

REQUEST FOR APPOINTMENT

DATE 3/26/18

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT

TO: Human Relations Commission of the city of Allentown

NAME: Lady Staci Marie Luton

HOME

ADDRESS: 2127 S. Fountain Street Apt #4 Allentown, PA 18103

BUSINESS

ADDRESS: N/A

TELEPHONE NO. (RESIDENCE) 610-333-3125

BUSINESS N/A

EMAIL: StaciLuton@gmail.com

PRESENTLY EMPLOYED

BY: General VK Singh, minister of state,
ministry of External Affairs, India

JOB

TITLE: Consultant

EMPLOYMENT

(Prior): District operations clerk for Lehigh County
District Court 3-1-02.

EDUCATION:

HIGH SCHOOL GRADUATE:

☒ **YES**

☐ **NO**

COLLEGE OR UNIVERSITY GRADUATE

☒ **YES**

☐ **NO**

DEGREE/FIELD OF STUDY

Three degrees:

Associates in Criminal Justice Administration, Bachelors in

American Indian Studies, Sociology and Human Services, Masters in
International Relations and Conflict Resolution.

CURRENT MEMBERSHIP IN ORGANIZATIONS AND

OFFICES: U.N. Representative for ISKCON Communications

- Board member for the NGO called DCF ASGARD
- Dame of Seborga (Italian/French border)
- Lady of Gwynedd (Wales)
- Lady of Powys (Wales)

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: _____

- Founder of International Women Coalition
- Founder of Indigenous and Irish Alliance (CSA)
- Vice President-chinese scholar and student Association at Temple University.

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, I do not.

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 bring a strong sense of justice, cultural awareness and compassion with enthusiasm.
I'm interested in the appointment as a means to sincerely help others and serve my city.

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.**



Signature



Date

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

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

STACI LUTON

StaciLuton@gmail.com ♦ 1-610-333-3125

EDUCATION

- **Lehigh Carbon Community College**
Graduated 2006
Associate of Arts (A.A.) Criminal Justice Administration
Dean's List
- **Black Hill's State University**
Graduated 2011
Bachelor of Arts (B.A.) American Indian Studies, Sociology, Human Services
Triple Majors
- **American Public University**
Master of Arts (M.A.) International Relations and Conflict Resolution
Concentration in Peacekeeping
Graduated 2015

Additional courses:

- **Expert Rating Solutions**
A to Z Grant Writing
Certificate received: 27 August 2010
- **United Nations Institute for Training and Research**
 - Introduction to Environment, Natural Resources and U.N. Peacekeeping Operations
 - Introduction to Security Sector Reform

Udemy

- Outlook 2016 Advanced
- Beginner to Pro in PowerPoint: Complete PowerPoint Training

EXPERIENCE

Lehigh County ♦ District Court 31-1-02

District Operations Clerk February 2017 - January 2018

- Screening incoming calls and responding or routing independently as appropriate
- Processing and mailing Traffic Summons
- Filing
- Miscellaneous office errands as needed
- Assisting people at the front counter
- Processing and lifting warrants
- Receiving payments
- Data entry and clerical work

General VK Singh ♦ Minister of state of External Affairs, India

Consultant for UN / US-India Relations February 2016 - Present

- Consulting regarding India's involvement in the United Nations
- Consulting regarding United States and India relations
- Research and drafting proposals

Global Citizen Forum ♦ NGO

Intern – Executive Assistant to the Spokesperson August 2015 – November 2015

- Assist in arranging programs and events by scheduling facilities, caterer coordinating details and budget
- Managing the executive's contacts and acting as a liaison for the executive
- Compose and prepare confidential correspondence and other detailed documents.
- Manage travel plans and itineraries
- Coordinate calendars and schedule appointments and meetings
- Assisting the executive in problem solving, collecting and analyzing information

U.N. Alliance of Civilizations

Intern – Cabinet Support March 2015 – June 2015

- Providing daily executive administrative assistance for up to 2-3 Executives
- Screening incoming calls and responding or routing independently as appropriate
- Researching and writing speeches for the High Representative
- Serving as a liaison or representative for the organization or executive at events and meetings
- Coordinate calendars and schedule appointments and meetings
- Miscellaneous office errands as needed
- Compose and prepare confidential correspondence and other detailed documents
- Assisting in arranging programs and events
- Collecting and analyzing information

