

**RESOLUTION OF THE BOARD OF FREEHOLDERS
COUNTY OF ESSEX**

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RESOLUTION NO. _____ **AUTHORITY FOR RESOLUTION:** N.J.S.A. 40:41A-38(d)

PROPOSED BY: COUNTY EXECUTIVE **AUTHORITY FOR ACTION:** N.J.S.A. 40:41A-36(a)

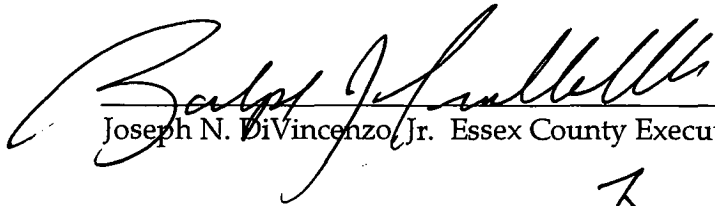
SUBJECT: Advice and Consent - Nomination for the Re-appointment of Lee Sandra Medina to the Essex County Vocational School Board

WHEREAS, Joseph N. DiVincenzo, Jr., Essex County Executive, offers the nomination of LeeSandra Medina for re-appointment to the Essex County Vocational School Board effective immediately to fill a term that will expire on October 31, 2018 now, therefore, be it.

RESOLVED, by the Board of Chosen Freeholders of the County of Essex as follows:

1. That the Board, pursuant to N.J.S.A. 40:41A-38(d), hereby approves and gives its advice and consent to the re-appointment of LeeSandra Medina for appointment to the Essex County Vocational School Board effective immediately to fill a term that will expire on October 31, 2018.
2. That the Clerk of the Board shall forward one (1) certified copy of this resolution to the offices of the Chief of Staff, the County Administrator, Public Information, and LeeSandra Medina, [REDACTED] Bloomfield, New Jersey 07003.

I hereby, authorize the submission of the above named nominee to said board and term.



Joseph N. DiVincenzo, Jr. Essex County Executive

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Approved as to form and legality Anthony Pagnone Date 1/16/15
Anthony Pagnone
 ESSEX COUNTY COUNSEL

RECORD OF VOTE (X=Vote N.V.=Abstention ABS=Absent)

Moved By Freeholder _____
 Second by Freeholder _____

Freeholder	Yes	No	N.V.	ABS	Freeholder	Yes	No	N.V.	ABS
Bobadilla					Richardson				
Gill, V.P.					Sebold				
Johnson					Timberlake, Pres.				
Jones					Toro				
Luciano									

It is hereby certified that the foregoing Resolution was () adopted () defeated () tabled by roll call vote at a _____ meeting of the Board of Chosen Freeholders of the County of Essex, New Jersey held on _____.

Is Publication Required () Yes () No

Date Published _____

Britnee N. Timberlake, President

RECEIVED
 CLERK OF THE BOARD
 2015 JAN -9 PM 1:44
 ESSEX COUNTY
 BOARD OF
 CHOSEN FREEHOLDERS

Nomination of Lee Sandra Medina – Re-appointment (EC Voc. Schools)

LeeSandra Medina

Bloomfield, NJ 07003

PROFESSIONAL SUMMARY

Versatile and Bilingual professional adept at managing multiple projects as well as engaging and delegating staff in order to maximize productivity and increase morale. Committed to strengthening high standards and maintaining confidentiality at all levels. 2013 Latino Heritage Celebration Star of Essex County honoree.

EDUCATION

Newark Leadership Fellow, Class of 2014

Newark, NJ

Program for qualified professionals dedicated to the greater Newark Community.

Saint Peters Jesuit College

Jersey City, NJ

Obtained Bachelor's Degree in Business Administration

1997- 2002

WORK EXPERIENCE

-OPERATIONAL STREAMLINING

- Successful event coordination.
- Executive Assistance Support, i.e. compose, create, and review correspondence, maintain files & submit reports.
- Communicate with Executive Directors, NJ Elected Officials, community & organizational leaders daily.
- Committed to strengthening high standards and maintaining confidentiality at all levels.

-MANAGEMENT/SALES

- Adept at managing multiple projects.
- Successfully cross sell products to customers.
- Rely on skill and judgment to plan and accomplish goals.
- Accountable for furthering branch profitability and overall reconciliation of branch monies.
- Implement bank compliance policies through meetings and conducting branch audit proceedings.
- Trained, supervised, evaluated and engaged staff in order to maximize productivity and increase morale.
- Oversee executive calendar by coordinating & organizing meetings.

-CUSTOMER SERVICE

- Expert in providing exceptional customer support and highly skilled at recognizing internal and external customer needs, while exceeding their expectations.
- Analytical problem solver with the capacity to provide assistance with sensitivity to the diversity of a multi-cultural audience.

PROFESSIONAL EXPERIENCE

- | | | | |
|------------------|--|--------------------------------|--------------------|
| • 2014 - Present | Essex County Sheriff Officer | Essex County Sheriff Office | Newark, NJ |
| • 2010 - 2014 | Part Time 29 th Legislative District Aide | Senator Teresa Ruiz | Newark, NJ |
| • 2008 - 2013 | Part Time CSA/ Overnight Audit Manager | Westminster Hotel | Livingston, NJ |
| • 2007 - 2014 | Confidential Administrative Assistant | The County of Essex | Newark, NJ |
| • 2006 - 2006 | Loan Processing Assistant/Admin. Asst. | The Loan Office | Ft. Lauderdale, FL |
| • 2005 - 2006 | A/Branch Manager | The Bank of New York | N. Arlington, NJ |
| • 2003- 2005 | Assistant Branch Manager | NorCrown Bank | Livingston, NJ |
| • 2003 - 2003 | Financial Service Representative | No. Jersey Federal C.U. | Newark, NJ |
| • 2002 - 2003 | Teller/Customer Service Representative | Sovereign Bank | Livingston, NJ |
| • 1998 - 2002 | Co-Op Cashier Intern | U.S. Customs Homeland Security | Newark, NJ |

PROFESSIONAL AFFILIATIONS

- 2012 - 2014 Toastmasters International, Fairleigh Early Birds club
- 2009 - Present Essex County Vocational Technical School Trustee Board Member
- 2009 - 2011 School Leadership Committee Member, Barringer High School
- 2007 - 2012 National Notary Association