



Ray O'Connell, Mayor
City of Allentown
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TO: Michael Hanlon
City Clerk

FROM: Ray O'Connell *ROC*
Mayor

DATE: May 24, 2021

SUBJECT: Authorities, Boards, Commissions Appointments

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

| <u>Name</u> | <u>Authority/Board/Commission</u> | <u>Term to Expire</u> |
|----------------------|-----------------------------------|-----------------------|
| Phoebe Harris | Council of Youth | 07/01/2025 |
| Frederick Montgomery | Council of Youth | 07/01/2025 |
| Knoxley Samms | Council of Youth | 07/01/2024 |
| Edward White | Council of Youth | 07/01/2024 |

This is a newly created council. Please see the attached resumes.

ROC/kal

Attachments

RECEIVED

OK

SEP 28 2020

REQUEST FOR APPOINTMENT

DATE 9/23/2020

MAYOR'S OFFICE

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Council of Youth, Allentown

NAME: Knoxley L. Shams

HOME ADDRESS: 1223 E. Livingston Street, Allentown, PA 18109

BUSINESS ADDRESS: N/A

TELEPHONE NO. (RESIDENCE) 610-570-7944 BUSINESS N/A

EMAIL: kshams@gmail.com

PRESENTLY EMPLOYED BY: Union Baptist Church of Allentown

JOB TITLE: Children, Youth & Young Adult Pastor

EMPLOYMENT (Prior):

EDUCATION:

HIGH SCHOOL GRADUATE:

COLLEGE OR UNIVERSITY GRADUATE

DEGREE/FIELD OF STUDY

☒ YES

☐ NO

☒ YES

☐ NO

Administration

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Moreland's Youth Summer Camp, Counselor
Movement Moves Media, Board Member
Student Action Leadership Team, Director
Paradigm One, Inc., Board Member
The Rising Sun Black History, Executive Director, Youth Summit

**PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES
HELD:**

PA School of Business, Club President
RAC2, Board member
Youth Opportunity Unlimited, Master

DO YOU LIVE IN THE CITY OF ALLENTOWN: ☒ YES ☐ NO

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

N/A

ARE YOU A REGISTERED VOTER: ☐ YES ☒ NO (Green Card holder)

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

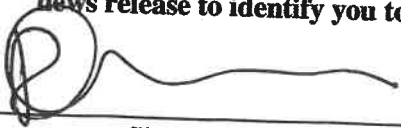
The School Year Plan now will determine how they will treat you
and the community in the future. I want with youth,
I know no hurt or baggage are exempt, it comes with the
territory. create opportunities & platform for our youth to develop.

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

**IF YES,
EXPLAIN:** N/A

**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.



Signature



Date

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

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

KNOXLEY L. SAMMS

Objective

Seeking an opportunity to utilize, my abilities and experience. To obtain an employment in administration where my experience will contribute success of the company.

Professional

I am adaptable, works independently, proven team player, ability to solve problems, highly energetic and motivational.

Experience

Union Baptist Church of Allentown – Youth Pastor - Allentown, PA March 2014 – Present

- Attend, participate in, and help organize all required meetings, programs, and events.
- Open all meetings with prayer and scripture and close all meetings with prayer
- Contribute to positive and open discussion at all meetings and programs
- Help implement all initiatives and programs
- Help create a culture of responsibility and faithful service.
- Abide by and reinforce the covenant of the Union Baptist Church and Led by Christ Youth Ministry.
- Spread the mission of the Led by Christ Youth Ministry by sharing all necessary information with the UBC church body.
- Promote Youth Ministry events and activities within the Church and Community (as deemed necessary).
- Nurturing youth during the week (Follow up with them through notes, phone calls, emails, and visitation)
- Working with other youth counselors and the Youth Servant Leader as a team to create a healthy and a relational youth ministry.
- Become an *adult friend* who laughs, cries, questions, dreams, and prays with youth
- Become an example who teaches by demonstration not by lecturing (unless necessary).
- Caring-builds trust by creating a safe place to talk
- Prayerful-realizes that it is God who does the work of changing lives
- Define the Youth Ministry budget at the beginning of each calendar year (within the guidelines established by the Trustee Board and approval by the Pastor).
- Attend special training seminars for youth workers (local, associational, state, and national events).
- Educate, empower, train, develop and shaping youth lives.
- Create yearly programs & event calendar.

