

Lisa Tomyl

From: Katie Green [kgreen0528@gmail.com]
Sent: Tuesday, January 20, 2015 8:57 AM
To: Charlie Aaronson
Cc: Lisa Tomyl
Subject: Re: VCC Recommendation for Recreation Commission

Thanks, Charlie! I met Carol at the last Recreation Committee meeting and think she would be a good fit. Lisa, please put her application on the consent agenda for our 1/26 meeting.

Best,

Katie Green
www.katiegreenforacton.com

On Tue, Jan 20, 2015 at 2:48 AM, Charles Aaronson <charlie@charlieaaronson.com> wrote:

Ready to go.

email VCC 8/21/14



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: 8-18-14

Title Mr. Mrs. <u>Ms</u> Dr.	First Name <u>CAROL</u>	Last Name <u>Gerolamo</u>
Street Address <u>9 B. Bayberry Rd. Acton MA.</u>		
Phone Number(s) <u>617-538-2321</u>		Email Address <u>C1gero72@hotmail.com</u>

Please indicate below, in order of preference, the Board, Committee or Commission that is of interest to you:
1 Recreation Commission 3 Volunteer Com
2 Acton 2020 (or any others) 4 Transportation

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: No

Do you have any time restrictions? evenings + weekends only

Are you a United States Citizen? yes Are you a Documented Resident Alien of Acton? —

How long have you lived in Acton? 13 years In Massachusetts? my whole life!

Present occupation and employer (Optional: attach resume): MarketOne/Waltham, MA.
(Marketing Analyst)

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? None

Education and special training: B.A. degree - Merrimack College

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.: Special Interests/
Hobbies - enjoy Parks, athletics, Sports + the Beauty of
The Conservation + Nature that Acton affords to its
lands. Residents!

7/27/2012 Strong background in Human Resources, Career Counseling

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 _____

Appointing Body

Selectmen / Manager / Moderator

Interview Date _____

Appointed Date _____

Term _____

Board, Committee or Commission

Member / Alternate / Associate

Recommendation Sent _____

Notification of Appointment

Received by VCC _____

Committee Notified _____

Applicant Notified _____

No Openings at this time

Carol Gerolamo

9B Bayberry Road, Acton, MA 01720

clgero72@hotmail.com

617-538-232

SUMMARY OF QUALIFICATIONS

- A highly organized, self-motivated professional with excellent communication and problem resolution skills
- Performs independently and a strong contributor to the team
- Highly Focused with strong attention to detail
- Experience working with diverse clientele from various socioeconomic backgrounds
- Proficient with Microsoft Word, Salesforce, Access and Telecloud databases

EDUCATION

**Bachelor of Arts Degree, Psychology
Merrimack College, North Andover, MA**

PROFESSIONAL EXPERIENCE

MARKETONE, Waltham, MA

2012- present

Sales/Marketing Analyst

- Conduct research and develop leads for clients through outbound calls
- Identify key decision makers and gain knowledge about purchasing trends
- Document information by managing databases to include Salesforce and Telecloud
- Provide well written reports as summarization of interviews with sales leads.

H & R BLOCK, Bedford, MA

2012

Client Service Professional (seasonal)

- Schedule clients with tax professionals, identify and communicate products and services
- Support office tax professionals and district office team members with daily priorities
- Utilize client database, appointment scheduling and point of sale software, partner with team to maintain office organization and availability of company materials

LINCOLN TECHNICAL INSTITUTE, Lowell, MA

2004 - 2011

Career Services Representative

Awarded Certificate of Recognition for Excellent Customer Service- March 2008

- Successfully contributed to 80% job placement rate
- Secured job openings from employers and arranged interviews for graduates of programs in Medical Assisting, Medical Administrative, Pharmacy Technicians and Computer Repair
- Conducted Career development workshops and monitored graduates job search activities
- Maintained placement statistics, and provided Career Service guidance
- Utilized CampusVue relational database for record keeping of Department activities and conducted feasibility studies for new programs

OFFICE TEAM, Lexington, MA

2003 - 2004

Administrative Assistant

- Held various temporary assignments at companies that included Concord Hillside Medical Associates, Town of Bedford, Keyspan and Applied Behavioral Associates.
- ~~• Utilized Meditech software for retrieval and update of patient demographics and insurance information~~
- Photocopied and distributed customer orders, filed and updated records, sent out mailings to customers
- Answered phones and greeted clients and served as Administrative clerical aide to Directors and Managers

Job Counselor

- Secured internships for students and provided job and career coaching
- Evaluated students in work assessments and participated in verbal and written evaluations

TECHNICAL AID CORPORATION, Waltham, MA

1996 - 2002

Technical Recruiter

- Responsible for the sourcing and recruiting qualified contract employees to fill client requirements
- Conducted reference checks and negotiated candidate wages
- Responsible for the placement of Contractors that included Manufacturing Engineers, Buyer-Planners, Technical Writers, Materials and Production professionals

COMPUTER PROCESSING INSTITUTE, Cambridge, MA

1995 - 1996

Placement Representative

- Secured employment opportunities for graduates of computer programs
- Conducted presentations for classes in Job Search Strategies and Career Development
- Handled all administrative tasks to include filing, correspondence and data entry for the Department.

FIELD WORK BOSTON, Waltham, MA

1994

Telephone Interviewer/Recruiter

- Contacted and recruited participants for marketing research focus groups
- Prescreened all participants for eligibility based on clients needs via telephone
- Documented participants contact information to include occupation and usage of product lines

ADDITIONAL EXPERIENCE

- **Temporary Contract Work-** Administrative Assistant/Receptionist, Acton, MA- 2012
- **Customer Service Representative-** USCI/Bard Cardiosurgery, Billerica, MA
- **Employee Benefits Coordinator-** USCI/Bard, Billerica, MA

VOLUNTEER ACTIVITIES

HOLY FAMILY PARISH, Concord, MA

2011

Volunteer

- Assisted the Director of Faith Formation with ongoing events to include Adult Faith Speaker programs
- Served as member of Special Events Committee and Faith Formation Commission
- Taught Religious Education to High School students in classroom and community settings