



**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:** August 1, 2017

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

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

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Dan Diaz	Allentown Arts Commission	01/02/2022
John Hoffman	Electricians Examining Board	04/01/2019
Jessenia Dominguez	Human Relations Commission	01/25/2019

Mr. Diaz is an employee of the city of Allentown – CED. An employee of Community and Economic Development is to be a member of the Allentown Arts Commission. He is replacing Bernadette DeBias. John Hoffman is currently serving on the Electricians Examining Board. Jessenia Dominguez will fulfill the unexpired term of Eugene McDuffie who resigned from the Human Relations Commission

EP/kal

Attachments

RECEIVED

JUL 27 2017

REQUEST FOR APPOINTMENT

MAYOR'S OFFICE

DATE

7/27/17

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO:

Allentown Arts Commission

NAME:

Daniel Diaz

HOME

ADDRESS:

1037F Village Round Allentown, PA 18106

BUSINESS

ADDRESS:

435 Hamilton Street

TELEPHONE NO. (RESIDENCE)

BUSINESS

610-439-5964

EMAIL:

daniel.diaz@Allentownpa.gov

PRESENTLY EMPLOYED

BY:

City of Allentown

JOB

TITLE:

Business Development Manager

EMPLOYMENT

(Prior):

Greater Lehigh Valley Chamber of Commerce

EDUCATION:

HIGH SCHOOL GRADUATE

X

YES

NO

COLLEGE OR UNIVERSITY GRADUATE

X

YES

NO

DEGREE/FIELD OF STUDY

Political Science

Bachelor of Arts, Temple University

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

Board Member - CADCA

Board Member - HDMSP

Liaison - economic development & employment

Subcommittee - Upside Allentown

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

Young Professional Council of GLVCC

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

HAVE YOU EVER BEEN ARRESTED? NO

IF SO, WHY?

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:

I'm a firm believer in arts based economic  
development and the role it will play in Allentown's  
ongoing urban revitalization. My experience  
in economic development will allow me to  
advance the mission of the Allentown Arts Commission.

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


IF YES,  
EXPLAIN:

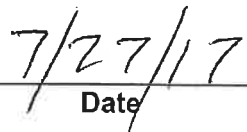
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IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW  
MANY TERMS YOU HAVE SERVED \_\_\_\_\_ AND THE YEAR YOU WERE FIRST  
APPOINTED \_\_\_\_\_.

Note: This information will be used for making appointments to authorities, boards and  
commissions 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 West Hamilton Street  
Room 528  
Allentown, PA 18101

**Daniel E. Diaz**  
1037F Village Round, Allentown, PA 18106  
484-735-0982  
DiazDaniel4441@yahoo.com

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## **BUSINESS PROFESSIONAL**

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### **Profile:**

- Proactive leader with proven ability to make immediate positive contributions, while improving morale and work ethic of any team/workplace.
- Over six years of successful experience in project management. Three years in public relations with effectiveness in business development and fundraising. Additional two years in telecommunications with strengths in management, problem-solving, and customer service.
- Team player acknowledged as a “go getter” and “hard worker” with proven abilities to train, motivate, and supervise new or experienced employees, as well as volunteers.
- Bridges the gap between staff and businesses; proficient communicator and trusted liaison.
- Effective public speaker; bilingual proficiency in English and Spanish.
- Skilled use of: Costars, Salesforce, Microsoft Excel, Microsoft Word, Constant Contact, Weblink, PowerPoint, IBM Cognos, Liveperson, etc.

### **Employment:**

#### **City of Allentown, Allentown, PA**

##### **Business Development Liaison (2015 - Current)**

- Serves as customer service representative, assisting new/expanding businesses in meeting the City of Allentown's Building Code requirements through interdepartmental collaboration.
- Recruitment of business owners interested in opening a business in the city and directing to resources; assisting in development of new or existing business.
- Communicates with new or existing businesses to establish/expand operations by helping find desirable locations for enterprises, considering available facilities, traffic volume, fixtures and equipment costs, and overall character of business.
- Assists in all marketing, recruitment, and business expansion activities managed by The Office of Business Development.
- Plans and reviews advertising and promotional activities including print, online, electronic media, and direct mail related to business recruitment.
- Develops and executes comprehensive marketing and programs (short and long range), increasing the city's business recruitment and retention effort.
- Collaborates with outside agencies for business recruitment and expansion initiatives.
- Represents the City of Allentown while serving on community, government, and economic development committees.
- Ability to write policies and present to governing bodies.
- Management of Mobile Vendor Program for the City of Allentown.

