



Fiscal Year 2017
HUD Entitlement Grant Program
Application for Funding

HOUSING PROJECTS

SUMMARY INFORMATION

GENERAL INFORMATION

Applicant legal name:	
Project Name:	
Amount of funding requested:	

PROJECT INFORMATION

Location of project:				
Goal(s) of the project (be specific and succinct):				
Priority need(s) that the project will address (Consolidated Plan):				
Total number of households who will be served:		% below 80% AMI:		% below 60% AMI:
Characteristics of people who will be served (i.e., youth, elderly, disabled, formerly incarcerated, homeless, etc.):				
Proposed use of requested funds (i.e., professional fees, construction, down payment assistance, etc.):				
Total project cost:		Leverage (divide total funding from other sources by amount requested):		

CONTACT INFORMATION

Head of Agency Information	
Name:	
Title:	
Address:	
Phone Number:	
E-mail Address:	
Application Contact Information	
Name:	
Title:	
Address:	
Phone Number:	
E-mail Address:	

PROJECT DESCRIPTION

In the space below, provide a clear project summary that includes a description of the proposed project. Include the census tract number within which the project will be located (see Application Instructions).

PROJECT DESCRIPTION (continued)

Explain how the amount of funding requested is justified, taking into account other available sources of funding for the project type. Explain how, and when, the cost estimates for the project were prepared. Provide the name, title, company name, and qualifications of the individual who prepared the costs estimates.

Is the proposed activity located in the flood hazard area? Yes No

- If so, in the space below, describe how your plans for the project take this into account.

If your project involves Tenant Based Rental Assistance, in the space below, explain how you will locate and secure appropriate units that meet Housing Quality Standards and are rent-reasonable.

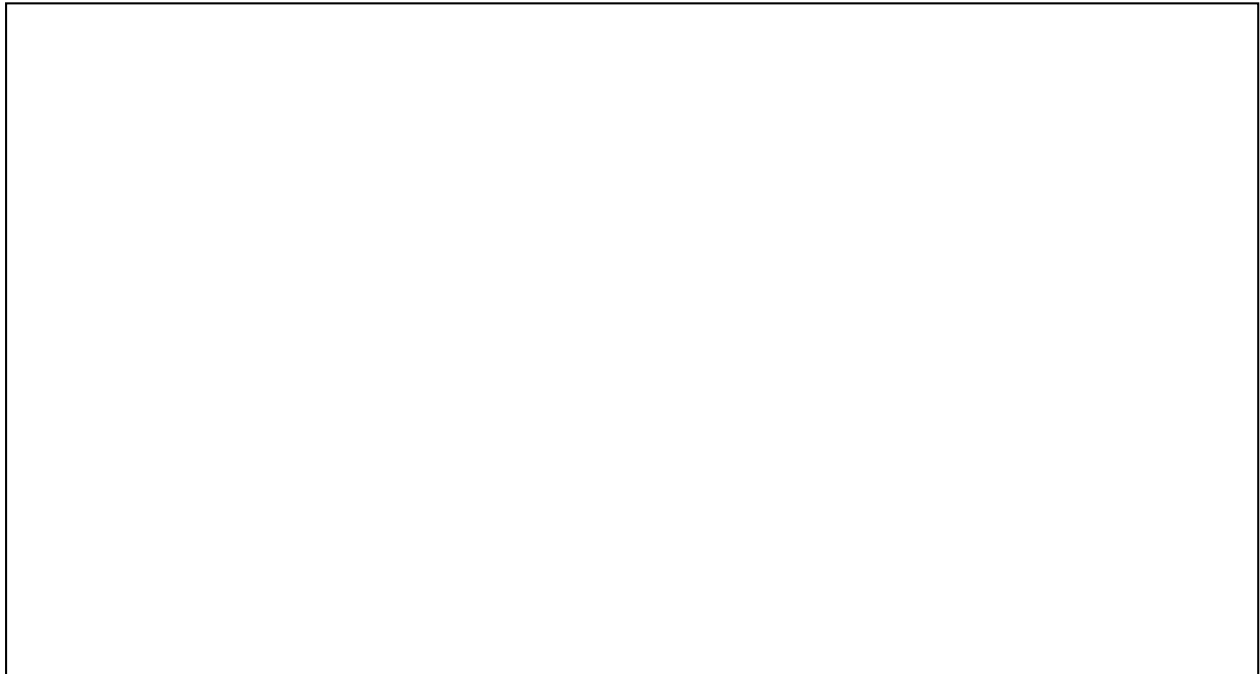
POPULATION SERVED & PROJECT IMPACT

Describe the population the project will serve, being sure to include income levels (i.e., 30% AMI, 50% AMI, 60% AMI, and 80% AMI), and any special needs characteristics (disabled, elderly, homeless, etc.). How has the project been designed to address the specific needs of this population?

