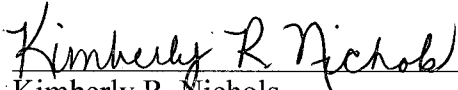


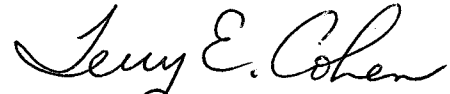
RESOLUTION NO. 2248


BE IT RESOLVED by the City of Salisbury, Maryland that the following individual is appointed to the Traffic & Safety Advisory Committee for the terms ending as indicated:

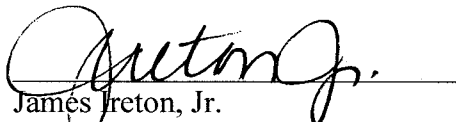
<u>Name</u>	<u>Term Ending</u>
Jennifer Downing	7/31/2015

The above resolution was introduced, read and passed at the regular meeting of the Council of the City of Salisbury held on the 28th day of January 2013.


Kimberly R. Nichols
CITY CLERK


Terry E. Cohen
COUNCIL PRESIDENT

 APPROVED BY ME THIS 31st
day of January 2013.


James Ireton, Jr.
MAYOR

INTER

OFFICE

MEMO

OFFICE OF THE MAYOR

To: John Pick
From: Sherrell McBride
Subject: Appointment to the Traffic & Safety Advisory Committee
Date: January 23, 2013

Mayor Ireton would like to appoint the following person to the Traffic and Safety Advisory Committee:

<u>Candidate</u>	<u>Term</u>
Jennifer Downing	7/31/2015

Attached you will find Ms. Downing's letter of interest and the Resolution necessary for her appointment. Please forward this information to the City Council so it may be placed on the agenda for the meeting. Please let me know if you have any questions.

Attachment

CC: Teresa Gardner

Sherrell McBride

From: Jennifer Downing [jdohoswims@gmail.com]
Sent: Monday, October 01, 2012 3:50 PM
To: Sherrell McBride
Subject: Re: Traffic & Safety Committee
Attachments: Downing Resume.docx

Good Afternoon Sherrell,

Matt Drew filled me in a little bit about the Traffic & Safety Committee and I thought it would be a good fit for me. A little bit about my background: I've been cycling/running in and around the community for the last 5+ years. I am an active triathlete and I participate in races all over the United States. I started a local cycling club for women called the Eastern Shore Lady Riders in 2009 (www.easternshoreladyriders.com) when there was interest expressed for a non-competitive environment for women cyclist of all ages and abilities. I've grown the club from the 5 founding ladies to over 85 members. We ride in and around the city of Salisbury. One of the biggest things I stress to my Lady Riders is about safety when riding and of course the laws of the rode for not only a cyclist but for motorists. The hope is that safety will be maintained through mutual respect. I've known Matt Drew for about 5 years and have great respect for all he has done for the community not only trying to establish a safe bike route, but community awareness as well.

Attached is my resume for your review. Looking forward to hearing from you/and or the committee shortly.

Thanks,
Jen Downing

Jennifer Downing
1407 Ballinadee Drive
Salisbury, Maryland 21804
(410) 422-8911
Jdowning6582@yahoo.com

OBJECTIVE:

To obtain a career that satisfies my desire to grow in an industry that matches my personality and drive to succeed.

EDUCATION:

Wagner College - Staten Island, New York
Masters of Science in Accounting
Bachelor of Science in Business Administration, Concentration in Accounting

WORK EXPERIENCE:

Affiliated Power Purchasers International - Salisbury, Maryland 9/11 - present

Controller/CFO: Manage all financial aspects of the company. Monitor cash receipts process and maintain relationships with suppliers. Process payroll and human resource responsibilities such as insurance programs, 401K, and others. Projection and budget functions that are reported directly to the President and board members.

Cato Gas & Oil Company - Salisbury, Maryland 7/07 - 9/11

Assistant Controller: Manage the financial responsibilities of twenty different convenience store and quick service restaurant locations from adjusting and payroll entries, monthly financials, and yearly tax returns. Maintain the required licenses for all locations. Supervise the accounts payable department confirming that all invoices are kept up to date and on time. Work closely with all district and in store managers to communicate deadlines, requirements, and information needed to complete all responsibilities. Report directly to the chief financial officer.

Union Square Hospitality Group - New York, New York 2/06 - 7/07

Restaurant Controller: Oversee the financial responsibilities of a \$3.1million annual revenue restaurant part of an elite New York City hospitality group. Responsibilities include maintaining G/L accounts, monthly closings and financials, bank reconciliations, cash controls, balance sheet, budget projections, sales on a daily, monthly, and long-term basis, weekly payroll functions and journal entries, manage staff accountants who control A/P, A/R, cash handling and vendor relationships. Work closely with the controllers from the other restaurants maintaining inter-company transactions and transfers. Provide daily, weekly and monthly reports to the corporate controller, CFO, and partner group. Complete year end closing procedure and entries.

HONORS:

Dean's List - Fall 2000, Spring 2002, Fall 2003
Collegiate All-American Scholar
2003-2004 Northeast Conference Academic Honor Roll
2002-2003 Division I Women's Swimming Team Most Valuable Payable

MEMBERSHIP:

Rotary International - Salisbury Sunrise Rotary
Delta Mu Delta Business Administration Honor Society
Business & Accounting Society - Wagner College

COMPUTER SKILLS:

Computer literate and very quick learner - have experience with Microsoft Works/Word, Outlook, Power Point, Excel, MAS 90, Ultipro, FRX reporting, Great Plains Dynamics, Crystal Reports, GoSystems, ProSystems, Quickbooks, Quicken, BNA, CFS, VPM, Fixed Asset Accounting, Engagement Manager, 1099ect, Horizons, ADDS Systems