#### **Greater Lehigh Valley Chamber of Commerce, Allentown, PA**

##### **Business and Diversity Councils Vice President (2012 - 2015)**

- Managed and oversaw three Diversity Council initiatives and staff assigned thereto.
- Supported Councils in running regular committee meetings, board meetings, maintaining records, and implementation of events.
- Effectively recruited new Chamber members; trained new committee and board members.
- Created, managed, and reported on budgets of Councils.
- Responsible for marketing, fundraising, planning, and successful execution of all events/initiatives.
- Served as spokesperson for The Chamber, as well as created press releases and maintained positive press relations.
- Took leadership role in representing The Chamber thru various events and many organizations.

**Synchronoss Technologies, Bethlehem, PA**

**Senior AT&T Business Direct Manager (2010 - 2012)**

- Built effective project teams committed to organizational goals.
- Managed online support team that helped Business Direct clients maintain their online services.
- Quickly and effectively solved client and customer challenges, along with internal concerns.

**Achievement:**

- Played key role in advancement of the City's newest business development loan program.
- Helped numerous businesses launch promptly, through fast and effective interdepartmental collaboration and detailed knowledge of City requirements.
- Successfully closed a six year state grant through effective project management.
- Assumed role of an effective researcher for customers, citizens, and internal departments.
- Addressed resident inquiries while providing the highest level of courtesy and understanding.
- Embraced role as a skilled Spanish translator; assisting numerous citizen's needs.
- Demonstrated leadership skills to inspire others as all achieve results in the best interest for businesses and the City of Allentown.
- Made an immediate positive impact at The Chamber of Commerce with successful development of three new Business and Diversity Councils, as well as community sponsorship fundraising.
- Played key role in development and launch of The Chamber and Cedar Crest College's SAGE Tuition Discount Program.
- Promoted to Vice President at The Chamber after one and a half years of employment.
- Noted as most referrals of new Chamber memberships from November 2014-January 2015.
- Promoted to management within a year at Synchronoss Tech based on outstanding performance.
- Ran successful online customer service program that delivered over 93% satisfaction rating.
- Employee of the Month October 2011 Synchronoss Technologies (selected out of 500 employees).
- Ranked as top agent for AT&T Live Chat based on customer surveys and performance.

**Education:**

**IEDC Economic Development Course**

Lancaster, PA

**August 2016**

**New Markets Tax Credit Forum**

Reading, PA

**August 2016**

**NDC Mixed Use Project Financing Course**

Philadelphia, PA

**August 2014**

**Temple University** Philadelphia, PA

**August 2004 - December 2008**

Bachelor of Arts – 2009 (Political Science Degree)

**REQUEST FOR APPOINTMENT**

**DATE** 6-9-2017

**AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO:** ELECTRICAL EXAM Board

**NAME:** John Hoffman

**HOME ADDRESS:** 3140 Douglas Rd.

**BUSINESS ADDRESS:** 435 E Westminster St.

**TELEPHONE NO. (RESIDENCE)** 610 504 1693 **BUSINESS** same

**EMAIL:** JohnHoffTL2@gmail.com

**PRESENTLY EMPLOYED**

**BY:** Thomas L. Hoffman Elec. Co.

**JOB TITLE:** President

**EMPLOYMENT (Prior):**

**EDUCATION:**

**HIGH SCHOOL GRADUATE:**

**COLLEGE OR UNIVERSITY GRADUATE**

**DEGREE/FIELD OF STUDY**

<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
<u>Business / Elec.</u>			

**CURRENT MEMBERSHIP IN ORGANIZATIONS AND**

**OFFICES:** SALisbury Building Code of Appeals

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: IBEW #375 Trustee Health and Welfare

DO YOU LIVE IN THE CITY OF ALLENTOWN:   /   YES        NO

HAVE YOU EVER BEEN ARRESTED?

no

IF SO, WHY?

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

Owner of Electrical Contracting Business

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:

My past experience in electrical work and  
interest in Allentown's growth I hope will be  
an asset to Board.

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

IF YES,  
EXPLAIN:



IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE  
HOW MANY TERMS YOU HAVE SERVED at least 4 AND THE YEAR YOU  
WERE FIRST APPOINTED late 1990s.