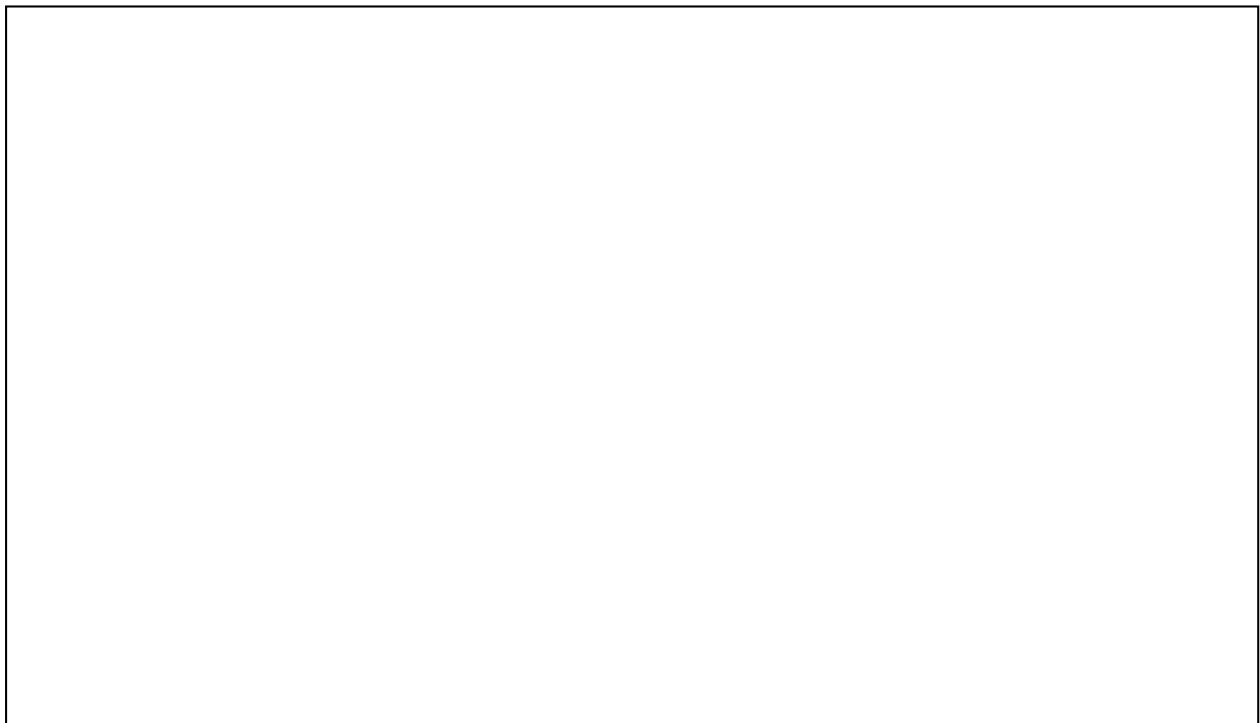
Explain the project goal(s). How will each goal be measured and documented to confirm whether or not the goal has been met?

POPULATION SERVED & PROJECT IMPACT (continued)

Will your project advance the City's goal of ending and preventing homelessness? How?

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed response to the question about ending and preventing homelessness.

Will your project advance the City's goal of moving people out of poverty? How?

A large, empty rectangular box with a thin black border, intended for the applicant to provide a detailed response to the question about moving people out of poverty.

ORGANIZATIONAL CAPACITY

Describe your agency's experience in successfully implementing projects of similar scope and comparable complexity to the proposed project.

Describe your staffing plan for the proposed project. Indicate what percentage of each staff member's time will be allocated to this project and how many other projects, in addition to the one proposed, each staff member will be responsible for. If you are requesting funds to pay for staff salaries, please explain how the proposed project will be impacted if full funding is not awarded.

CERTIFICATION & SUBMISSION REQUIREMENTS

By checking this box and providing the following information, I certify the statements made in this application are true and correct, and I am authorized to submit this application on behalf of my organization.

Name

Date

Organization

Title/Role

E-mail address

Phone number

Is your organization a 501(c)(3)? Yes No

Federal Tax ID: _____

DUNS #: _____

Required attachments:

- Excel budget page
- Resumés of key staff and/or consultants who will be responsible for this activity
- A list of your organization’s current board members
- Architectural drawings, including site plan
- Copies of all environmental reports and related documents (such as SHPO review) completed to date
- Costs estimates prepared by a qualified third party (architect, engineer, etc.)
- Letter(s) of commitment from any other individuals or entities (outside your own organization) whose participation is required for project completion
- Evidence of commitment for any funds indicated as “secured” in your project budget
- The most recent Form 990 or tax returns for the applicant entity

Optional attachments:

- Letters of support
- Program materials, such as brochures, program guidelines, or outreach materials

Submission requirements:

- One original of the complete application, including all attachments
- Thirteen (13) double-sided copies of the complete application, including all attachments except Form 990/tax return
- One electronic copy of the application, including all attachments, on a disc or a flash drive.
- Complete application packages must be received by noon, February 28, 2017 at the following address:

Ithaca Urban Renewal Agency
3rd floor, City Hall
108 E. Green Street
Ithaca, NY 14850

- Applications will be date- and time-stamped upon arrival. Applications received after the deadline will not be considered.

HOUSING PROJECT DEVELOPMENT BUDGET

SOURCES - PERMANENT

FUNDING SOURCE TITLE		AMOUNT SECURED*	AMOUNT UNSECURED	% OF TOTAL BUDGET
1.	FY 2017 CDBG/HOME		\$35,000.00	37.34%
2.	Ithaca Neighborhood Housing Services	\$29,219.00		31.17%
3.	Tompkins County Office of the Aging		\$9,517.00	10.15%
4.	HOME, Access to Home, AHC		\$20,000.00	21.34%
5.				0.00%
6.				0.00%
7.				0.00%
8.				0.00%
TOTAL SECURED & UNSECURED FUNDING		\$29,219.00	\$64,517.00	100.00%
TOTAL PROJECT BUDGET		\$93,736.00		100%

LEVERAGE OF SECURED FUNDING PERCENTAGE	31.17%
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* Supporting documentation is required for amounts listed as secured.

