



MEMORANDUM

To: Julia Glanz, City Administrator
From: Laura Baasland, Administrative Office Associate
Subject: Appointment to the Friends of Poplar Hill Mansion Board of Directors
Date: November 21, 2018

Mayor Day would like to appoint the following person to the Friends of Poplar Hill Mansion Board of Directors for the term ending as indicated.

<u>Name</u>	<u>Term Ending</u>
Tom Truitt	November 2021

Attached you will find information from Tom Truitt and the Resolution necessary for his 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

3 August 2018

Dear Mayor Day,

I am very interested in joining the Friends Of Poplar Hill Mansion Board. Both my father (James T. Truitt II) and mother (Elizabeth "Bette" Truitt) have served on the board. My father was also a member of the Wicomico County Historical Society. It would be my honor to follow in their footsteps and help my home town of Salisbury prosper through the outstanding programs the Friends of Poplar Hill Mansion supports. As a proud lifetime Salisburian, I consider it my priority not only to learn more about the history of this beautiful area but also to help preserve its culture by educating others. The Poplar Hill Mansion is an important piece of that task, and I would welcome the opportunity to work with you and others to bolster funding and actions to emphasize this gorgeous and meaningful property.

Very Respectfully,
Tom Truitt
314 Park Avenue
Salisbury, Maryland 21801
443-694-3456

J. Thomas Truitt

Tom Truitt

314 Park Avenue, Salisbury, MD 21801

Phone: (443) 694-3456

Email: tennisnut2010@aol.com

- Synchronized an online budget matrix to gauge allocation of personnel and dedicate appropriate funding over a four year period
- Assessed employee skill levels and distributed work load equitably
- Streamlined logistical processes to immediately respond to customer needs
- Advised junior translators, reporters, and public speakers on linguistic challenges, writing styles, and methods of presentation to optimize the impact of their final product
- Researched and populated language data bases to expeditiously provide current information on languages, situation reports, and military logistics to U.S. policy makers, military commanders, and other members of the U.S. Intelligence Community
- Networked to coordinate itineraries for agency visitors. Ensured topics of discussion were clear cut, tipped superiors to potential points of contention, and recommended courses of action boost the mutual value of visits
- Interviewed and placed new employees. Recommended training courses and on-the-job training programs to expedite integration into the work force. Evaluated employees semi-annually to shape performance, scope chances of being promoted, and enhance marketable skills for future positions
- Recognized outstanding contributions of military, contractor, and civilian employees in award write-ups
- Counseled employees on disciplinary issues, carefully documenting all sessions

POSITION: SENIOR INTELLIGENCE ANALYST, GRAPHIC SPANISH LINGUIST FOR DEPARTMENT OF DEFENSE

DATES: September 1981 through November 1999

JOB DESCRIPTION: Translated foreign language material into English and issued reports to government agencies and military commands worldwide. Also maintained Spanish language data bases and briefed situation updates to coworkers, counterparts, and supervisors on breaking developments that impacted national security.

Success Stories

- Gained the trust and respect of colleagues, managers, and clients as a "go-to" person for Spanish language assistance
- Demonstrated excellent written and verbal communication skills when briefing visitors, managers, and co-workers on time-sensitive matters
- Lead round tables, working groups, and conferences to keep government agencies current on political, economic, technological, and military developments in their areas of interest

EDUCATION

- Wicomico High School (September 1973 through June 1977) Date of Graduation: 1 June 1977
- Salisbury University (September 1977 through May 1981) Date of Graduation: 23 May 1981
Degree: Bachelor of Arts in Liberal Arts and Spanish
- American Institute For Spanish Studies in Valencia, Spain, Valencia, Spain, September 1979 - May 1980. Spanish immersion program affiliated with Salisbury University, American Institute For Spanish Studies in Valencia Spain, and Universitat De Valencia. Lived with Spanish family off campus and attended advanced studies courses at Universitat de Valencia for one year.
- Oxford Seminars, Baltimore, Maryland, January 2008 - March 2008. Seminar on Teaching English to Speakers of Other Languages. Course held at John Hopkins University in Baltimore, Maryland, on weekends for nine hours per day. Completion certificate available on request.

VOLUNTEER

POSITION: Salisbury University's Career Connections Mentor Network

Link: <https://www.salisbury.edu/careerservices/alumni/MentorNetwork.html>

DATES: January 2015 - Current

DESCRIPTION: Alumni-based interactive resource for students, faculty, and other alumni to share job experiences

Success Story

- Served on the March 2015 Bellavance Honors Program Board. Provided academic counseling and guidance to freshman honors students during two 50-minute classes.

POSITION: Instructor/Mentor for Junior Achievement Program of the Eastern Shore of Maryland

DATES: February-March 2016

DESCRIPTION: Mentor for Junior Achievement of the Eastern Shore of Maryland

Success Story

- Taught an after-school class on entrepreneurship to high school students. The two-month course, sponsored by the Wicomico County Board of Education's "Project Success", was divided into seven sessions which guided students to complete a business plan on a product or service they chose to develop.

ORGANIZATIONS

POSITION: Member

DATES: January 2015

COMPANY: American Translators' Association (ATA)

DESCRIPTION: ATA (<http://www.atanet.org>) is an organization for the betterment of translators and interpreters via worldwide resources. Focuses on career development, networking, certifications, seminars, and continuing education.

Success Story

- Attended ATA 2014 Annual Conference in Chicago from 3 to 8 November. Over 175 interactive seminars, events, and exhibits. Many sessions were in Spanish only.

1 **RESOLUTION NO. 2884**

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3 BE IT RESOLVED, by the City of Salisbury, Maryland that the following
4 individual is appointed to the Friends of Poplar Hill Mansion Board of Directors, for the
5 term ending as indicated.

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<u>Name</u>	<u>Term Ending</u>
Tom Truitt	November 2021

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

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14 ATTEST:

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17 _____
18 Kimberly R. Nichols
19 CITY CLERK

John R. Heath
PRESIDENT, City Council

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21
22 APPROVED BY ME THIS

23
24 _____ day of _____, 2018.

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27 _____
28 Jacob R. Day
29 MAYOR, City of Salisbury