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

6-8-17  
Date

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

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

REQUEST FOR APPOINTMENT

DATE 5/18/17

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO:

Human Relations Commission

NAME: Jessenia Dominguez

HOME

ADDRESS: 1118 Linden Street #1 Allentown PA

BUSINESS

ADDRESS: \_\_\_\_\_

TELEPHONE NO. (RESIDENCE) <sup>484</sup> 294.0713 BUSINESS <sup>484</sup> 4773663

EMAIL: jmd4ujv@gmail.com

PRESENTLY EMPLOYED

BY: Union City Police Dept.

JOB

TITLE: 911 Dispatcher for Union City NJ

EMPLOYMENT

(Prior): \_\_\_\_\_

EDUCATION:

HIGH SCHOOL GRADUATE

☒ YES

☐ NO

COLLEGE OR UNIVERSITY GRADUATE

☐ YES

☒ NO

DEGREE/FIELD OF STUDY \_\_\_\_\_

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

Dominican Rights Activist in Dominican Republic

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

DO YOU LIVE IN THE CITY OF ALLENTOWN:

☒ YES ☐ NO

HAVE YOU EVER BEEN ARRESTED?

NO

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 have a passion for people & the  
community

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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MANY TERMS YOU HAVE SERVED \_\_\_\_\_ AND THE YEAR YOU WERE FIRST  
APPOINTED \_\_\_\_\_.

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commissions and in the event you are appointed/reappointed, it may be used as a news  
release to identify you to the community.

Jessica Dominguez  
Signature

5/18/17  
Date

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

Mayor's Office  
City Hall  
435 West Hamilton Street  
Room 528  
Allentown, PA 18101

# Jessenia M. Dominguez

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1118 Linden Street, Allentown, PA 18101 | 484-294-0713 | jmd4ujv@gmail.com

## OBJECTIVE

- ❖ Highly motivated individual eager to find a position where I can be afforded the opportunity to apply my skills and knowledge. Seeking an opportunity with a reputable company that will enhance my professional skills in a dynamic and stable workplace.

## SKILLS & ABILITIES

- ❖ Excellent Interpersonal, Communication and Customer Service skills
- ❖ Proficient in Microsoft Suite
- ❖ Team Player
- ❖ Highly Organized
- ❖ Adaptable to any work environment
- ❖ Well mannered
- ❖ Articulate
- ❖ Efficient
- ❖ Reliable and punctual
- ❖ Bilingual (English/Spanish)

## EXPERIENCE

### City of Union City-Senior's Department /Mayors Office

#### *Office Clerk / January 2016-Present*

- ❖ Update monthly senior citizen activity calendar.
- ❖ Performed administrative functions as required.
- ❖ Scheduled pick up and drop off of senior citizens for various locations
- ❖ Assist senior citizens with day to day inquiries and/or assist in filling out paperwork
- ❖ Handles extremely busy phones, made copies, file paperwork and perform daily data entry
- ❖ Responsible for scheduling senior citizen department driver's daily schedule.

### Union City Police Department

#### *Dispatcher / December 2014-December 2015*

- ❖ Receive and process incoming emergency /non-emergency calls.
- ❖ Responsible for dispatching Police, Fire, and EMS calls for the entire city of Union City. Provide accurate details to officials with emergency information and details of locations and situations.
- ❖ Verify and update stolen vehicle and/or wanted individuals in NCIS system.
- ❖ Collected caller information, reported problem, and input information into the computer aided dispatching system (C.A.D).

### Standard & Poor's

#### *Clerical Assistant /September 2013-December 2014*

- ❖ Performed office duties including and not limited to photocopying, scanning and faxing documents.
- ❖ Handled inquiries and incoming work requests.
- ❖ Maintained filing system and coordinated workflow
- ❖ Reviewed and entered data into system
- ❖ Provided comprehensive administrative support to Global Sales Operations directors, managers and staff
- ❖ Scheduled and organized office meetings

## Milano Furniture

*Store Manager / June 2009-October 2012*

- ❖ Managed daily inventory and P&L of furniture sales
- ❖ Oversaw recruiting, hiring, development and promotions
- ❖ Managed office, cash handling and customer delivery scheduling
- ❖ Provided support, mentoring, and encouragement for the sales personnel and managers
- ❖ Provided excellent customer service and problem resolution
- ❖ Responsible for ordering supplies and stationary, and vendor contract negotiations

## EDUCATION

*Lehigh Carbon Community College (LCCC) \September 2009-May 2012*

*Fairleigh Dickinson University (FDU) \September 2015-Present*

*REFERENCES AVAILABLE UPON REQUEST*