USES

PERSONNEL EXPENSES: POSITION TITLES	PROPOSED CDBG/HOME	PROPOSED OTHER	TOTAL
Mini Repair Specialist	\$35,000.00	\$3,912.00	\$38,912.00
Admin. Support Staff (Dir. of Construction Services, Finance Director Receptionist, Grants Manager)		\$12,841.00	\$12,841.00
			\$0.00
A-TOTAL PROPOSED PERSONNEL BUDGET	\$35,000.00	\$16,753.00	\$51,753.00

NON-PERSONNEL EXPENSES: LINE ITEM/TYPE	PROPOSED CDBG/HOME	PROPOSED OTHER	TOTAL
Acquisition - All Other			\$0.00
Construction		\$20,000.00	\$20,000.00
Construction Contingency			\$0.00
Hazmat Abatement			\$0.00
Architectural & Engineering Fees			\$0.00
Other Professional Fees			\$0.00
Construction Financing Costs			\$0.00
Permanent Financing Costs			\$0.00
Developer Fee			\$0.00
Capitalized Operating Reserve			\$0.00
Capitalized Replacement Reserve			\$0.00
Soft Cost Contingency			\$0.00
Total of All Other Costs (list separately individual line items exceeding \$50,000)			\$0.00
Insurance		\$3,766.00	\$3,766.00
Truck Operation		\$7,500.00	\$7,500.00
Office space, computer, phone, copying, supplies		\$7,717.00	\$7,717.00
Materials		\$3,000.00	\$3,000.00
B-TOTAL PROPOSED NON-PERSONNEL BUDGET	\$0.00	\$41,983.00	\$41,983.00
(A+B) TOTAL PROPOSED PROJECT BUDGET	\$35,000.00	\$58,736.00	\$93,736.00



**Ithaca Neighborhood
HOUSING SERVICES**

February 25, 2017

Ithaca Urban Renewal Agency
108 East Green St.
Ithaca, NY 14850

Re: Funding Commitment for 2017 Mini-Repair Application

Dear IURA Members:

This letter is to confirm that Ithaca Neighborhood Housing Services will commit to spending at least \$29,219 on salaries, benefits and other operating expenses related to our 2017 Mini-Repair program.

These funds will come from the INHS Operating Fund, provides most of the funding for staff and other operating expenses.

Very truly yours,



Paul Mazarella
Executive Director

Paul Mazarella

39 Woodcrest Avenue
Ithaca, New York 14850
pmazarella@ithacaNHS.org

EDUCATION

Duke University
Durham, NC

Bachelor of Arts, Political Science
1973

Cornell University
Ithaca, NY

Master of Regional Planning
1979

Continuing Education

Harvard University
Cambridge, MA

Kennedy School of Government
Executive Leadership Program
2003

EMPLOYMENT

Executive Director
Ithaca Neighborhood Housing Services
Ithaca, NY

1990 to present

Executive leadership of a nationally-acclaimed community development corporation that has revitalized the City of Ithaca and created affordable housing throughout Tompkins County. Highly successful neighborhood revitalization and affordable housing programs include real estate development, property management, lending, homebuyer education and housing rehabilitation services. Also appointed Executive Director of Better Housing for Tompkins County in January 2015 and led the two organizations through a formal affiliation and ongoing partnership.

Visiting Senior Lecturer
Cornell University
Ithaca, NY

2008 to present

Created a graduate-level course on affordable housing policy and programs in Cornell's College of Architecture, Art and Planning. Designed for planning and real estate professionals, this course emphasizes the practical application of affordable housing theory and programs.

Executive Director
Mutual Housing Association of Tompkins County
Ithaca, NY

1992 to 1998

Led the creation of a new resident-led non-profit housing corporation. Supervised all phases of the development of a \$2.4 million, 28-unit affordable housing project; the establishment of management and oversight systems; and the training of resident leaders.

Deputy Director
City of Ithaca Department of Planning and Development
Ithaca, NY

1984 to 1990

Design and implementation of the City of Ithaca's most prominent planning and economic development projects. Successful completion of the \$30 million Collegetown Commercial Redevelopment Program; the City's first municipal industrial park; the Strategic Housing and Neighborhoods Plan, the West Hill Master Plan, and

the creation of innovative zoning schemes. Key roles in departmental administration, personnel supervision, budget oversight, work plan development and external relationships.

Planning Director

Town of Amherst
Amherst, MA

Sept. 1981 to July 1982
June 1983 to Sept. 1984

Directed all planning, economic development and community development activities for a progressive community of 35,000. Assisted Town Manager, Board of Selectmen and ten other boards and committees. Development and implementation of the Town's planning and development review programs. Projects ranged in scope from open space planning to transit system financing.

Town Planner

Town of West Springfield
West Springfield, MA

July, 1982 to June, 1983

Directed all planning, community development and grants activity for a town of 29,000. Developed a rental housing rehabilitation program, CBD revitalization project and major revisions to the Town's zoning and subdivision regulations. Assisted private developers on over \$25 million in commercial real estate development.

Associate Planner

Tri-County Regional Planning Commission
Lansing, MI

1979 to 1981

Comprehensive transportation planning for a three-county area with population of 380,000. Responsibilities included transit operation and local government planning.

Assistant to the Executive Director

City of Salem Housing Authority
Salem, OR

1975 to 1976

Planning and administrative support for a 560-unit public housing authority. Administered a national pilot of the Section 8 Housing Voucher Program.