ISKCON Philadelphia ♦ Non-Profit Organization

Executive Assistant to President January 21, 2014 – January 21, 2015

- Screening incoming calls and responding or routing independently as appropriate
- Managed schedule, travel plans and itineraries
- Greeting visitors and providing them assistance
- Arrange catering, logistics and prepare meeting documents
- Assist in arranging programs and events
- Compose and prepare confidential correspondence and detailed documents
- Assist the executive in problem solving
- Preparing meeting rooms
- Making administrative decisions and taking action in the executive's absence

DCF ASGARD ♦ Non Governmental Organization

Executive Assistant to the President January 2012 - January 2014

- Heavily managed travel plans and itineraries
- Schedule appointments and meetings
- Assisting the executive in problem solving, collecting and analyzing information
- Preparing the president for meetings with presentations, notes, speech writing, etc
- Making administrative decisions and taking action in the executive's absence
- Acting as a liaison and main point of contact for the president
- Compose and prepare confidential correspondence and other detailed documents
- Assisting in arranging programs and events

OTHER EXPERIENCE

- Mentor-ship with Ambassador of Qatar, Tariq Al-Ansari June 2013 - June 2015
- Radio show host for one semester at KBHU (Black Hills State University)
- Radio show host for one summer at WXLV (Lehigh Carbon Community College)
- Radio show host for two summers at WLVR (Lehigh University)

SKILLS

Outstanding people skills Cross-cultural Communication Strategic Negotiations
Resolving Conflicts Cultural Awareness Cultural Sensitivity Computer literate Relating to
Others Problem Solving Building Relationships Friendly Personality Talking Adaptability
Diplomacy Quick Thinker Learning Quickly Convincing People Taking Initiative

REFERENCES

Ambassador Tariq Al-Ansari
Ambassador of Qatar
646-752-3808
Al-AnsariT@un.org / Qatarious@gmail.com

Sam Kooiker
Former Mayor of Rapid City, South Dakota
605-431-8463
Skooiker2@gmail.com

Alexandre de Basseville, Count of Normandy
President, DCF ASGARD
+33 659736487
aledebasseville@gmail.com / jarlale8@gmail.com



Spread No Hate Symposium

The Spread No Hate Symposium would gather local journalists and people from the media to discuss the misleading narratives and stereotypes about migrants and refugees in the media.



Inter-religious Dialogue for Peace: Promoting Peaceful Co-existence and Common Citizenship

Invites all organizations in the City of Allentown's Faith Based organizations network for a dialogue. This can be held once a year, every three months or once a month. It could also be held in unison with the Faith Based potluck.



Multicultural Friends Mixer

The Multicultural meet and greet would be held monthly at a different location every month. Allentown's Neighborhood Partnership organizations would be given an opportunity to host the event. This event can also be held at a different ethnic restaurants in Allentown as well as at parks for picnics, bar-b-q, sporting events, etc as a means of giving people from various backgrounds a means of getting to know people from a different background.



Faith Based Potluck

The monthly Faith Based Potluck would be hosted by a different Faith Based Organization every month per their volunteering. It allows the Faith Based organizations and their members to build relationships and friendships with each other and with others of different faiths. It can be held as part of the Inter-religious dialogue event or as a separate event.



Annual International Gala

An Annual International Gala can be held once a year that features a theme, food and music from a different country each year. There can also be the option of those attending to dress according to the country of origin or in formal attire. Proceeds from the Gala would be given to a different charity each year and brings the international community in Allentown together for a good cause.



International Singles Soiree

As an active means of eliminating prejudice through partnerships and intermarriage, International Singles Soiree could be a singles off-shoot from the Multicultural Mixer designed for people from various cultures who are looking for a romantic partner from a different culture. Events would include dances, dinners, and other social activities.



Multicultural play date for children

Multicultural play date for children puts a multicultural spin on play dates by allowing both children and their parents a way to foster new friendships with people from other cultures. A strong point of this program would be that it is important for children to make friends with people from other backgrounds during their childhood so they won't have prejudice as an adult since they would have had intercultural exposure and understanding early on and with this a preventative measure would be taken.



