



**Ed Pawlowski, Mayor**  
City of Allentown  
435 Hamilton St, 5th Floor  
Allentown, PA 18101-1699  
Office 610.437.7546  
Fax 610.437.8730  
Ed.Pawlowski@allentownpa.gov

**TO:** Michael Hanlon  
City Clerk

**FROM:** Ed Pawlowski *E.P.*  
Mayor

**DATE:** November 29, 2016

**SUBJECT:** Authorities, Boards, Commissions Appointments

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

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Meloney Sallie-Dosunmu	Human Relations Commission	10/25/2019
Jessica Lee Ortiz	Human Relations Commission	11/01/2017

Ms. Meloney Sallie-Dosunmu will replace Ms. Monica Chibber on this commission. Monica did not wish to serve another term. Ms. Ortiz will fulfil the unfulfilled term of Kevin Greene who resigned from the commission. Their resumes are attached for your review. Thank you.

EP/kal

Attachments

**REQUEST FOR APPOINTMENT**

**DATE** 11/11/2016

**AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO:** Human Relations Commission

**NAME:** Meloney Sallie-Dosunmu

**HOME ADDRESS:** 2837 Arcadia Ave Allentown, PA 18103

**BUSINESS**

**ADDRESS:** 3440 Lehigh Street #147 Allentown, PA 18103

**TELEPHONE NO. (RESIDENCE)** 610-791-4173 **BUSINESS** 484-524-5239

**EMAIL:** meldosunmu@precisiontalentinc.com

**PRESENTLY EMPLOYED BY:** Precision Talent International

**JOB**

**TITLE:** CEO

**EMPLOYMENT (Prior):** Global Director of Human Resources for Thermo Fisher Scientific (5 years), Senior Manager of Organizational Effectiveness & Talent Management for Just Born (11 years)

**EDUCATION:**

<b>HIGH SCHOOL GRADUATE:</b>	<u>  x  </u> YES	<u>      </u> NO
<b>COLLEGE OR UNIVERSITY GRADUATE</b>	<u>  x  </u> YES	<u>      </u> NO
<b>DEGREE/FIELD OF STUDY</b>	<u>  MBS  </u>	

**CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:** President, Board of Directors for Lincoln Leadership Academy Charter School, Vice President Programs, Eastern PA Chapter Association for Talent Development, Member HR Committee, YWCA of Bethlehem, Member Women's Leadership Council, Greater Lehigh Valley United Way, member, Greater Lehigh Valley Chamber of Commerce, HR Committee, Greater Lehigh Valley Human Resources Committee.

**PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD:** President, Eastern PA Chapter Association for Talent Development, Board member Girl Scouts of

eastern PA, board member YWCA Allentown, board member YWCA Bethlehem, Board of Trustee member Kutztown University, board member Allentown Community Action Committee, Secretary Nigerian International Association of PA

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

HAVE YOU EVER BEEN ARRESTED?

no

IF SO, WHY?

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

I live and work in the city of Allentown. I have been here for over 20 years.

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 am committed to making a positive impact on my community, and have done so for the entire time I have lived here. I want to put my talents and skills to work on this committee. I have over 25 years of human resources and business experience as well as extensive experience in training & development, facilitation and group dynamics.

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.

Meloney Sallie-Doosman

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**Signature**

**Date**

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

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

## MELONEY J. SALLIE-DOSUNMU, MBA

2837 Arcadia Avenue  
Allentown, PA 18103  
Cell 484-524-5239  
meldosunmu@gmail.com

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### SUMMARY

Results-oriented human resources leader with demonstrated ability to partner with business leaders to drive performance outcomes through human capital, utilizing skills in talent management, organizational effectiveness and change management.

- **Accomplished Talent Management Leader:** Led the development and execution of talent management system from analysis to implementation, including the alignment of all processes required to have the right talent in the right roles with the right skills and abilities to deliver current and future results. Highly skilled at driving organizational change.
- **Skilled Learning and Development Practitioner:** Created learning and development programs and tools from needs/performance analysis through execution at multiple companies, resulting in enhanced capacity, higher levels of employee contribution and documented business results.
- **Strategic Business Partner:** Effectively partnered with functional leaders to apply human capital expertise to align people strategies to business needs, improve performance and increase contribution of team members. Supported quality, finance, marketing, sales and retail functions.