PROFESSIONAL SERVICE

Board of Directors	Community Housing Capital
Board of Directors	National NeighborWorks Association
Board of Directors	Neighborhood Capital Corporation
Board of Directors	Neighborhood Preservation Coalition of New York
Board of Directors	Tompkins County Chamber of Commerce
Chair	New York NeighborWorks Alliance
Member	Massachusetts Association of Planning Directors
Member	American Planning Association

COMMUNITY SERVICE

Board of Directors	Alternatives Federal Credit Union
Board of Directors	Ithaca Community Childcare Center
Board of Directors	Gadabout Transportation Services
Steering Committee	Ithaca Area Community Loan Fund
Member	City of Ithaca Downtown Vision Task Force
Member	City of Ithaca Southwest Vision Committee

Scott D. Reynolds
929 Tioga St.
Ithaca, NY 14850
(607) 379-2029

SKILL SUMMARY

I have over 30 years experience in affordable housing doing homeowner lending, construction project management, and real estate development using all types of county/state/federal funding including Low Income Housing Tax Credits, NYS Housing Trust Funds, Community Development Block Grants, and HOME funds.

I am a successful and experienced grant writer, grant compliance administrator, and contracts manager for homeowner purchase, homeowner construction, and real estate development projects. I am an experienced real estate project developer for for-sale and rental projects from \$100K to \$15MM. I am an experienced construction project manager for both residential and light commercial construction with extensive experience with and a focus on sustainable building techniques including obtaining LEED and Energy Star certifications.

I am an advanced user/programmer for spreadsheet, word processing, computer-aided-design, database, desktop publishing, and system backup software. I can administer, support, and troubleshoot PC networks including software/hardware installation and support. I have eight years of professional experience in chemical engineering process research and scale-up, experiment design and coordination, and data collection and analysis.

I am adept at working unsupervised on many different and unrelated tasks and can learn new techniques/skills quickly with minimal training and support. I am able to schedule, prioritize, and perform varied tasks simultaneously under intense pressure from staff/funders/customers.

I work well in both team/group as well as hierarchical environments. I have supervised and trained other staff including engineers and technicians. I have extensive experience with internal agency communications including technical reports and external communication with customers and the community.

PROFESSIONAL EXPERIENCE

Deputy Director

06/16-present

Ithaca Neighborhood Housing Services

Ithaca, NY

- * Oversee all of INHS's business and strategic planning as well as the day-to-day management of INHS's computer and data systems.
- * Responsible for all agency policy compliance
- * Write grants
- * Report to funders, board, and committees.
- * Support a 30+ computer server based network including day-to-day troubleshooting and software/hardware purchase and installation.
- * Build and troubleshoot custom Access databases and other software solutions for the entire agency.
- * Develop and maintain complex financial models for the entire agency.
- * Collect data for the agency. Analyze data and write summary reports.

Director for Real Estate Development

01/10-06/16

Ithaca Neighborhood Housing Services

Ithaca, NY

- * Responsible for all agency real estate development including all predevelopment, creating proformas, writing grants, development team assembly and supervision, construction project monitoring, and closeout.

- * Developed over \$75MM in real estate.
- * Report to funders, board, and committees.
- * Support a 30+ computer server based network including day-to-day troubleshooting and software/hardware purchase and installation.
- * Build and troubleshoot custom Access databases and other software solutions for the entire agency.
- * Develop and maintain complex financial models for the entire agency.
- * Collect data for the agency. Analyze data and write summary reports.

Director of Construction Services

6/06-12/09

Ithaca Neighborhood Housing Services

Ithaca, NY

- * Supervised 4 staff as well as manage a full construction management workload.
- * Responsible for \$2,000,000 of yearly construction including reporting to funders, board, and committees.
- * Support a 15 computer NT server based network including day-to-day troubleshooting and software/hardware purchase and installation.
- * Build and troubleshoot custom Access databases and other software solutions for the entire agency.
- * Develop and maintain complex financial modeling for the entire agency.
- * Collect data for the agency. Analyze data and write summary reports.

Construction Manager

9/94-6/06

Ithaca Neighborhood Housing Services

Ithaca, NY

- * Supervised numerous residential construction projects including specification writing, making CAD and hand drawings, contractor hiring, and overall project supervision.
- * Supported a 12 computer NT server based network including day-to-day troubleshooting and software/hardware purchase and installation.
- * Built and troubleshot custom Access databases and other software solutions for the entire agency.

Mini-Repair Specialist

9/92-9/94

Ithaca Neighborhood Housing Services

Ithaca, NY

- * Responsible for the entire MiniRepair program, working with elderly/disabled clients to improve their housing and general living situations, including inspections and intake, repairs, and billing.
- * Supported a 10 computer Mac/PC hybrid network including day-to-day troubleshooting and software/hardware purchase and installation.

Carpenter

10/87-9/92

Various firms

Ithaca, NY

Chemical Engineer

6/79-8/87

Rohm and Haas Company

Philadelphia, Pa. 19137

- * Designed, performed, and reported on experimental programs on a wide variety of chemicals and product lines. Successfully brought two projects to plant production.
- * Computer modeled and optimized both steady-state and dynamic processes for scale-up using statistical and regression techniques.
- * Conducted economic feasibility and cost/benefit analyses.
- * Coordinated and supervised numerous European vendor equipment trials for process scale-up.
- * Supervised one engineer and technician.
- * Provided technical assistance for chemical scale-up and start-ups both in the USA and on a six month assignment in France.

