, 2015.

Very truly yours,

James J. Fiorentini
Mayor

JJF/lk
cc: Janice Lebrun
Karren McCabe, Chair, Haverhill Cultural Council

Janice M. Lebrun

Executive Assistant • Office Manager • Administrative Assistant • Customer Service

Appointment Scheduling ~ Travel Arrangements ~ Meeting Coordination ~ Document Creation ~ Power Point Presentations ~ HR Assistant ~ Special Projects ~

Dependable professional with many years of experience in providing effective and comprehensive support to senior executives, including a CEO, CFO and COO. Possess the highest degree of integrity and confidentiality. Adaptable to changing situations, calm under pressure and a team player. High level of energy, initiative and self motivated. My objective is to obtain a position in a professional office environment where my skills are valued and can benefit the organization.

Skills

Microsoft Office, Power Point, Publisher, Access, Microsoft Project, Constant Contact, Frontpage, SaleForce.com, Web Design, Outlook, Quickbooks, HTML, Graphic Design, Filmmaker Pro, ChemOffice, SAP, Acrobat Reader/Writer, Photoshop, ACT, Quicken, XP/Windows 7, Travel Arrangements – Domestic/International, event planning, professional telephone skills, invoicing, customer service skills, day to day operations

Professional Experience

The Arc of Greater Haverhill Office Manager/HR Assistant Haverhill, MA 2011-2012

- Created office procedures to streamline work production
- New hire paperwork, including CORI's, SORI's and Driving Records
- Updated HRIS system
- Meeting Coordination
- Staff Meeting Minutes
- Calendar Management
- Manager of all Volunteers
- Increase visitors to FaceBook and website
- Fund raising
- Increased awareness of The Arc by attending after work meetings of the Chamber Of Commerce

Lantheus Medical Imaging Administrative Assistant (Contract) Billerica, MA 2010-2011

- Provided Executive level assistance to the Director of Clinical Trials, 2 Associate Directors, Manager of Field Personnel
- Produced training and tracking system
- Meeting arrangements and event planning
- Maintained and submitted time cards to payroll
- Expense reports
- Travel arrangements

Eisai Research Institute **Executive Assistant (Contract)** Andover, MA 2006-2008

- Support the Director of Environmental Health & Safety
- Well thought out plan to reorganize the department
- Implemented internal website for chemist and biologist
- Database creation for all chemicals
- Presentations

Mission Critical Linux **Executive Assistant** Lowell, MA 2002-2006

- Provided continuous high quality support to CEO and his top executives
- Prepared Quarterly reports, along with superior presentations for the Board of Directors
- Prepared new hire paperwork
- Designed and maintained internal website
- Internal & external meetings, event planning
- Go to person for SaleForce.com

Abbott Laboratories **Regional Executive Assistant** Andover, MA 1993 -2002

- Supported Regional Sales Director, 7 District Managers and 200 Sales Representatives
- Developed new orientation program for new sales representatives
- Extensive travel arrangements, event/meeting planning
- Designed military hospital protocol manual
- Planned a major relocation: assisted in site location, worked with architect on interior design
- Accounts payable, tracked office expenses, vendor negotiations

Education

- University of Phoenix Associates Degree GPA 3.60 Graduated 2011
- Various seminars on time management, event planning, effective managing, administrative conferences, interpersonal skills training and communication
- Nazareth Academy High School Diploma

Memberships

International Virtual Assistants Association
Haverhill Cultural Counsel
The Association of Executive & Administrative Professionals

References Upon Request