

Karen M. (Krasulak) El-Chaar

450 Mountain Park Rd.
Allentown, PA 18103
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27 July 2018

City of Allentown
435 Hamilton St., Room 233
Allentown, PA 18101
Attn: Human Resources

Re: Application for Director-Parks, Recreation, Trails

Dear Sir/Madam:

Please accept this communication as my application for the position of Director-Parks, Recreation, Trails. In my capacity as the Executive Director of Friends of the Allentown Parks I have worked very closely with the Parks and Rec staff as well as each director, have applied and received grants to improve park assets and engaged approximately 4,000 community and business volunteers annually to beautify our parks. I believe my life-long interest in Allentown's parks as well as my eight years experience with Friends have provided me significant insight and knowledge into the needs and desires of the community as well as activities to enhance park assets and recreation offerings.

I bring sound leadership, management and budget experience as a result of various employment opportunities including five years as Cedar Crest College business professor for undergraduate/graduate leadership and management courses, ten years with the Commonwealth of Pennsylvania (DCED) and eighteen years at Air Products and Chemicals. My education includes a Master of Business Administration (Marketing and Management) and Juris Doctor, with significant emphasis on Business and Environmental Law.

Thank-you in advance for this opportunity and your consideration. Should you have any questions, please do not hesitate to contact me at 610-442-0331.

Sincerely,

Karen M. El-Chaar

Karen M. (Krasulak) El-Chaar

450 Mountain Park Rd.
Allentown, Pennsylvania 18103
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Employment Experience

Cedar Crest College

100 College Drive
Allentown, PA 18104

2013 - Assistant Professor, Department of Business, Management and Economics
Undergraduate: International Business/Strategic Planning/Industry Analysis/Leadership
MBA: Ethics, Governance, Intercultural Communications

Friends of the Allentown Parks

2700 Parkway Blvd.
Allentown, PA 18104

2010 - Executive Director
Responsible for fiscal, administrative and operations management of this non-profit organization
Develop and implement programs which complement and support activities of the Allentown Department of Parks and Recreation
Manage fiscal activities to include development and implementation of fundraising initiatives, grant writing and solicitation of project sponsors

Pennsylvania Department of Community and Economic Development

Office of International Business Development

4th floor, Commonwealth Keystone Building
Harrisburg, PA 17120-0225

2001 - 2008 Director, Global Operations
Responsible for fiscal, administrative and operations activities of \$21 million budget encompassing the Commonwealth's OIBD and World Trade PA initiatives
Develop and implement the strategic plan for OIBD which defines and integrates Commonwealth trade and investment priorities
Manage fiscal, administrative and operations activities of the Commonwealth's international activities to include 45 in-country consultants, 11 Pennsylvania regional export partners, OIBD - Harrisburg operations and various special projects
Develop and manage performance-based compensation plan (trade, investment, tourism)

1998 - 2001 Director, Asia-Pacific Affairs
Manage fiscal, administrative and operations for trade and investment activities of 5 international consultants in the Asia-Pacific region & Harrisburg Office of International Business Development

Air Products and Chemicals, Inc.

7201 Hamilton Blvd.
Allentown, PA 18195-1501

1994 - 1998 Manager, International Trade (Corporate Strategic Planning)
1988 - 1994 Associate Manager, International Trade (Industrial Gases Division)
1987 - 1988 International Sales Administrator (Chemicals Division)
1979 - 1987 International Representative (Chemicals Division)

Education

Temple University School of Law – Philadelphia, Pennsylvania (1994)

Juris Doctor – emphasis on Corporate Law and International Trade

Wilkes University – Wilkes-Barre, Pennsylvania (1990)

Master of Business Administration – Marketing, Management

East Stroudsburg University of Pennsylvania – East Stroudsburg, Pennsylvania (1979)

Bachelor of Science – Secondary Education, German

International Languages

German; French; Spanish; Arabic; Russian

Professional Experience

American Bar Association

New Jersey Bar Association

Industry Trade Advisory Committee for Small and Minority Business (ITAC-11) (1998-2012)

Provide advice to the United States Trade Representative and United States Secretary of Commerce on the impact of various international trade policy initiatives on small and minority businesses

United States Council for International Business

National Association of Manufacturers

Pennsylvania Chamber of Business and Industry

Activities

WDIY/Lehigh Valley Community Broadcasters Association (Allentown NPR radio station) – *Board*

President (2016 -) & Board Director (2011-)

Cedar Crest College Radio – Music Host (2014 -)

Rotary International – member (2010 -)

Pennsylvania Sinfonia Orchestra –Director of the Board (2010 -)

Liberty Bell Museum – Special Events Committee member (2009 -)

Allentown Music Festivals, Inc. – *Treasurer* (2002 -)

Pioneer Band of Allentown – Director of the Board (1996 -)

Allentown Music Club – *President* (1994 - 1996); Director of the Board (1986 -)

Rotary International, Allentown Foundation – Director of the Board (2011 -2014)

Pennsylvania-Delaware-Maryland-DC Conference of Locals, American Federation of Musicians –

