



JAMES J. FIORENTINI
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

CITY HALL, ROOM 100
FOUR SUMMER STREET
HAVERHILL, MA 01830
PHONE 978-374-2300
FAX 978-373-7544
WWW.CI.HAVERHILL.MA.US

May 15, 2012

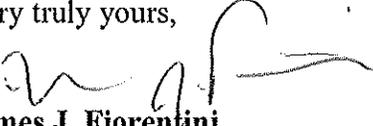
City Council President John Michitson
& Members of the City Council

RE: Kerry Fitzgerald – Haverhill Historic Commission

Dear Mr. President and City Council Members:

I hereby nominate Kerry Fitzgerald of 3 Richmond St. as a member of the Haverhill Historic Commission. This is a confirming appointment and I recommend your approval. This appointment takes effect upon confirmation and expires May 22, 2015.

Very truly yours,


James J. Fiorentini
Mayor

JJF/lk

cc: Kerry Fitzgerald
Carol Crowell, Chair, Haverhill Historic Commission
William Pillsbury

KERRY FITZGERALD

3 Richmond Street, Haverhill, MA 01830 * 978-771-9914 * kerryfitz@verizon.net

Summary of Qualifications and Skills

- Excellent written and oral communications
- Experienced grant writer and grant reviewer
- Research and Analysis
- Program Planning and Management
- Ability to thrive in a fast-paced environment
- Public Speaking & Presentation
- Proven people management skills
- Special events planning and organizing
- Energetic, self motivated, strong work ethic
- Effective and resourceful team player

Education

Cambridge College, Cambridge, MA
Masters of Management (2006), concentrating in Leadership in Human & Organizational Dynamics

Central Connecticut State College, New Britain, CT
Major: Communications

Professional Experience

GIRLS INC. OF GREATER HAVERHILL

Director of Development and Community Relations *2/12 to Present*
Draft corporate and foundation grant proposals, individual appeal letters, marketing materials and related development materials; maintain donor and prospect lists; plan and organize special events; provide direction and support on capital and major gifts campaigns. Represent organization within the community.

MASSACHUSETTS DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Manager, Employer Charge Department *3/11 to 2/12*
Problem Resolution/Customer Service Representative *9/09 to 3/11*
Oversee activities of Reimbursable Employer Charge Unit dealing with government and non-profit entities. Advise and inform employers about DWD programs and practices; investigate and resolve disputes; Review, evaluate and resolve complex unemployment issues and problems. Advise about DWD services for Massachusetts small businesses.

HAVERHILL PUBLIC SCHOOLS

School Board Member *2002-2010*
The Committee's primary responsibility is to establish the educational vision and goals for the district, approve the budget, establish policies and hire and evaluate the superintendent. Chaired Strategic Planning, Policy, High School Accreditation, Teacher negotiations, and Community Engagement subcommittees.

SOUTH CANAL INTERNATIONAL BUSINESS CENTER

Director of Special Projects *2006-2008*
Organized trade mission to Lawrence, Washington DC and Boston for 38 Northern Ireland business and community leaders; worked with Irish cottage industry to set up mail order business; coordinated special events and activities at 29 South Canal historical factory.

CHILDREN'S FRIEND AND FAMILY SERVICES

Program Director, Youth Mentoring Program *1999-2006*
Managed the North Shore/Merrimack Valley Youth Mentoring programs – hired and oversaw activities of case managers; recruited, screened and trained mentor volunteers and "mentees", wrote grant proposals; wrote and administered grants; presented reports to senior management, board of directors and funders.

NORTHERN ESSEX COMMUNITY COLLEGE

Assistant to Director of Alumni Relations

1998-1999

Assisted with organization of alumni events and special programs, oversaw day-to-day alumni direct mail fundraising activities, received and processed donations, and assumed other responsibilities as needed.

CAI HEAD START

Family Advocate

1995-1997

Worked with families to establish and meet goals; identified services to help families overcome barriers to success; maintained records and prepared statistical and narrative reports for management, CAI board of directors and state and federal funders.

MA DEPARTMENT OF EMPLOYMENT AND TRAINING (COMMISSIONER'S OFFICE)

Manager, Communications/ Problem Resolution

1990 - 1994

Developed and directed the Problem Resolution / Constituent Services department which assisted claimants, employers and state and federal officials. Hired, trained and managed a staff of 10, developed computerized case management system, prepared and presented monthly, quarterly and annual written and oral reports to senior management.

MA DEPARTMENT OF PUBLIC WELFARE

Assistant Director of Communications and Outreach

1986 - 1990

Responded to inquiries from local, state and national media, state and local officials and the general public about issues related to the MA low income population. Organized press conferences and open houses; developed and distributed press releases, designed, wrote and produced annual reports, newsletters brochures and other informational materials. Developed RFPs and administered grants on homelessness.

Community Activities and Accomplishments

President, Dept of Children and Families Area Board	2010-present
Member, Massachusetts Association of School Committees (MASC)	2002-2010
YWCA Woman of the Year Award	2006
President, Haverhill Foundation for Excellence in Education (HFEE)	1998-2009
Judge, Write Away Contest	2010-2011
President, District Parent Council (DPC)	1998-2010
Development Community Ambassador, United Way of MA Bay and Merrimack Valley	1992 and 2008
Grant Reader, US Department of Education; HFEE	2008
Grant Writer, Girls Inc., HFEE, DPC, Haverhill Public Schools	2002-present
Fundraising Event Organizer, HFEE, DPC, Girls Inc.	2001-2010
Member, Policy Council, CAI Head Start	2005-2008
Chair, Organizing Committee, Haverhill Goes Back to School	2000