



Ray O'Connell, Mayor
City of Allentown
435 Hamilton St, 5th Floor
Allentown, PA 18101-1699
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Ray.OConnell@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ray O'Connell *ROC*
Mayor

DATE: June 11, 2021

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor O'Connell has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Kelli Holzman	Planning Commission	01/01/2022

Attorney Foucek has stepped down from his position on the Planning Commission. Ms. Holzman will fulfill his unexpired term. Her resume is attached for your review.

ROC/kal

Attachments

REQUEST FOR APPOINTMENT

DATE 1/6/2021

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Planning Commission

NAME: Kelli Holzman

HOME ADDRESS: 621 N. 30th St, Allentown 18104

BUSINESS ADDRESS: same

TELEPHONE NO. (RESIDENCE) 484-951-7283 **BUSINESS** —

EMAIL: Kelliholzman@gmail.com

PRESENTLY EMPLOYED BY: self-employed Queen City Realty

JOB TITLE: Principal/owner

EMPLOYMENT (Prior): Renewal by Anderson, World Class Vacations and Day-Timers

EDUCATION:

HIGH SCHOOL GRADUATE:	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
COLLEGE OR UNIVERSITY GRADUATE	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
DEGREE/FIELD OF STUDY	<u>B.S. Accounting</u>			

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Allentown Youth Soccer Club - Treasurer

Allentown School District Foundation - Investment Committee

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD:

Allentown YMWCA Board Member

Trester Middle School PTA, Treasurer & President

DO YOU LIVE IN THE CITY OF ALLENTOWN: YES NO

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

Rental Properties at: 1619 W. Linden St.

1621 W Linden St.

119 S. 7th St.

ARE YOU A REGISTERED VOTER: YES NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

I'm interested in the planning and development of Allentown in accordance to the city's strategic plan in ways that benefit all citizens. I'm very organized and have experience reading and understanding detailed documents.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: YES NO

IF YES, EXPLAIN:

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW MANY TERMS YOU HAVE SERVED AND THE YEAR YOU WERE FIRST APPOINTED .

NOTE: This information will be used for making appointments to authorities, boards and commission and in the event you are appointed/reappointed, it may be used as a news release to identify you to the community.

Kelli Holzner
Signature

1/6/2021
Date

Please forward this request for appointment, along with a resume to:

**Mayor's Office
City Hall
435 Hamilton Street
Allentown, PA 18101**

KELLI HOLZMAN

621 North 30th Street ♦ Allentown, PA 18104

484-951-7283



kelliholzman@gmail.com

QUEEN CITY REALTY, LLC, Allentown, PA

2018 - present

Principal/Owner

A small, family owned and operated business with apartments close to the heart of Allentown's downtown revival. Urban living in beautifully restored 1 to 3 bedroom apartments, with historic charm intact, and walkable to markets, restaurants, shops, schools, hospitals, and more.

RENEWAL BY ANDERSON, Bethlehem, PA

2017 - 2018

Finance Director - Part Time

Reporting to Owner

- Responsible for Payroll using JetPay
- Bookkeeping and financial reporting using Quickbooks

WORLD CLASS VACATIONS, Allentown, PA

2013 - 2018

World Class Vacations is a subsidiary of TUI, International.

Financial Analyst - Part Time

Reporting to V.P. & Treasurer

- Responsible for the strategic planning, budget and forecast processes
- Developed business reporting and analysis
- Prepared monthly presentations for Managing Director's meeting
- Prepared weekly sales and gross margin forecasts

DAY-TIMER, INC., East Texas, PA

1988 - 2013

Day-Timer was a subsidiary of ACCO Brands, a leader in office and time-management products. The plant closed in 2013 and all operations were moved to another ACCO location.

Director Business Planning & Analysis -> VP Finance

Reporting to President/General Manager of Day-Timer

2003 - 2013

- Directed the strategic planning and annual budget processes
- Coordinated business reporting, forecasting and analysis
- Developed company scorecards and metrics
- Prepared business overview presentations and lead business reviews

Staff Accountant -> Controller

Reporting to V.P. Finance

1988 - 2003

PRICE WATERHOUSE (PWC), Morristown, NJ

1984 - 1988

Senior Accountant assigned to Bethlehem Steel Corporation audit in Bethlehem, PA

EDUCATION

Pennsylvania State University - Bachelor of Science, Accounting
Delta Analytics – Bronze Certification ♦ Lean Six-Sigma - Black Belt Training

COMMUNITY ASSOCIATIONS

Allentown School District Foundation (ASDF), Treasurer 2013 - 2018, Investment Committee-present
Allentown Youth Soccer Club (AYSC), Treasurer 2012 - present
Lehigh County Sports Fields Association, Board member 2015 - present
William Allen High School, Cash for Causes Administrator 2009 - 2013
Allentown YMWCA Board Member 2008 - 2011
Trexler Middle School PTA, Treasurer & President