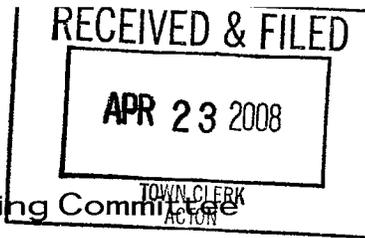




Volunteer Coordinating Committee

Volunteer Application



4/22/08 *Christy* ✓  
17  
Town of Acton  
472 Main Street  
Acton, MA 01720

Telephone (978) 264-9612  
Fax (978) 264-9630  
E-mail vcc@acton-ma.gov

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and forward it to the Office of the Town Manager at Town Hall.

(Please print or type)

Title Mr. <u>(Mrs.)</u> Ms. Dr.	E-mail Address <i>rajani.lakhani@msn.com</i>	Date <i>04/21/2008</i>
Last Name <i>LAKHANI</i>	First Name <i>RAJNI</i>	Middle Initial
Street Address <i>9 DAVIS Rd, B-11</i>	Home Phone <i>978-274-2442</i>	Business Phone

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: Volunteers Co-ordinating Committee (for the Acton Outreach Steering Committee)

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: N/A  
(Was not the member of any Board or Committee in USA)

Do you have any time restrictions? Will not be able to commit/attend in the mornings

Are you a U.S. Citizen? No How long have you lived in Acton? 1 1/2 yr. In Massachusetts? 1 1/2 year

Present occupation and employer (Optional: Attach résumé) 1. SOVEREIGN BANK  
2. MERRIAM AFTER SCHOOL PROGRAMME

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? NO

Education or special training: Bachelors in Education & Masters in English literature.

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc.:

1. Have been the Secretary of the Retreat at School
2. Have Spearheaded many Programmes organised at the school level.
3. Been a part of many Community/Social Services programmes.

Town of Acton Volunteer Boards, Committees and Commissions

- |                                   |  |
|-----------------------------------|--|
| Acton Community Housing           | Historic District Commission               |
| Acton-Boxborough Cultural Council | Historical Commission                      |
| Aging, Council on                 | Joint Technology Advisory Committee        |
| Appeals, Board of                 | Metropolitan Advisory Planning Council     |
| Assessors, Board of               | Minuteman Home Care                        |
| Cable Advisory Committee          | Minuteman Vocational School Representative |
| Cemetery Commission               | Personnel Board                            |
| Commission on Disabilities        | Planning Board                             |
| Community Preservation Committee  | Public Ceremonies Committee                |
| Conservation Commission           | Recreation Commission                      |
| Fair Housing Committee            | South Acton Revitalization Committee       |
| Finance Committee                 | Town Report Committee                      |
| Hanscom Field Advisory            | Transportation Advisory Committee          |
| Health, Board of                  | Volunteer Coordinating Committee           |

*Thank you.* If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, (978) 264-9612.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

<b>VCC Interview</b>	<b>Appointing Body</b>
Applicant Called _____	Selectmen / Manager / Moderator
Schedule Date & Time _____	Interview Date _____
Recommendation _____	Appointed Date _____
	Term _____
Board, Committee or Commission	
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
	Notification of Appointment
Recommendation Sent _____	Received by VCC _____
	Committee Notified _____
	Applicant Notified _____

No openings at this time

## **Rajani Lakhani**

9 Davis Road, Unit B11  
Acton, MA 01720  
Tel: (978) 274-2442  
Cell: (508) 826-0996  
Email: [rajani\\_lakhani@msn.com](mailto:rajani_lakhani@msn.com)

### **QUALIFICATIONS:**

- A trained teacher, with an experience of fourteen years.
- Strong organizational skills.
- Experienced in coordinating Cultural events and Competitions of Inter-School level
- Strong Public Relations Management Skills
- Excellent communicator with a strong command over English

### **PROFESSIONAL EXPERIENCE:**

#### **In the Field of Education:**

**Sept'07 – to date: Part of the Merriam After And Before School Program**

**Oct'96 - Jan'06: High School Teacher, in Chennai and Mumbai, India.**

- Taught English (language and literature) and History to 9<sup>th</sup> and 10<sup>th</sup> grade students.
- Organized and managed several events, including Annual Day, Sports and Educational Tours.
- Held office in the PTA (Parent Teacher Association) and local Rotary Club Chapter.
- Editor of School Magazine

**Sept'88-April'95 Teacher and Supervisor at the Elementary Level in Calcutta, India**

- Taught at the elementary Level
- Shouldered Administrative responsibilities pertaining to the Staff and students of that Section
- Responsible for handling the PTA

**In the Field of Office Administration:**

**March'08 –Present Customer Sales Representative, in the Sovereign Bank (Acton Branch)**

**Nov'06 – March'08 Business Administrator, Asiana Imports, Inc.**

- Responsibilities for day-to-day operation, inventory management and procurement of merchandise from local and off-shore supply base. Current employer is an Importer and retailer of food and household products.

**Aug'83 – Aug'88: Administrative Assistant, SAIL- Steel Authority of India Limited**

- Managed company records as well as Personnel data of the entire organization (approx 2000)
- Organized and coordinated meetings
- Handled the Verbal and written communications of the Office of the General Manager( Maintenance)

**EDUCATION:**

- B.Sc. (Bachelors of Science) in Biology, University of Burdwan, West Bengal. India. GPA: 3.2/4.0
- M.A. (Masters in Arts) in English Literature, University of Burdwan, West Bengal. India. GPA: 3.0/4.0
- B.Ed. (Bachelors in Education), University of Calcutta. India. GPA: 3.2/4.0

**OTHER QUALIFICATIONS:**

- Basic Fundamentals in Computer knowledge

**REFERENCES AND FURTHER DATA WILL BE MADE AVAILABLE UPON REQUEST.**