

February 5, 2015

Brian Giovanoni
School Committee Member
RE: MHS Feasibility Study Committee

Dear Mr. Giovanoni;

I am writing to you in regards to the feasibility study committee that is presently being formed for the potential of a new or renovated Middleboro High School, see my resume attached. My environmental and project management skills could assist you in these endeavors. I have assisted the Associate Vice President of Facilities Management and Planning in the Planning and Facilities Operations in numerous large construction projects on campus, including a \$100 million science building.

In 2013, I was project manager in the demolition of the Old Power Plant, behind Woodward Hall. An oil release was discovered during the demolition. To clean up the contaminated soil additional requirements were necessary in accordance with Department of Environmental Protection in the 310 CMR 40.0000 Massachusetts Contingency Plan (MCP). When the remediation project started moving forward a greater amount of oil was discovered than initially anticipated and the oil also impacted water. Additional work was required to remediate the oil and water that was present on the site. The property is now clean to residential standards and I have left the environmental in a better position than what I found it. My clean up budget was one million dollars.

I am managing TRC to update the Restricted Emissions/Source Registration plan for Bridgewater State University, due to the numerous changes that have occurred at BSU. This required yearly input into the E-DEP program run by the DEP. This year the entire report was verified by going building by building to check boilers, burners, hot water heaters, emergency generators any equipment that has an emission source, etc. This process is still ongoing.

I am responsible for timely and accurate regulatory reports to local, state and federal authorities (Environmental Protection Agency (EPA), MA Department of Environmental Protection (DEP), and Town of Bridgewater). I coordinate and contracts with outside vendors. I am accountable for ensuring that affirmative action, equal opportunity and diversity are integrally tied to all actions and decisions in areas of responsibility.

I hope that I could assist you in the feasibility study with my skills. If you require additional information please do not hesitate to contact me.

Sincerely,

Patricia A. Delaney

Middleboro, MA 02346

Patricia A. Delaney, REM
Environmental Health and Safety Officer

Middleboro, MA 02346

EDUCATION:

1995, M.S., Environmental Policy & Management, Regulatory Compliance, University of Denver, Denver, CO
1989, B.S., Speech Communication, Management Science, Bridgewater State College, Bridgewater, MA

PROFESSIONAL SUMMARY

Bridgewater State University, Bridgewater, Massachusetts

- Environmental Health and Safety Officer, December 1999 - Present

ATC Associates Inc., Woburn, MA

- Technical Specialist, August 1998 - December 1999

Rocky Flats Environmental Technology Site, Inc. Safe Sites of Colorado, Golden, CO

- Environmental Compliance Specialist, Safety and Regulatory Compliance, Feb. 1996 - July 1998
- Senior Administrative Technician, Risk Reduction Administration, 1992 - 1996
- Tracking System Specialist, Quality Assurance, 1990 - 1992

TRAINING/CERTIFICATIONS/REGISTRATIONS

- ISO 14000
- Root Cause Mort-Based Analysis trained & certified
- 40 Hour OSHA certified
- LO/TO, Confined Space, OSHA
- EPA Asbestos Supervisor 40 Hour Certified

Environmental Compliance

- Developed and enhanced Environmental/Safety Self-Evaluation Compliance Program for the Department of Interior, National Park Service for Nationwide implementation
- Liaison between the Department of Energy, Colorado Department of Health and Safe Sites of Colorado
- Implemented Chemical Control data base for BSU, track 6,000 + chemicals from product to waste
- Extensive experience utilizing personal protective equipment
- Implemented waste minimization using a recycling program
- Conducted walk down inspections for potential environmental /safety deficiencies
- RCRA administrator - reviewed inspection log sheets for accuracy/deficiencies
- Assisted in shipping hazardous & non-hazardous waste off site
- Performed internal audit assessment for environmental /safety compliance
- Provided oversight for environmental /safety compliance including NEPA, RCRA, CAA, CWA, FIFRA, TASCAs