Young Peace builders

The Young Peace builders would be a way to engage young women and young men in an intercultural dialogue and peace building experience through a series of workshops. The aim is to support the growth of networks of young peace builders who are equipped with the tools to address stereotypes, prejudice and polarization in order to build more inclusive and peaceful societies in their communities and globally. Through this action, the City of Allentown can support young people's participation in peace building with a growing coalition of partners. The program would be intended for young women and young men who are starting their involvement in the field of peace building and intercultural dialogue. The programme would be designed to support young people in gaining skills that can enhance their positive role in issues of peace, tolerance and in preventing violent conflict. It also brings visibility to the initiatives, actions and projects initiated by young people towards peace and the promotion of diversity. The objectives would be to learn about other cultures, faiths and worldviews within and beyond the group to foster intercultural cohesion and collaboration; to learn about stereotypes and how to critically analyze them to reduce their prevalence; understand different perspectives in identity-based conflict and gain tools to develop solutions at local, national and regional level and transform conflicts peacefully; And develop competences to use different forms of media or expressive arts as a way to create alternative narratives, reduce polarization and promote social inclusion.



Migrant mentor program

With the increasing number of immigrants and refugees coming to Allentown there is a growing need for them to receive some assistance in learning and acquiring an understanding of both their new country and the way of life in Allentown. The migrant mentor program would partner a native born US citizen in Allentown with a migrant or refugee who has expressed interest in the program. They would not only foster friendship but receive guidance. (Think big brother/big sister program but for citizens to help immigrants get acclimated as well as help them through paperwork and governmental processes.)



Intercultural Leaders

This project would be an exclusive skills and knowledge-sharing platform for civil society organizations and young leaders that work on addressing cross-cultural tensions. Additionally, an annual achievement award can be given out.



Intercultural Innovation Award

Cultural diversity can bring important societal and economic benefits, but successful management of cultural diversity requires promoting intercultural dialogue and building inclusive societies. The City of Allentown can develop an award where the city identifies and supports the most innovative grassroots projects that encourage intercultural dialogue.



Inter-faith Commission

A commission can be set up for dialogue, peace, education and building relations between different faiths. This commission can have one representative from each religion that is responsible for organizing the Inter-religious dialogues event as well as the monthly Inter-faith potluck. Each representative would be a main point of contact for their religious community in Allentown.



International Community and Immigration Commission

The International Community and Immigration Commission would be composed of representatives from various ethnic communities based in order to host a public forum that hears the concerns of the migrant and immigrant community as well as to provide them a means to express how they would like to contribute to Allentown. This would be a local level model United Nations that represents the cultural diversity of Allentown while also giving immigrants a place to be heard. If you don't want to create a new commission for this, perhaps it could be incorporated in to the existing Human Relations Commission.

9/9/2015

To whom it may concern:

I have had the privilege of knowing Staci Luton for about five years. She is bright and capable. Her greatest ability is her organizational and planning ability. She is a strategic thinker and is able to think ahead ten steps to anticipate the needs of others.

Staci is especially good at communicating concepts. She has been a teacher in a sense in many ways, and this is a talent that would serve her well in any organization.

Perhaps most importantly, Staci is an emphatic listener. In my capacity as Mayor of Rapid City for two terms, I have met a lot of people. Staci truly cares about people. Rapid City is a racially diverse community, and she is talented at relating to all people in an engaging and sincere way.

In a world that has become so busy that people are reduced to being human "doings" instead of human beings, she cares deeply about people. When you talk to Staci, you are the most important person in the room. For this reason alone, she would make a fine leader and employee.

Sincerely,



Sam Kooiker
6601 Wellington Drive
Rapid City, SD 57702
605-431-8463 cell; 605-721-6282 home
skooiker@rap.midco.net



International Society for Krishna Consciousness

FOUNDER-ACARYA: HIS DIVINE GRACE A.C. BHAKTIVEDANTA SWAMI PRABHUPADA

September 11, 2015

RE: Employment Reference Letter for Staci Luton

To whom it may concern,

I have known Staci Luton for the year she worked at the ISKCON Philadelphia Temple of which I am President. Staci has lived in the temple for three months from October 21, 2014 – January 21, 2015. She served as my Assistant in the management of the temple.

I was satisfied with the quality of her work. She exhibited the highest character. She displayed attention to detail and exceptional people skills (especially dealing with visitors to the temple).

I highly recommend her as an employee.

Sincerely,

Sikhi Mahiti Das
Temple President
ISKCON of Philadelphia