### PROFESSIONAL EXPERIENCE

March 2015-Present

**Precision Talent International, Allentown, PA**

Management consulting company specializing in providing Learning, Development and OD solutions that drive behavior change and business results. Key client, Thermo Fisher Scientific.

*Chief Talent Office r/Founder/ Owner*

- Conduct needs analysis to determine learning and development needs for client organizations
- Design, develop and deliver learning and development programs and solutions based on organizational needs
- Align consultant talent with organizational needs to ensure client needs are met

**Thermo Fisher Scientific, Waltham, MA**

June 2010-March 2015

Industry leader in serving science with a focus of providing supply chain solutions to pharmaceutical customers facilitating clinical trials.

*Global Human Resources Director*

2013-2015

- Led the succession planning process and all talent management processes across the group to include Talent Review, Performance Appraisal, Succession Management and Performance Improvement Process. Lead LPG Talent Management team, which was a global, remote team.
- Served as the Human Resources Business Partner to the Global Finance Function, accountable for employee relations, talent acquisition, succession planning, career development, executive coaching, terminations, organizational design and other HR functions.
- Spearheaded and led change management efforts across the group, both within the HR team and across the business. Provided training, tools, and processes and coaching to equip HR leaders as well as business leaders.

- Functioned as Learning & Development Leader for the Laboratory Products Group, driving strategy and execution of leadership development and professional development, based on business needs. Drove initiatives to develop HRPB capabilities in OD, change management and leadership.
- Drove adoption of the SuccessFactors Learning Management System. Served as back-up for the key administrator in the group, oversaw frontline admins, and conducted training for end users and admins.
- Led the development and implementation of the global Commercial Certification Program, resulting in average of **20% increase** in comfort level of sales reps, **41% increase in product knowledge**, and a measurable increase in sales revenue after training.
- Spearheaded the execution of leadership development strategy, resulting in the attainment of an **80% management track penetration** target for Managing Employee Development and Valuing Diversity and Inclusion in all regions in alignment with corporate initiatives.
- Designed and implemented key development programs targeted at executives, high potentials and high impact roles. Some examples include: VPGM Assessment Center, LPG Mentoring Program (for High Potentials) and Developing Frontline Leaders.

*Global Director of Training & Development*

**2010-2013**

- Partnered with key leaders to define, develop and deploy global, division-wide learning and development strategy with a focus on improving performance, enhancing capabilities and growing high potential talent.
- Drove the implementation of iComply, Bio Pharma Services Division validated learning management system, using the SuccessFactors platform, to support regulatory compliance, development and job skill attainment for a global audience across four continents, resulting in **100% of sites in compliance with regulatory requirements** for training documentation.
- Led a global, dispersed, team to meet division wide learning and development needs in a complex, matrix environment.
- Developed and executed the division wide training policy and global training program driving systematic training for frontline employees, improving operational efficiency, quality, and stringent regulatory compliance. Resulted in a **22% reduction in training related citations**.
- Provided program management and facilitation of Human Resources Review (Talent Review). Led the Succession Planning process across the division.
- Developed and managed key programs including a division wide mentoring program to enable the development of high potential talent and enhance bench strength for key roles. Facilitated leadership development for key leadership constituencies, including Directors, Emerging Leaders and front line leaders.
- Provided executive level HR support for key business leaders including the facilitation of new leader assimilation, development of competency models to drive organizational effectiveness.
- Provided global, cross functional project management to drive division level results including iComply (SuccessFactors Learning Management Module) Phase II roll-out, Bio Pharma Services Division Train the Trainer program, and deployment of Quality Policy Training packages.

**Just Born, Inc.** Bethlehem, PA

**1999-2010**

Industry leader in manufacturing seasonal and every day confections for global distribution. Brands include MARSHMALLOW PEEPS®, MIKE AND IKES®, HOT TAMALES®, and PEANUT CHEWS®.