Additional Experience

- Training employees on environmental/safety compliance regulations
- Administered and tracked regulatory & non-regulatory commitment compliance concerns with internal and external agencies
- Participated in Total Quality Management Team to improve efficiency on processing commitments
- Assisted on committees that are responsible for the planning and construction of building projects on the University's 270-acre campus, including renovation to 39 buildings, totaling 1.9 million square feet. Assist in the selection of architects, engineers and consultants, contractors; assess bid results and qualifications. Coordinate and monitor inter-agency activities both on and off-campus.
- Developed environmental bids to achieve the best possible consultant
- Chair of Safety Committee
- Responsible for all environmental reporting requirements to DEP and EPA including stormwater; Tier II; Restricted Emissions Air Quality; Greenhouse Gas Reporting.

- Served on the Henry B. Burkland Principal and Vice Principal Search Committee spring 2013
- Grant writing and awards of up to \$27,000 for safety training at Bridgewater State University

AFFILIATIONS

- Middleboro Elementary School – Henry B. Burkland PTA President 2012 – 2014
 - Middleboro PTA member since 2008 – present
- Middleboro Conservation Commission; Conservation Commissioner 2000 – 2010
- Registered Environmental Manager 2009
- Agency For A Clean Thornton, Affiliate of Keep America Beautiful, Inc. City of Thornton, CO (Vice Chairperson 1995-1998)

Jennifer Wolfe

Middleboro, MA 02346

February 5, 2015

Brian Giovanoni

bgiovanoni@middleboro.k12.ma.us

Dear Mr. Giovanoni,

I am interested volunteering for the Middleboro School Building Committee. I have lived in Middleboro for over 14 years and I have three children in our school system. My daughter is a sophomore at the High School and my two sons are at Nichols and Mary K. Goode. I strongly believe that we need a new high school and I would like to offer my services to the committee.

I am a Senior Manager in Product Innovation at Blue Cross Blue Shield of Massachusetts. I have over 14 years of leadership experience and a proven record of bringing projects on time and on budget. I don't have specific construction/building experience but I think I can help with project management, facilitating meetings, and communications.

To further acquaint you with the specifics of my experience I am enclosing my resume. I hope you will consider me for this committee. I look forward to hearing from you.

Thank you,
Jennifer Wolfe

Jennifer L. Wolfe

Middleboro, MA 02346

Summary of Experience:

- More than thirteen years successful experience in leadership roles.
- Recognized strengths in problem-solving, trouble-shooting, and management.
- Proven track record of meeting project deadlines/deliverables with successful outcomes.
- Demonstrated ability to convey complex product information and ideas effectively.

Selected Employment History:

2011-Present

Blue Cross Blue Shield of Massachusetts

Market Planning, Innovation & Implementation – *Senior Manager*

Responsibilities include:

- Contribute to MPPI's benchmarking initiatives including study participation, research, and analysis including the 2015-2016 Commercial Strategic Offering Roadmap
- Drive new product/offering initiatives from ideation to timely and successful market introduction and adoption. Launched the Blue Distinction Center Steerage program, the Reclassification of the tiered network, private exchange: My Blue Choices, and Bundled Offerings.
- Formulate compelling but practical concepts for products and offerings.
- Complete all product/offering feasibility assessments; collaborate with other team members to define implementation approach, cost, and ROI.
- Lead development process, facilitate, resolve issues and effectively coordinate/collaborate with team members and project manager.
- Assure that implementation of new products and offerings are well planned and executed, and that they provide a user experience consistent with BCBSMA requirements, are fully documented from an operational perspective, and function as planned.
- Assure appropriate project scope and cost management and appropriate vendor selection when required.
- Lead implementation of offerings and market launch to assure sales success and market adoption.
- Utilize BCBSMA's stage/gate offering development process and fulfill all corporate reporting, risk assessment, operational readiness reviews, and project control obligations.
- Participate in and provide leadership to BCBSA workgroups and coordinate internal activities in relation to BCBSA workgroups, as requested.
- Represent department on cross-functional teams.
- Contribute to development of product research and strategy.
- Maintain and share current knowledge of the market, regulations, and relevant product/offering trends.

