

RESOLUTION NO. 2878

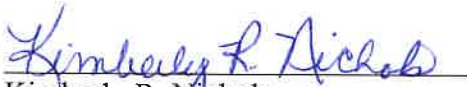
BE IT RESOLVED, by the City of Salisbury, Maryland that the following individual is appointed to the Election Board for the term ending as indicated.

Name
Virginia Bender


Term Ending
November 2024

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on November 13, 2018.

ATTEST:



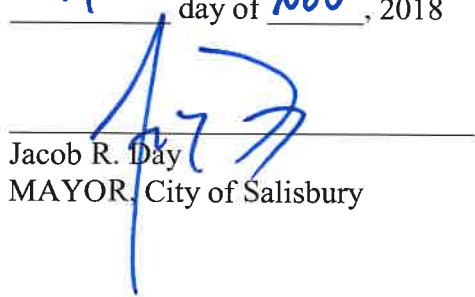
Kimberly R. Nichols
CITY CLERK



John R. Heath
PRESIDENT, City Council

APPROVED BY ME THIS

14th day of Nov, 2018



Jacob R. Day
MAYOR, City of Salisbury



City of
Salisbury
Jacob R. Day, Mayor

MEMORANDUM

To: Julia Glanz, City Administrator
From: Alyssa Massey, Administrative Office Assistant
Subject: Appointment to the Election Board
Date: October 12, 2018

Mayor Day would like to appoint the following person to the Election Board for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Virginia Bender	November 2024

Attached you will find information from Virginia Bender and the Resolution necessary for their Appointment. Please forward this information to the City Council so it may be placed on their agenda at the next Council meeting. Please let me know if you have any questions.

Attachment

cc: Mayor Day

2003 Whispering Ponds Ct. #1-B
Salisbury, MD 21804

September 18, 2018

Mayor Jacob R. Day
125 N. Division Street
Salisbury, MD 21801

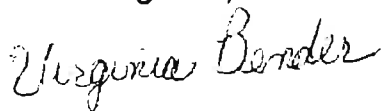
Dear Mayor Day,

My correspondence to you is to explain why I would like to be appointed to the Election Board Committee. I read and understood the Election Board Chapter 1.08.010 through 1.08.300 and Resolution 688.

It is important to volunteer my time to Salisbury and I believe I am capable of following procedures needed by the committee. Since I am retired, I am available for meetings before and after the election, to count provisional ballots, if needed, and any other duties assigned to me.

In closing, it is essential to maintain the integrity of elections and it would be a privilege for me to serve as a volunteer.

Best regards,

A handwritten signature in cursive script that reads "Virginia Bender".

Ms. Virginia Bender

VIRGINIA BENDER

2003 Whispering Ponds Court #1-B, Salisbury, MD 21804

Cell # 860-823-9312 Home 443-210-2920 bender.virginia@comcast.net

Skills

Customer Service, Clerical, Contract Management, Accounting, MS Office, Nutrition

Recent Training

BISM (Blind Industries & Services of Maryland) 2015 – Present

As a SAIL (Seniors Achieving Independent Living) student I learned to use non-visual skills for cooking, computer input using the JAWS program and studied Braille. I am currently being trained to travel using a cane. I continue to participate in the senior programs at BISM.

Associations & Boards

National Federation of the Blind (NFB) I joined our local chapter February 2018 and attend meetings to learn more about programs available to visually impaired/blind individuals.

Merritt Mill Condominium Association, Salisbury, MD - Board of Directors

May 2017 May-2020 Elected to the Board as a Director At Large May 2018 Elected President As president I work with the board and our Property Manager to ensure fiscal responsibility and to improve communications with home owners and residents at Merritt Mill.

NARFE (National Association of Active & Retired Federal Employees) I joined my local Ocean Area chapter in June 2016. Since October 2017 I serve as Secretary & record minutes at monthly meetings and state conferences.

Pine Ridge Condominium Association, Norwich, CT – Board of Directors 2003-2015

At different times in twelve years as a board member I served as the president, vice president, treasurer and back-up secretary as needed. In those positions I chaired meetings, review financial records, reviewed bids, took meeting minutes and worked on several committees.

Work Experience

US Naval Submarine Base New London, Groton, CT (DoD) 1991-2014

As a Procurement Tech in the Contracts Dept. my responsibilities were:

Assisted Contract Specialists with administration of contracts, both pre and post award

Input and processed contract related documents in Navy specific programs

Set-up contract files & maintained Excel spreadsheets to track payments against contract value

Processed and paid contractor invoices electronically

Ordered supplies, tracked supply budget, and reconciled monthly credit card statement

Archived contract files when completed and recorded final payments in our financial system

Penn State University, Westmoreland County, PA Extension Office 1986-1990

I worked as a Nutrition Education Advisor teaching basic cooking, budgeting, and nutrition lessons to limited income families in their homes. I customized lessons and teaching methods to suit individual needs and preferences. I completed client intake forms, progress charts and compliance documentation for weekly and monthly reporting.