



D-2a  
**Harrison Public Library**

# Memo

**To:** Mayor Ron Belmont and Members of the Town Board  
**From:** Galina Chernykh  
**CC:** Jacqueline Greer, Debra Scocchera  
**Date:** 3/8/2013  
**Re:** Request for approval to hire a part-time availability clerk

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Dear Mayor Belmont and the Members of the Town Board:

The Town Board approval is requested to hire Ms. Jennifer Powell as a part-time availability clerk.

The work week will not exceed 17.5 hours; base pay is \$11.00 per hour.

## JENNIFER POWELL

### Permanent address:

50 Maple Moor Lane  
Cortlandt Manor, NY 10567

(914) 737-5360 (house)

(914) 471-6049 (cell)

powelljek@gmail.com

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### EDUCATION/HONORS

**Cornell University, College of Arts and Sciences**, Ithaca NY, Bachelor of Arts in Linguistics and Italian Studies,  
May 2012. Cumulative GPA: 3.79

**Università di Bologna**, Bologna, Italy. Semester abroad through the Bologna Consortium Studies Program (BCSP),  
spring 2010.

Dean's List for 4 years • Phi Sigma Pi, National Honor Fraternity • Golden Key International Honor Society

### RELEVANT EXPERIENCE

**Cortlandt Farm Market**, Cortlandt Manor, NY May-August 2009, 2010, July 2012-August 2012  
Sales and Stock Person  
Utilized language skills (English and Italian) in customer interactions. Ensured accuracy in produce orders. Arranged aesthetically pleasing plant and produce displays.

**Community Center Programs**, Cornell University, Ithaca, NY February-May 2012  
Knitting and Crocheting Instructor  
Organized and conducted inventory of supplies before program began and advised management on purchases and program structure. Used communication and interpersonal skills to teach students how to knit and crochet and aided in selection and completion of projects.

**Phi Sigma Pi: Service Committee Chair** January-May 2012  
Planned, organized, and supervised several service-oriented activities for chapter of 100 people. Lead and delegated responsibilities to ten-person committee. Established connections with local elementary school to organize donations and with ScienCenter to coordinate volunteers. Acted as liaison between committee and executive board.

**Neil Reig, Esq.**, Mount Kisco, NY May-August 2009  
Legal Researcher  
Searched for and evaluated information pertinent to employer's review of a New York State law on Powers of Attorney using Internet databases.

### ADDITIONAL EXPERIENCE

**Cornell Union for Disability Awareness (CUDA)** September 2008-May 2012  
CUDA is an awareness and activism union of members of the Cornell community with and without disabilities. Lead discussions on past and current disability-related issues, planned activities including a twice-yearly cooking seminar for young adults with disabilities to enable their transition to independent living, and worked with club members and faculty to establish disability courses in Cornell University's Industrial and Labor Relations College.

**Cornell Institute for European Studies**, Cornell University, Ithaca, NY November-December 2009  
Copy Editor  
Copy edited and formatted an anthology of 11 student papers, *Imagining the Mediterranean*. Ensured conformity of font, margins, reference listings, and chapter titles and created table of contents and inside cover page.

**Womyn's Center**, Cornell University, Ithaca, NY September-December 2008  
Desk Staff  
Conducted inventory and created accurate catalog of DVD stock. Assisted clients with rentals and updated rental list.

### RELEVANT SKILLS

Computer skills: Apple Operating systems, Microsoft Office Suite, Adobe Photoshop.  
Languages: Italian (proficient), Hindi (basic).