2008-2011

Blue Cross Blue Shield of Massachusetts

PSA Management & Operations – *CDH Operations Expert*

Responsibilities included:

- Managed FSA, HRA, and HSA financial product options.
- Served as the operational expert relative to CDH Products and financial vendor operations.
- Led National/Major Account Implementations with complex financial product designs.
- Led cross-functional workgroups with subject matter experts in each key business area to identify educational needs/gaps to improve plan performance and associate understanding of CDH Products and financial options.
- Managed financial vendor relationships (Wells Fargo, Bank of America, and other financial vendors), ensuring operational activity continues smoothly.

Jennifer L. Wolfe

Middleboro, MA 02346

- Supported the company with Consumer Driven Health Product implementation activities and operational questions or issues.
- Facilitated day to day and elevated issues related to claims, service, or enrollment and ensured prompt resolution.
- Acted as the liaison between the Account and financial vendors for escalated issues or complex implementations.
- Supported sales during pre-sale activities and the implementation process.
- Worked closely with Sales CDH Consultant to stay current on market changes impacting operations, FSA, HRA and HSA financial options, ERISA and government regulations.
- Proactively identified continuous improvement initiatives and work with the appropriate areas to implement recommended changes

2006–2008

Blue Cross Blue Shield of Massachusetts

Enrollment Operations/PSA Operations – *Senior Business Analyst*

- Led and/or participated in major project implementations with a corporate breadth, including Business Integration on Blue Core, Health Care Reform, BlueQuote Plus Implementation, Wells Fargo Re-engineering, and BlueBank.
- Created step-by-step training documentation for new processes or changes to existing processes.
- Created detailed workflows for new processes or changes to existing processes.
- Performed detailed analysis for numerous data needs, including staff models, membership impact, inventory volumes/projections, etc.
- Coordinated technology and implementation plans with other divisions and project areas.
- Participated in the identification, development, and delivery of effective project management deliverables, including business requirements, business design specifications, business need assessments, staffing plans/models, impact assessments, issue logs, and contingency plans.
- Lead project plan development, proactively identify and manage business risk, and assure commitment to project deliverables.
- Facilitated status meetings and working sessions; accurately representing area interests on all assigned cross functional projects.

2004–2006

Blue Cross Blue Shield of Massachusetts

Enrollment Operations – *Manager*

- Increased member and account satisfaction through ensuring the consistent delivery of Concierge Service.
- Participated in various workgroups related to improving the front to back enrollment process, thereby reducing turnaround times.
- Represented Enrollment Operations on corporate initiatives and legislative/regulatory impacts; work with other areas in SMS and the corporation (e.g., legal, corporate affairs) to ensure readiness.
- Delivered presentations (large and small audiences, all levels of the organization) as needed for assigned projects and team communications.
- Successfully coached a supervisor to a job grade promotion.
- Successfully completed the Performix process for 30+ associates and supervisors, including Career Development, Mid-Year reviews, and Year-End reviews.
- Ensured that Enrollment teams meet/exceed quality and productivity standards.
- Participated in the design, management, and measuring of new initiatives that enhanced member satisfaction and associate morale.

Jennifer L. Wolfe

Middleboro, MA 02346

- Monitored department performance, identified trends, and recommended solutions to improve processing efficiency.
- Proactively worked with Business Partners to ensure issues impacting performance are resolved in a timely manner.
- Maintained constructive, effective working relationships with peers and senior leaders.
- Achieved implementation timeframes for new product implementations and Core System.
- Defined, implemented, and measured realistic productivity expectations and standards for all applicable associates and teams.