*Senior Manager of Organizational Effectiveness & Talent Management* Previously *Employee Relations and Development Manager*

- Partnered with VP level executives as HR Business partner to drive performance and facilitate high levels of achievement within their functional areas.
- Provided leadership, supervision, coaching and development to a team of HR Business partners resulting in enhanced effectiveness, alignment of HR practices and the sharing of best practices.
- Established Talent Management System to position organizational talent as a competitive advantage.
- Excelled at providing strategic and tactical leadership and oversight to HR processes including people development, succession management, career planning, leadership development, compensation, rewards and recognition, executive compensation, performance management, talent acquisition, and organizational design. Led a team of highly effective talent management professionals.
- Created, deployed and oversaw companywide leadership development program, including soft skills and continuous improvement action learning projects resulting in **over \$2 million in documented cost savings**.
- Established the first retail-orientated HR function to support newly developed retail arm of the business, including the establishment of a new staffing model, a retail focused assessment center for talent acquisition, and unique (for the company) HR policies and practices.
- Created and oversaw the PEEP Awards program, Just Born's first official rewards and recognition program recognizing tenure, achievement, teamwork and leadership.
- Proposed then executed a companywide compensation analysis for exempt employees. Implemented resulting equity improvements over three years.
- Developed and oversaw the Quarterly Leadership Summit from ideation to implementation, resulting in better alignment of functional areas, cross functional collaboration and improved communication as reported in employee surveys.
- Led the effort to establish the talent brand, and then enhanced the recruitment strategy to target specific, high performing talent.

## **EDUCATION**

*Wilberforce University*

Bachelor of Arts in Counseling

*Rosemont College*

Master of Business Administration

Thesis Topic – What are the people practices of market driven businesses?

## **AWARDS**

- *Human Resources Employee Recognition Award*, Thermo Fisher Scientific, 2012
- *BSD Quality Impact Award*, Thermo Fisher Scientific 2012
- *Take the Lead Award for Women of Distinction*, Girl Scouts of Eastern PA, 2009
- *Learning Leader Award*, Eastern PA Chapter, ASTD (American Society for Training & Development), 2008
- *Leadership Excellence Bronze Peak Performance Award*, Just Born, 2007
- *Outstanding Achievement at the Graduate Level*, Rosemont College, 2006
- *President's Volunteer Service Award*, USA Freedom Corps, 2006
- *President's Volunteer Service Award*, USA Freedom Corps, 2005
- *Leadership Excellence Gold Coach and Mentor Award*, Just Born, 2004

## **Executive Board Leadership**

- *President & Founding Parent*, Lincoln Leadership Academy Charter School, Allentown PA 2008-current
- *President*, American Society for Training and Development 2006



**REQUEST FOR APPOINTMENT**

**DATE** 11/10/16

**AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO:** \_\_\_\_\_

**NAME:** Jessica Lee Ortiz

**HOME ADDRESS:** 523 W Tilghman St, Allentown PA

**BUSINESS ADDRESS:** \_\_\_\_\_

**TELEPHONE NO. (RESIDENCE)** 484-961-0921 **BUSINESS** 484-961-0921

**EMAIL:** jortizhashomes@gmail.com

**PRESENTLY EMPLOYED**

**BY:** DLP Realty

701 W Broad St Bethlehem PA

**JOB TITLE:** Realtor

**EMPLOYMENT (Prior):** \_\_\_\_\_

**EDUCATION:**

<b>HIGH SCHOOL GRADUATE:</b>	<u>✓</u> <b>YES</b>	<u>      </u> <b>NO</b>
<b>COLLEGE OR UNIVERSITY GRADUATE</b>	<u>      </u> <b>YES</b>	<u>✓</u> <b>NO</b>
<b>DEGREE/FIELD OF STUDY</b>	<u>      </u>	

**CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:** \_\_\_\_\_

Greater Lehigh Valley Realtors\* (serve on several committees)

National Association of Realtors\*

Puerto Rican Culture Society

AARP Economic Development

- \* Serve on committees for GLVR & NAR state & local level
- Government Affairs Committee
  - Diversity Committee
  - Young Professionals
  - MLS Task Force

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES  
HELD: \_\_\_\_\_

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

HAVE YOU EVER BEEN ARRESTED?

IF SO, WHY?

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

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 am interested in appointment because I have

a passion for Allentown & its people. I want to be a part  
of the growth & change of this town. I feel that because

I am a born & raised Allentown citizen I can offer a  
fresh voice of the people. my most valuable asset is the  
passion to serve.