EDUCATION

B.S. Chemical Engineering, 1979

The Ohio State University, Columbus, OH

Christine Carreiro

ccarreiro@ithacanhs.org

111 N. Quarry St., Ithaca, NY 14850

cell 607-351-9486

PROFESSIONAL SUMMARY

Experienced project manager with strong professional skill set. Background includes residential building and rehab experience in hands-on and managerial capacities. Excellent communication, supervisory and financial management skills. Creative, organized, detail-oriented, collaborative professional.

EXPERIENCE

2015-present Director of Construction Services- Ithaca Neighborhood Housing Services, Ithaca, NY
Private, not-for-profit housing agency

- Coordinate and manage multiple, owner-occupied housing repair and grant-funded rehabilitation programs
- Monitor production and contractual obligations of programs including scheduling, staffing, expenditures, on-site quality control inspections and contractor draw-down approvals
- Manage construction department staff of two.
- Responsible for State and Federal funding regulations, requirements and procedures; State reporting; scheduling and procurement
- Provide technical assistance and oversight for home inspections, cost estimates, the development of work scopes and the efficient and timely completion of rehabilitation projects as undertaken by the agency.
- Assist in researching and writing housing rehabilitation grants

2009-2015 Construction Grants Manager, Better Housing for Tompkins County, Ithaca, NY
Private, not-for-profit housing agency

- Manage multiple rehabilitation programs serving low-to moderate-income homeowners
- Coordinate Small Home Repair program for the elderly and disabled.
- Manage construction department personnel
- Responsible for grant requirements and procedures; finances; reporting; scheduling and procurement
- Assist in researching and writing new housing rehab grants;
- Provide on-site home inspections, evaluate cost estimates, job specifications, bid packages, scheduling and job tracking

2006-2009 Logistics Manager, Global Natural Foods, Livingston Manor, NY
Fast-paced import/export business with \$10 million in annual sales

- Coordinated delivery of shipping containers to US and Canadian ports
- Procured and evaluated bids for inter-modal transportation
- Managed truck and rail deliveries with as many as forty shipments running concurrently
- Collaborated with customs, FDA and port personnel to insure accuracy of shipping documents

- Increased production volume from thirty-five to over one hundred container per month.
- Analyzed existing company structure to streamline operational processes

2002-2006 Proprietor, Manor Maid Hearth and Home, Livingston Manor, NY
Retail business in antiques, collectibles, gifts and home furnishings

- Managed all aspects of business development, product research, buying, merchandising, marketing and financial oversight
- Hired, trained and supervised staff
- General contractor on building design and renovation

2003-2006 Partner, Red Quill, LLC. Livingston Manor, NY
Purchased, rehabbed and resold residential units

- Building evaluation and acquisition
- Procured and evaluated construction bids
- Managed constructions including scheduling, supervising subcontractors and conducting inspections
- Job tracking and financial oversight

1985-2006 President, Carreiro Design, New York, NY
Fast-paced graphic design business specializing in high-volume production of elementary and high school text books

- Managed and coordinated complex process of book production from manuscript through editing, design, layout and pre-print production
- Devised innovative systems for routing and tracking
- Developed and managed client relationships and sales
- Hired, trained and supervised staff including designers, illustrators, proofreaders and support personnel
- Managed outside suppliers and negotiated vendor contracts

ADDITIONAL EXPERIENCE

- Managed projects and installation for high-end cabinet shop
- Extensive knowledge of construction practices including carpentry, plumbing, electrical, roofing, siding, windows etc.
- Hands-on experience in carpentry, cabinet-making, painting, insulation and drywall installation, roofing, flooring, siding and tiling.

EDUCATION/CERTIFICATIONS

Neighbor Works Trainings

- Green Rehab, Rehabbing REO Properties, Creating Construction Schedules with Microsoft Project

Lead-Based Paint Trainings

- Lead-Safe Work Practices – 24CFR Part 35.1330
- Dust-Wipe Sample Technician – Subpart R section 35.1340
- New RRP Rule Training – 40CFR Part 745.89

