

Lisa Tomyl

From: Franny Osman [frannyola@gmail.com]
Sent: Tuesday, July 08, 2014 8:58 AM
To: Lisa Tomyl
Subject: Re: Kenneth Zhou - EDC

I met him at EDC and am thrilled with so much about him! That's a recommendation. I will be there Monday.

On Tue, Jul 8, 2014 at 8:39 AM, Lisa Tomyl <ltomyl@acton-ma.gov> wrote:

Hi Franny;

Could you please review the recommendation from the VCC regarding appointing Kenneth Zhou to the EDC? I am planning to add him to consent for Monday's meeting, but after realizing that Peter will be out, all committee appointments may have to move to the 28th.

Regards,

Lisa

VCC Recommendation for Kenneth Zhou

The Volunteer Coordinating Committee met June 23, 2014 and interviewed Kenneth Zhou as an applicant for the Economic Development Committee. His first choice is the EDC and might be interested in another committee later on. He has a BA in Economics and has lived in Acton for 17 years. He has a background in economics and wants to be more involved in the community. He feels that Acton could do more with what they have than what they do now and that the development of Acton and (his) being involved is crucial to Acton's future. He has attended meetings of the EDC and has the time to be on the committee. He has not attended Town Meeting but intends to go. He has no apparent conflicts of interest.

It was moved and seconded to forward Kenneth Zhou for further consideration for the Economic Development Committee. It was voted and passed unanimously.

I will begin attending meetings (for EDC, at least) in June
email VCC 5/27/14



VOLUNTEER COORDINATING COMMITTEE

VOLUNTEER APPLICATION

TOWN HALL
472 MAIN STREET
ACTON, MA 01720

TELEPHONE (978) 929-6611
FAX (978) 929-6350
EMAIL VCC@ACTON-MA.GOV

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

(Please print or type)

Date: 5/26/2014

Title <input checked="" type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Ms. <input type="radio"/> Dr.	First Name <u>Kenneth</u>	Last Name <u>Zhou</u>
Street Address <u>18 Faulkner Hill Road</u>		
Phone Number(s) <u>(978) 621-4214</u>		Email Address <u>kennethzhou321@gmail.com</u>

Please indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: _____

- ① Economic Development Committee
- ② Recreation Commission
- ③ Volunteer Coordinating 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: None.

Do you have any time restrictions? Summer internship: Mon-Fri @ 8AM-4PM

Are you a United States Citizen? Yes Are you a Documented Resident Alien of Acton? What does this mean?

How long have you lived in Acton? 17 years In Massachusetts? ~20+ years

Present occupation and employer (Optional: attach resume): Sales Operations Analyst Intern @ Nuance Communications, Inc.

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 and special training: B.A. in Economics, UMass Amherst (more in resumé)

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 interests/hobbies, etc.: I have a huge interest in working for economic development & have a lot of experience working with other people to develop their ideas & solutions. See resumé for background

Thank you for your interest. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee at vcc@acton-ma.gov.

Current membership may be obtained through the Town Manager's office at Town Hall, manager@acton-ma.gov / (978) 929-6611.

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

VCC Interview

Applicant Called _____

Schedule Date & Time _____

Recommendation _____

Board, Committee or Commission

Recommendation Sent _____

Appointing Body

Selectmen / Manager / Moderator

Interview Date _____

Appointed Date _____

Term _____

Member / Alternate / Associate

Notification of Appointment

Received by VCC _____

Committee Notified _____

Applicant Notified _____

No Openings at this time

18 Faulkner Hill Road, Acton, MA 01720
978.621.4214 | kennethzhou321@gmail.com

KENNETH ZHOU

EDUCATION

- University of Massachusetts at Amherst, College of Social & Behavioral Sciences** **Amherst, MA**
Bachelor of Arts in Economics – Magna Cum Laude *September 2010 – May 2012, September 2013 – May 2014*
- **Major GPA:** 3.97/4.00; **Cumulative GPA:** 3.87/4.00
 - **Honors:** Dean's List (*Fall 2010, Spring 2011, Fall 2011, Fall 2013, Spring 2014*)
- New York University, College of Arts and Sciences** **New York, NY**
Bachelor of Arts in Economics (Expected); Transfer Student – Left Due to Financial Reasons *September 2012 – August 2013*
- **Major GPA:** 3.70/4.00; **Cumulative GPA:** 3.42/4.00
- Harvard University, School of Extension Studies** **Cambridge, MA**
Non-Degree *January 2013 – May 2013*
- **GPA:** 4.00/4.00
 - **Courses Enrolled:** *Principles of Finance, Financial Accounting*

