



Ray O'Connell, Mayor
City of Allentown
435 Hamilton St, 5th Floor
Allentown, PA 18101-1699
Office 610.437.7546
Fax 610.437.8730
Ray.OConnell@allentownpa.gov

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

OIC

MAR 09 2020

REQUEST FOR APPOINTMENT MAYOR'S OFFICE DATE 3/3/2020

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Allentown Youth Advisory Task Force

NAME: Ms Phoebe S. Harris

HOME ADDRESS: 1817 17th St SW Allentown Pa 18103

BUSINESS ADDRESS: _____

TELEPHONE NO. (RESIDENCE) 443-252-4256 BUSINESS _____

EMAIL: msphoebe9@gmail.com

PRESENTLY EMPLOYED BY: stay at home mom

JOB TITLE: Allentown School District Board Member

EMPLOYMENT (Prior): _____

EDUCATION:
HIGH SCHOOL GRADUATE: YES NO
COLLEGE OR UNIVERSITY GRADUATE YES NO
DEGREE/FIELD OF STUDY _____

AA. Liberal Arts - Cecil College
BS. Tidewater University - Healthcare Management

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES: ASB - Board Member. Lehigh Valley Board Member
Heritage Museum. NAACP Allentown Chapter.
Board Member Allentown Library, Board Member
Allen Arts Academy, Solomon Black Heritage
Museum Board Member, Casa Dominicana

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: Cecil County Democratic Committee
Cecil County Library Board Cecil County
NAACP. EIK for Women Civic Club.

DO YOU LIVE IN THE CITY OF ALLENTOWN: YES NO

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN: NO

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:

For over 30 years I have been a student
advocate and a community liaison in
Maryland and Pa.

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.

Ms. Phoebe D. Harris
Signature

3/3/2020
Date

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

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

MsPhoebe Harris
1817 17th Street SW
Allentown, PA 18103
443.252.4256
Msphoebe9@gmail.com

CAREER PROFILE

Self-motivated, high energy and results-oriented employee with a superior service orientation seeking a position using proven skills. Excellent personable interaction and management skills and a keen-eye for detail. Dedicated to assisting Democratic candidates and dedicated leaders run a successful campaign within Allentown. Implement public relations to create, execute, educate and register voters.

QUALIFICATIONS

Communication Competencies: Excellent oral and written communication skills with strong ability to interface with multiple parties within and outside an organization.

Administrative/Operational Competencies: Superior organizational and follow up accustomed to carrying out and verifying documentation and procedures. Review approvals and recommend changes. Ensure completion of work processing.

Accounting/Finance: Effectively and efficiently handled accounts receivable, accounts payable, and payroll processing.

Leadership/Supervisory: Supervised, trained, managed, and evaluated employees. Advocate for Allentown constituents

Political: Actively serving on several community organizations that strive to improve the quality of life in Allentown and surrounding communities.

EDUCATION

Tidewater University - Health Care Management, Bachelors of Science, 2003 Roanoke, Virginia
Cecil College - Liberal Arts, Associates of Arts Degree, 1986 North East, Maryland

OCCUPATION / ELECTED POSITION

Lehigh Valley Heritage Museum <i>Board Member</i>	Allentown, PA	2019 - Present
City of Allentown Democratic Club <i>President</i>	Allentown, PA	2018
Allentown Public Library <i>Board Director / Fundraiser</i>	Allentown, PA	2018 - Present
William Allen Arts Academy <i>Board of Director</i>	Allentown, PA	2018 - Present
Human Relations Commission <i>Commissioner</i>	Allentown, PA	2018
Casa Dominicana <i>Scholarship Coordinator</i>	Allentown, PA	2017 - Present
Allentown School District <i>Board of Director</i>	Allentown, PA	2017 - Present
2017 Ed Pawlowski Mayoral Campaign <i>Field Organizer</i>	Allentown, PA	2017
Puerto Rican Cultural Preservation <i>Volunteer Coordinator</i>	Allentown, PA	2015 - Present
Doleman Black Heritage Museum <i>Board of Director</i>	Hagerstown, MD	2013 - Present
Singerly Manor Assisted Living <i>Manager</i>	Elkton, MD	2008 - 2013