BFA, Cornell University

- Education** Eugene Lang College / New School University
 Graduation: May, 2001
 Major: Urban Studies – Concentrations in Education and Political Economy
- Experience**
- Ithaca Neighborhood Housing Services** April 2013 – Present Ithaca, NY
Director of Lending
 Counsel and pre-qualify first-time home buyers, package loans, prepare legal documents and track all activities.
- Family and Children’s Service of Ithaca** November 2012 – April 2013 Ithaca, NY
Senior Services Respite Aide
- Park Slope Food Coop** June 2009 – July 2012 Brooklyn, NY
Receiving Coordinator
 Order, receive, and track \$70,000 of goods weekly at food cooperative with 16,000 working members and \$40 million in sales. Increase sales through innovative ordering, attention to quality and popularity of stock. Receive deliveries, train dozens of member-workers daily, and develop systems to increase efficiencies.
- Battery Parks City Parks Conservancy** April 2009 – June 2009 New York, NY
Seasonal Horticulturalist
 Worked with the teams responsible for planting, maintenance, compost, and integrated pest management.
- Urban Homesteading Assistance Board** August 2003 – November 2008 New York, NY
Brooklyn Borough Director, TIL/HDFC Contract
 Trained and supervised Project Associates working with 450 limited-equity cooperatives, provided direct technical assistance for 100 cooperatives, coordinated a tax study and legislative strategy for changes to the tax code and government regulations pertaining to cooperatives. Maintained online database program to track all contacts with cooperatives and Brooklyn office staff. Developed resources and templates for cooperative boards to use in budgeting, financial planning, resale tax calculation, inheritance, violation removal, and human resources. Acted as liaison on behalf of the cooperatives to seven government agencies, as well as lenders, accountants, and lawyers.
- Project Associate*
 Responsible for providing technical assistance to 130 low-income housing cooperatives. Advised residents on bookkeeping, budgeting, conflict resolution, elections, government regulations, housing subsidies, inheritance, weatherization, resale, repairs, fires, theft, and violations.
- Office/Database Manager*
 Developed donor database to track personal giving, created reports to track giving and manage mailings. Maintained and improved grant and building renovation tracking databases. Coordinated all office operations.
- Latin American Workers Project** January 2002 – November 2002 Brooklyn, NY
Instructor; translator
 Took health histories of subcontracted workers after Lower Manhattan cleanup. Taught English to day laborers.
- Housing Works** February 1999 – December 2001 New York, NY
City Issues Organizer
 Organizing and policy analysis focusing on homelessness, HIV/AIDS, substance abuse and mental health. Managed legislative visits, demonstrations, direct actions, and policy meetings. Coordinated investigative reports.
- SEDPAC Summer Project** Summer 1998 San Luis Potosi, Mexico
 Learned about rural agriculture. Cleared land, planted and weeded coffee and beans; taught English.
- Cornell Peer Educators in Human Relations** September 1993 – May 1997 Ithaca, NY
First Year Internship, Student Staff and Staff Co-Leader
 Designed, facilitated and evaluated workshops and presentations on issues of oppression and diversity for the Ithaca and Cornell communities. Directed and mentored other student staff. Advised and evaluated professional staff.
- Skills** Fluent in Spanish. Drivers License. Microsoft Word, Microsoft Excel, WordPerfect, Microsoft Access, SQL, Razor’s Edge, Filemaker Pro, Quicken, Quark, and PowerPoint. Community Gardener. Knowledge of Welding.

2940 Darling Rd
Interlaken, NY 14847
(607)379-8577 - cell
patrickkmitchell@gmail.com

Patrick K. Mitchell

- 10+ years finance experience. • 3+ years mortgage experience. • 6+ years budget management experience.

Achievements

September 2015—present *Ithaca Neighborhood Housing Services* Ithaca, NY
Loan Officer

- Provide homeownership counseling to first time homebuyers.
- Process applications—origination to closing—for homebuyer assistance loans.

May 2012-August 2015 *CFCU Community Credit Union* Ithaca, NY
Mortgage Originator

- Originating home purchases, construction, and refinances.
- Worked with first time home buyers to secure assistance through INHS.
- Extensive networking with local area Realtors and lenders.

Mar. 2011-May 2013 *CFCU Community Credit Union* Ithaca, NY
Assistant Branch Manager

- Assisted members in completing loan applications and making initial approval recommendations.
- Reviewed credit reports and made recommendation for steps to take to improve credit.
- Worked with members to acquire financing for home improvement projects.

Oct. 2007-March 2011 *CFCU Community Credit Union* Ithaca, NY
Teller/New Account Representative/Head Teller

- Responsible for tracking/budgeting of entire branch supply of cash-on-hand.
- Worked 1 on 1 with members to balance their finances and set savings goals.

Jan. 2007- July 2009 *Church of Jesus Christ of Latter-Day Saints* Trumansburg, NY
Financial Clerk

- Managed all incoming/outgoing finances for local church unit.
- Aided with church welfare distribution decisions.
- Assisted clergy in setting and tracking various church budgets.

June 2001 - July 2003 *Church of Jesus Christ of Latter-Day Saints* Paris, France
Public Representative/Missionary Leader

- Managed budgets during the European transition to the Euro dollar.
- Resolved issues concerning Christianity and America after 9/11.
- 1+year supervising 6-12 missionaries, providing training, emotional support, and official liaison to mission headquarters.

Education

2003-2007 Brigham Young University Provo, UT

- B.A., Media Arts Studies, Production Management

Additional Assets

- Fluent in reading, writing, speaking French.

SUZANNE CERQUONE

1380 Mecklenburg Rd. Ithaca, NY 14850
607-280-6796 suzannecerquone@gmail.com

EMPLOYMENT HISTORY

ITHACA NEIGHBORHOOD HOUSING SERVICES, 2015 - present

Director of Community Relations – Ithaca, NY

Marketing, advertising, public relations, website management, event planning, and fundraising for affordable housing non-profit organization.

- Create all marketing materials to support the lending, real estate, and rental property departments.
- Managing new website build and its integration with a Salesforce CRM component.
- Developing a new brand with outside marketing firm to reflect INHS's growth outside of Ithaca and Tompkins County and its affiliation with another housing non-profit, Better Housing for Tompkins County.
- Responsible for some grant writing, and all major donor and individual fundraising, as well as annual report and annual meeting.
- Work closely with Executive Director, management staff, and Board on external communications.

ALTERNATIVES FEDERAL CREDIT UNION, 2007- 2014

Marketing Director – Ithaca, NY

All marketing, advertising, public relations, website management and event planning for a \$90 million asset community credit union.