Keystone Cement Company

Bath, PA

2013-2018

Purchasing Administrator ~ Purchasing Department

- Prepared recommendation to management for cost saving strategies, including the negotiation of pricing and contracts.
- Develop, and maintain suppliers, products and services.
- Review inventory levels and order as required.

KNOXLEY L. SAMMS

- Purchase Order expediting.
- Guaranteed on-time deliveries of service, rental and/or products.
- Communicate via e-mail, phone or person with vendors and operation Managers to collect new PO's and to manage new orders through the life of the order.
- Thorough knowledge of purchasing and inventory policies, procedures, and processes and extensive knowledge and ability to negotiate best vendor terms, pricing and delivery based on requirements is a must.

Jamaica Broilers Group

St. Catherine, Jamaica

2007-2010

Inventory Coordinator ~ Customer Service Department

- Monitor and control inventory integrity.
- Maintain product identification program.
- Research inventory discrepancies; make necessary corrections.
- Log and control aged product.
- Monitor stock counts and physical inventory; reconcile.
- Produce report for consolidation.
- Determine daily tasks, workload and coordinates staff accordingly in conjunction with inventory supervisor.
- Delegate tasks in assigned area in conjunction with inventory supervisor.
- Assist in maintaining a safe, clean and secure working environment.
- Maintain a high level of quality in work performed.
- Follow on inventory procedures.

Jamaica Theological Seminary

Kingston, Jamaica

2001-2006

Assistant Registrar's ~ Registry Department

- Ensure the accuracy and efficiency of official student academic records by assisting with all grades processing, incomplete grade conversions, grade changes and other needed updates.
- Assigns and adjust course classroom reservations and classroom event request via classroom scheduling software.
- Prepare course timetable and scheduling professors.
- Reports student enrollments and graduation.
- Processes various registration forms and stores the supporting document in the appropriate format.
- Prepare students filing management system.

Life of Jamaica

Kingston, Jamaica

1997-2001

Customer Service Coordinator ~ Customer Service Department

- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Manage and protect the reputation of the company.

KNOXLEY L. SAMMS

- Maintain strong clientele relationship with customers.
- Liaise with the companies insurance agents and process all orders made via telephone.
- Complete contract forms, prepare change of address records, and issue service discontinuance orders, using computers.
- Coordinated with other departments to assist, clarify and distribute reports.
- Take the extra mile to engage customers.
- Ability to multi-task, prioritizes, and manages time effectively.

Education

| | | |
|-------------------------------------|-------------------|--------------|
| Strayer University | Allentown, PA | 2013-Present |
| Pennsylvania School of Business | Allentown, PA | 2011-2013 |
| University of the West Indies | Kingston, Jamaica | 2005-2009 |
| Mgmt Inst. For National Development | Kingston, Jamaica | 2004-2005 |
| St. Joseph's High School | Kingston, Jamaica | 1994-1996 |

SKILLS

- Software applications: Microsoft Office Suite (Word, Excel, etc.)
- Excellent facilitation, coaching and written skills. Strong teamwork, partnership, employee engagement skills.

COMMUNITY

- | | | |
|----------------------------|---|---|
| • Kindergarten Reader | - | Allentown School District |
| • Board Member | - | R2C2 Inc. |
| • Board Member | - | Paradigm One Inc. |
| • Board Member | - | Movements Moves Media |
| • Ambassador | - | Allentown Vision 2030 |
| • Camp Counsellor | - | Moorlands Summer Camp, Jamaica |
| • Youth Executive Director | - | Rising Sun Initiative |
| • Founder | - | Student Action Leadership Team (S.A.L.T.) |
| • Founder | - | Children Engaging Others (C.E.O.) |