President (2006 - 2012)

American Federation of Musicians, Local 45 – *President* (2002-2012); *Business Agent* (1995 - 2012)

East Stroudsburg University Foundation –*Chairman* (1999-2002); Director of the Board (1992 – 2004)

East Stroudsburg University Council of Trustees – *Foundation Liaison* (1999 - 2004)

Business and Professional Women’s Club of Allentown – *President* (1988 – 1992)

World Trade Club of the Lehigh Valley – *President* (1986 – 1992)

Awards

Liberty Bell Shrine Museum Award (2010)

Eberly Award for Volunteerism from the Pennsylvania State System of Higher Education (2002)

Young Alumni Award (1992-1993) – East Stroudsburg University of Pennsylvania

Interests

International Travel

Music

Applicant Listing
CITY OF ALLENTOWN

Applicant #	Applicant Name	Employee #	Recruitment #	Position #	Status
00232566	Karen Elchaar		28-025	074-001	Active
Applicant Information					
Gender: *****		Ethnicity: *****		Birthdate: *****	
Primary Address		Contact Information		Veteran Category	
2700 PARKWAY BLVD ALLENTOWN, PA 18104		Home: (610) 442-0331 Work: Cell: (610) 442-0331 Email: kelchaar@allentownparks.org		Disabled N Vietnam N Other N Newly separated N	
Notes				Document Delivery Method	
				Send email N Mail hard copy N	
Education					
Degree		School	Location	Attendance	
ba Bachelors		East Stroudsburg University of Pennsylvania	East Stroudsburg, PA	09/01/1975 - 05/01/1979	
Major: Secondary Education		Years attended: 4.00		Completed: Y	
Minor: German		GPA:			
Comments					
ma Masters		Wilkes University	Wilkes-Barre, PA	09/01/1986 - 05/05/1990	
Major: Marketing		Years attended: 4.00		Completed: Y	
Minor: Management		GPA:			
Comments					
doc Doctorate		Temple University, Beasley School of Law	Philadelphia, PA	09/01/1990 - 05/01/1994	
Major: Corporate Law		Years attended: 4.00		Completed: Y	
Minor: International		GPA:			
Comments					
with additional significant coursework in environmental law					

<u>Applicant #</u>	<u>Applicant Name</u>	<u>Employee #</u>	<u>Recruitment #</u>	<u>Position #</u>	<u>Status</u>
00232566	Karen Elchaar	(continued)	28-025	074-001	Active
Employment					
<u>Employer</u>		<u>Position</u>			
Cedar Crest College 100 College Dr. Allentown, PA 18104		Position: Assistant Professor Employment Status: Full Time Started: 05/12/2013 Ended: Salary: 50,000.00 Annually			
Phone: (610) 606-4625		Contact allowed: Y			
<u>Duties</u>					
Teach a myriad of graduate and undergraduate courses including marketing, management, leadership, international business, intercultural communications					
<u>Reason for leaving</u>					
still employed					
Skill					
<u>Language/Skill</u>		<u>Proficiency</u>			
spanish	Spanish	beg	Beginner		
<u>Comments</u>					
Less conversant, more knowledgeable in reading					
microsoft	Microsoft Office Suite	exp	Expert		
<u>Comments</u>					
excel	Microsoft Excel	exp	Expert		
<u>Comments</u>					
word	Microsoft Word	exp	Expert		
<u>Comments</u>					
german	German	flu	Fluent - Read, Write, and Speak		
<u>Comments</u>					

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00232566	Karen Elchaar	(continued)		28-025	074-001	Active
	powerpl	Microsoft PowerPoint	exp	Expert		
	Comments					
	publisher	Microsoft Publisher	exp	Expert		
	Comments					

References

Ref Type	Name	Organization
Business	Randall Forte 840 W. Hamilton st. allentown, PA 18101	Company: Lehigh Valley Arts Council Position: Executive Director # of months: 240 Phone: (610) 437-5915
Comment	Have worked extensively with Randall Forte and the Allentown arts community	
Business	Tony Iannelli 840 W. Hamilton St. Allentown, PA 18101	Company: Greater Lehigh Valley Chamber Position: President # of months: 120 Phone: (610) 739-1513
Comment		

Custom Fields

Field label	Field Value
Summary	
Natl Guard	
Discharge	
Service Dates	
Branch	
Moving Violations number	
Accident explanation	
Accident	N

Applicants
8/8/2018 3:01:05PM

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00232566	Karen Elchaar	(continued)		28-025	074-001	Active
	Moving Violations	N				
	Swing	Y				
	Night shift	Y				
	Availability					
	DL Endorsements					
	DL Expiration	01/15/2022				
	DL State	Pennsylvania				
	DL Classification	c				
	DL Number	17-173-172				
	Hours Available	minimum 40 hours and additional as nee				
	Sched Restrictions	N				
	License	Y				
	HS/GED	Y				
	Convictions					
	VeteranStatus	non				
	EmploymentWaiver	Y				
	USEligible	Y				
	Ranking					

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