- Created all marketing, promotional and advertising campaigns, and implemented via print, radio, direct mail, or Internet.
- Created and managed press release distribution, and relationships with local and national press.
- Developed and managed content on website on a daily basis.
- Coordinated all member and staff events.
- Worked with Board of Directors, COO, and CEO to establish branding and overall image.
- Created and implemented small and large-scale surveys and focus groups for members.
- Wrote monthly and quarterly newsletters.
- Worked with Directors of Development and Community Relations to help foster community partnerships, as well as to solicit grant funding to create new opportunities within credit union.
- Worked internally to create sustainability efforts and then promoted them to membership and rest of Ithaca area community.

UNIVERSAL MUSIC GROUP, CLASSICS DIVISION, 1999-2007

Director, New Media Marketing & Operations – New York, NY

Website development and management, as well as creation and implementation of online marketing campaigns for the country's largest classical music label group.

- Managed viral online marketing campaigns, including development of digital tools for projects ranging from Andrea Bocelli to the Wicked Original Broadway Cast Recording.
- Pitched Internet radio stations and music portals (e.g. AOL Music) for premium placement.
- Formulated and implemented complex consumer product database for iClassics.com (Universal Music's classical music marketing and commerce site), allowing for more detailed metadata than pop-driven database models. This schema became the model for data delivery to digital music vendors such as iTunes
- Coordinated and managed U.S., U.K. and Netherlands teams in building large-scale ecommerce website, iClassics.com, with a Content Management System that managed customer service, order management, editorial and product catalog updates. Worked closely with third-party website developers to create User Interface, Web and CMS specifications, and coordinated User Acceptance Testing.
- Day-to-day content management of iClassics.com, including editorial updates and managing a team of two in customer service and data-entry, and programmer for website fixes and enhancements. Work with in-house IT department to coordinate server/equipment issues and upgrades. Also managed 8-10 temps for larger database projects.
- Additional website development for Universal Classics artists: from initial talks with artist management to contracting of a development firm, to regular updates of site.
- Coordination with Marketing, Sales and Publicity departments for overall campaign strategy and implementation of marketing plans.

STERLING COMMERCE, 1995-1998

Product Specialist – Philadelphia, PA

Worked with industrial and retail associations to create CD/online product catalogs for distributor use.

- Worked with both industry leaders and internal production department to develop product catalog to suit each industry's needs. Helped implement the first computerized version of Auto and Truck industry's "interchange database."
- Collaborated with sales force to create strong marketing message and materials for distributors.
- Traveled to industry trade shows and presented product and marketing materials to members.

TVT RECORDS, 1993-1995

Domestic & International Sales Rep – New York, NY

Managed retail and wholesale accounts for independent music label.

- Accounts ranged from small mom & pop stores to large chains.
- Created new profit centers by opening export accounts in countries where TVT had no licensing deal in place.

ALLIANCE ENTERTAINMENT, 1991-1993

Domestic Sales Rep – Bethel, CT

Managed retail accounts for large music wholesaler.

- Worked in fast-paced, commission-based, phone-driven environment.

EDUCATION

Syracuse University

B.S. in Public Relations, May 1991

**St. Joseph's University, Philadelphia
M.S. International Business, May 1999**

COMPUTER SKILLS

**Proficient in MS Office including Word, Excel, Access and PowerPoint; Adobe Photoshop and InDesign;
HTML; Content Management Systems**

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Ithaca, NY 14850

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ppaolangeli@gmail.com

Patricia Paolangeli

Education	Graduate	Ithaca High School	Ithaca, NY
	Graduate	T-S-T Boces Cosmetology	Ithaca, NY
	2003 to 2005	Phoenix University (Online)	Business Management courses (24 credits)
Certifications	2000	New York State Notary Public	
	2002	Nonprofit Housing Management Specialist, (NHMS®) Consortium for Housing & Asset Management	
		Former Accredited Residential Manager, (ARM®) with Institute of Real Estate Management (1998 to 2009)	
Additional Training	Neighborhood Works of America ® Training Institute Courses: CFO Convening workshops Annually (Business line budgeting, Cash Flow Analysis, Consolidating Financial Reports, & Asset Management) Financial Management for Decision Makers, Housing Management for a Nonprofit, Using Community Development Block Grants (Federal Funding) & Using HOME Program funds (Federal Funding), & other IREM courses. New York Tenant and Landlord Law (Lorman Training) Lead-Safe Work practices training/certifications (HUD sponsored) How to Handle people with tact and skill (Fred Pryor Seminar)		
Experience	2005 to Present	Ithaca Neighborhood Housing	Ithaca, NY
	Director of Finance		
	This position reports directly to the Executive Director. Budgeting, forecasting and strategic planning; preparation of financial statements; supervision of payments and collections; credit risk and treasury management; chief liaison with external auditing firms, government agencies, and financial institutions. Daily responsibilities highlighted below.		
	<ul style="list-style-type: none">• Manage 25+ Million dollar asset portfolio (Loan & Note Receivables and Real Estate)• Produce monthly financial statements for Finance Committee & Board.• Chairperson for the Finance Committee.• Grant contract compliance, monitoring & reporting. (Federal & State)• Maintain general ledger in MIP Fund Accounting.• Accounts payable & accounts receivable (Cash & Accrual).• Manage bank accounts with monthly reconciliation to General Ledger.• Human Resource Manager- Payroll, Benefits, 403b, FSA and SEP IRA's.• Maintain agency's insurance policies including, Health, Life, & Property.• Annual Financial Audit's. Parent Organization & LIHTC LLC's• Track and monitor loan receivables, pre-development & construction ledgers.• Cash flow projections.• Prepare annual budget with monthly budget to actual monitoring & reporting.		