PROFESSIONAL EXPERIENCE

- Nuance Communications, Inc.** **Boston, MA**
Sales Operations Analyst Intern *May 2013 – August 2013, May 2014 - Present*
- Worked with Sales Operations to support global account managers, a new position that manages multi-region partners across the globe, by developing a guide for Global Alliance Management for current and future managers. Guide details key processes and tools (such as Salesforce), account planning, partnership development, reporting and dashboards.
 - Using Salesforce, created reports and visual dashboards to compare current and past sales data by fiscal quarter, region, lines of business, etc. so global account managers can have real-time data to analyze the performance of their accounts for purposes such as Quarterly Business Reports with our partners.
 - Reorganized, cleaned, and maintained quality of data in Salesforce to aid reporting to our key global market partners.
- Fund for the Public Interest** **Boston, MA**
Administrative Assistant *February 2013 – July 2013*
- Data entry, filing, collect tax forms & daily numbers forms, and other general administrative duties
 - Compile daily payroll & Final Payment of Wages; compile & enter biweekly payroll and travel reimbursements
- Massachusetts Public Interest Research Group** **Amherst, MA**
Intern *January 2012 – May 2012*
- Organized successful fundraisers for Campaign Against Hunger and Homelessness to mitigate the growing homelessness and poverty in Amherst, MA
 - Recruited, organized, and coached volunteers to help run fundraisers to raise money and spread awareness of poverty
- Children Helping Children** **Massachusetts Area**
Founder, Co-President *September 2004 – August 2010*
- Founded an independent, non-profit, youth-run charity to raise awareness for children in need
 - Fundraised, through concerts and talent shows to help aid impoverished schools, children of families affected by natural disasters such as Sichuan Earthquake, and Boston Children's Hospital to fight against Leukemia
 - **Awarded: Massachusetts Governor's Citation by Mitt Romney (See "Awards")** *December 2004*

LEADERSHIP & EXTRACURRICULARS

- Brittany Hall Council at New York University** **New York, NY**
Director of Communications *September 2012 – December 2012*
- Elected to oversee all advertising for events, communicated such events with students and organized structure of events
- Northeast Area Government at University of Massachusetts, Amherst** **Amherst, MA**
President *June 2011 – May 2012*
- Elected to manage finances of the area's nine dorm buildings, organize and budget events for FY2012
 - Hold weekly meetings with self-appointed executive board & bi-weekly meetings with advisors to discuss plans & funds
 - Represent and efficiently serve the various interests and needs of the area's 2000+ student body

AWARDS

- Phi Kappa Phi Honor Society – Certificate for High Scholastic Achievement** *April 2012*
- Awarded for outstanding academic standing in the top 5% of second-semester sophomores at UMass Amherst
- Massachusetts Governor's Citation** *December 2004*
- Met Governor Mitt Romney in the Massachusetts State House and received his Governor's Citation for running non-profit charity Children Helping Children for the benefit of children in need.

SKILLS & INTERESTS

Skills: Salesforce, Microsoft Office, STATA, Econometrics, Public Speaking and Debate, Piano (16 years), Dance (3 years)
Languages: Cantonese Chinese (Intermediate), Mandarin Chinese (Intermediate)

OTHER WORK EXPERIENCE

Staples

Sales Associate

Acton, MA

February 2013 – May 2013

- Store front-end duties such as cashiering, merchandise loss prevention, taking care of returns
- Addressing customer concerns and representing Staples's dedication to excellent customer service

University of Massachusetts at Amherst Police Department

Amherst, MA

Security Monitor

September 2011 – February 2012

- Maintain dormitory security by checking for valid student identification of every entering student
- Mark down the personal information of every non-resident of the building, stop and report offenders

Let's Get Ready!

Dorchester, MA

Teacher

June 2011 – August 2011

- Educated and taught inner city students the Reading Comprehension and Writing portions of the SAT
- Provided high school seniors with guidance and review on their college essays & college application process