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

IF YES,

EXPLAIN: \_\_\_\_\_

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HOW MANY TERMS YOU HAVE SERVED \_\_\_\_\_ AND THE YEAR YOU  
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commission and in the event you are appointed/reappointed, it may be used as a  
news release to identify you to the community.

  
Signature

11/10/16  
Date

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

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

# Jessica Lee Ortiz

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523 W Tilghman St Allentown, PA 18102 | 484-951-0921 | [jortizhashomes@gmail.com](mailto:jortizhashomes@gmail.com)

## PROFILE

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Responsible Realtor with over 5 years experience and a strong work ethic. Drive and determination to complete tasks in a timely manner. Accurate and detail-oriented with extensive interpersonal skills with customers, vendors, and management, bookkeeping and clerical knowledge. Able to generate own business through networking and prospecting. Self motivated committee member with a passion to serve others .

## EXPERIENCE

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### Realtor

DLP Realty

August 2015- Current

Bethlehem , PA

- Set and managed appointments to show homes to prospective clients
- Personally dealt with lenders, home inspectors, pest control operators, escrow companies, and the like to ensure that all terms and conditions of purchase agreement were met before closing
- Compared recent property sales to current holdings to ensure competitive market price
- Assisted clients decide between financing options to ensure satisfaction
- Kept up to date on competitive real estate knowledge through attending conventions, continuing education courses, reviewing listings and trade journals
- Experienced with legal matters related to the real estate sales process
- Generated lists of properties compatible with buyer requests and needs
- Arranged meetings between buyers and sellers when terms needed to be negotiated
- Assisted in negotiation of terms surrounding purchases
- Coordinated property closings and oversaw closing procedures
- Prepared formal documents such as purchase agreements, deeds, and leases
- Arranged for title searches
- Accompanied and advised buyers during visits and inspections to ensure satisfaction with value and condition of property
- Prepared documents such as representation contracts ,purchase agreements , closing statements and leases.

### Realtor Committee Member

Greater Lehigh Valley Realtors

May 2014 to Current

Bethlehem , PA

- Multiple listing task force
- Reviewing and assessment of laws and regulations to present on individual topics to present to board
- Government Affairs committee member
- Speaking and interviewing with local government officials in regards to the needs as it pertains to sales and taxes in our area
- Creating awareness for consumers and customers as to their rights
- Advocating for consumers and clients

**Realtors**

Weichert Realtors

May 2014 to August 2015

Allentown, PA

- Compared properties with similar that had recently sold to determine competitive market prices.
- Promoted sales, through advertising, open houses and multiple listing services.
- Interviewed clients to determine their property needs and delegated task and appointments in accordance with those needs.
- Closed on average 2 sales a month

**Real Estate Relief Processor**

AmericaList Dave Capece

April 2011 to September 2013

Allentown, PA

- Document collection and organization for troubled homeowners
- Client orientation and placement into assistance programs
- Financial advisor for clients budget
- Negotiator between homeowners and financial institutions
- Assessment of property conditions and value
- Court advocate

**Real Estate Relief Processing Manager**

Quick and Company

November 2010 to April 2011

Bethlehem, PA

- Manager and trainer of 6 to 10 employees
- Client orientation and delegation
- Budget management direction
- Court advocate
- Employee evaluations

**Education****Business**

William Allen High School

1997

Allentown, PA

**Culinary Art / Hotel & Business Management**

Lehigh County Vocational Technical School

1997

Schnecksville, PA

**Real Estate Sales**

Lehigh Valley Real Estate Academy

2013

Allentown, PA

**Real Estate Law and Sales continuing education**

Greater Lehigh Valley Real Estate Institute

Yearly courses

Bethlehem, PA

## Additional Skills & Credentials

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### Skills

Strong Communicator	Expert in Customer Relations
Effective time management	Excellent Managerial Skills
Staff Motivation	Professionalism
Resourceful	Dedicated team player
Schedule management	Zipforms
Microsoft	Pdf files
Esignature	

### Credentials

Member of National Association of Realtors  
Licensed Realtor  
Appointed / Elected Committees Member State and local level

- Government Affairs (local)
- MLS Task Force (local)
- Diversity Committee (state and local )
- Young Professionals Network (state and local)

AARP Economic Development Committee  
Carelink youth mentor for care and education reinforcement  
Puerto Rican Culture Preservation committee member