1997–2005 Ithaca Neighborhood Housing Ithaca, NY

Assistant Property Manager

- Responsible for accounts payable & receivable for all rental properties (Process receipts, purchase offers, invoices, checks & filing).
- Pull end of month reports and close general ledger monthly and yearly.
- Process and track tenant security deposits.
- Process and make necessary journal entries and adjustments to general ledger.
- Track and maintain applicants, tenant records, property files, lease-ups.
- Track and maintain maintenance work orders. Generate monthly and quarter reports.

1995 to 1997 RABCO Management Ithaca, NY

Office Manager/Bookkeeper

- Account payable & receivable including payroll.
- Track and maintain and reconcile 5 bank accounts for different rental properties.
- Generate monthly operating statements for 4 different rental properties (380 Units).

1992 to 1995 Atlantic Mortgage Banking Ithaca, NY

Office Manager/Property Manager

- Accounts payable & receivable. Escrow Analysis. Process mortgage payments.
- Bank reconciliation for multiple accounts. Payroll and payroll reports
- Monitor assets & liabilities. Monthly account back up & reporting.
- Generate reports for U.S. Treasury Dept. & NYS Banking Department.
- Worked directly with accountants and participated in financial audits.

Skills

Proficient with the following PC Software programs and applications: Sage software (MIP Fund Accounting), Giftworks (Donor Software), Yardi Property Management (accounting), Quick Books Pro and all Microsoft Office programs.
Extensive knowledge of Federal Procurement Standards and Contract compliance; including NYS Affordable Housing Corp., Community Development Block Grants and HOME Program funds.
Excellent communication and time management skills.

References

Professional & Personal references available upon request.

Mayghen J. Johnson

Objective

Highly organized and efficient in fast-paced multitasking environment; able to prioritize effectively to accomplish objectives with creativity, enthusiasm, and humor.

Experience

2015- Current Ithaca Neighborhood Housing Services Ithaca, NY

Accounting Associate/ Grants Administrator

- Processes disbursement requests for State, Federal, and County funded grants and programs.
- Processes monthly and quarterly reports.
- Processes monthly management billing.
- Maintains receivables and updates corresponding spreadsheets or software.
- Prepares weekly deposits.
- Reconciles bank accounts monthly.
- Track open grants monitoring and compliance requirements.
- Processes weekly accounts payable.
- Provides audit assistance to the Finance Director.
- Prepares yearly 1009 Misc. forms.

TCHR Program

- Responsible for all invoice creation and file close out.
- Responsible for tracking and maintaining Emergency Material Fund.
- Processes all monthly, quarterly, and yearly reports.

2008- June 2015 Better Housing for Tompkins County Ithaca, NY

Senior Finance Clerk

- Processes bi-weekly accounts payable for six properties and seven programs.
- Reconciles monthly vendor statements.
- Maintains receivables for six properties and six programs.
- Prepares weekly deposits.
- Processes draw down requests for state and federally funded grants.
- Processes monthly management billing.
- Reconciles thirty-seven bank accounts monthly.
- Records bi-weekly payroll data into appropriate spreadsheet and payroll software.
- Maintains benefit spreadsheet.

TCHR Program

- Responsible for all data entry, invoice creation, and file close out.
- Responsible for tracking and maintaining Emergency Material Fund.
- Processes COFA Quarterly reports.
- Gathers and processes data for yearend reports.
- Makes client calls and referrals as needed.

607-342-6570 • Mjj1128@yahoo.com

Mayghen J. Johnson

Office maintenance

- Maintains office supply inventory.
- Orders supplies.
- Maintains office copier.

2007- 2008

Newfield Town Hall

Newfield, NY

Bookkeeper Assistant

- Worked with town bookkeeper to maintain records, billing, and payroll matters.
- Provided assistance for special events and the Youth Recreation Program.
- Provided other duties as assigned or requested.

2007- 2008

Covered Bridge Market

Newfield, NY

Prep Cook

- Prepared and organized food for prep and sale.
- Inventory
- Provided assistance to kitchen staff.

Skills

Computer Skills

Windows, Microsoft Excel, Microsoft Word, Microsoft PowerPoint, Microsoft Outlook, QuickBooks, Abila Accounting software, Evolution, and Filemaker.

Education

2007- 2009

Tompkins Cortland Community College

Dryden, NY

Associates in Business Administration

- Dean's List

2003-2007

Newfield Central School

Newfield, NY

High School Regents Diploma

Richard John Balliett

Objective

To obtain service related employment in small job repair with the elderly.

Experience

Prior to 1996 Self-employed, landscaping& Handy man Long Island, NY.

Landscaper & handyman

- Private estate manager / oversee all homes and grounds on estate.
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January 1996 to April 2010 King Ferry Winery King Ferry NY.

Vineyard manager

- Oversee vineyard production off wine grapes on 27 ac.
- Maintenance of farm vehicles, and tractors
- Oversee job projects for up to 15 staff.

April 2010 to March 2011 New York Chiropractic College Seneca Falls NY.

Golf course grounds keeper

- All aspects of golf course maintenance.
-
-

March 2011 to present Ithaca Neighborhood Housing Services Ithaca, NY.

Home Repair Specialist

- Accomplish small home repair projects
- Coordinate or help manage special grant and loan opportunities for medium size repairs.
- Maintain project files, records, and quarterly and monthly reports.

Education

1973 to 1975 Long Island Lutheran High School Muttontown NY.

- High School Diploma

References

References are available on request.