Education:

2013 – BCBSMA Core Leadership Curriculum completed

Syracuse University

Syracuse, NY

- 2 years undergraduate work completed

1991-1994 Orange Park High School

Orange Park, FL

- Diploma

Community Service:

- 2010-2013 Secretary of Middleboro Youth Soccer Association Executive Board –
- 2009 – present – member of the United Methodist Women Organization

Robert M. Desrosiers

Middleborough, MA 02346

February 9, 2015

Mr. Brian P. Giovanoni
Middleborough School Committee
30 Forest Street
Middleborough, MA 02346

Re: Application/Letter of Interest for High School Feasibility Study Committee

Mr. Giovanoni:

I am writing to express my interest in serving as a member of the proposed High School Feasibility Study Committee. I believe that I have some experience that would be valuable to the Town and I am available to participate in committee work.

I am a Registered Professional Structural Engineer with 25 years of experience in building planning, design, and construction. I have previous experience with the Designer Selection Process and Construction Service Procurement, having previously served the Town as Chairman of the Town Hall Building Committee. Recently, I helped to oversee the planning and construction of a major expansion of the Hannah B.G. Shaw Home, which is a local skilled nursing facility.

I am very familiar with the present High School Facility, having spent a good portion of my youth in the building. I understand its structural systems and design methodology.

I look at this as an opportunity to use my professional skills and knowledge of Town government for the benefit of the schools. Please feel free to contact me with any questions. I can be reached at _____
or _____

Very Truly Yours,



Robert M. Desrosiers, P.E.

ENCL: Resume/Civic Experience

Robert M. Desrosiers, P.E.

Middleborough, MA 02346

EDUCATION

Worcester Polytechnic Institute, Worcester, MA Graduated 1986
Bachelor of Science Civil Engineering
Principal Coursework: Design of Structures
Related Coursework: Construction Project Management, Transportation,
Geotechnical Engineering, and Surveying.

PROFESSIONAL EXPERIENCE

ASAP Engineering & Design Co., Inc., Middleborough, MA 1994 – Present
Principal: Consulting Firm specializing in structural design, project management,
construction inspection, failure analysis, and industrial consulting.

Warren Environmental, Inc., Middleborough, MA 1992-1994
Project Manager/Engineer/Safety Officer: Supervise installation of epoxy coating
systems for rehabilitation of municipal water and sewer infrastructure projects.

Nemasket Construction Co., Inc., Middleborough, MA 1989-1992
Project Manager/Engineer/Estimator: Prepare and administer construction
contracts, estimate for bidding of projects, supervise, inspect, and schedule
construction for industrial construction and utility projects.

Spaulding Associates, Worcester, MA 1986-1989
Project Engineer: Coordinate structural design of projects and preparation of
construction documents and specifications. Other activities include construction
phase supervision, cost estimating, and topographic surveys.

PROFESSIONAL QUALIFICATIONS

Massachusetts Registered Professional Engineer License No. ST36770
Massachusetts Unrestricted Construction Supervisor's License CS 054594
Massachusetts Hydraulic Engineer/Operator's License HE 049230
Massachusetts Fundamentals of Engineering Certification E.I.T. 10979
Professional Development Courses:
Directing Architectural Projects, Harvard University G.S.D
Design of Reinforced Masonry Structures, American Society of Civil Engineers
Advanced Pre-stressed Concrete Design, Pre-stressed Concrete Institute

Robert M. Desrosiers

Middleborough, MA 02346

CIVIC EXPERIENCE

Middleborough Board of Selectmen
Member 1991-1994
Chairman 1993-1994

Massachusetts Municipal Association
Member 1991-1994

Middleborough Town Meeting Moderator
1997-2006

Massachusetts Moderators Association
Member 1998-2000

Middleborough Capital Planning Committee
Member 1993-1994

Water Resource Protection District By-Law Committee
Member 1991-1992

Middleborough Town Hall Building Committee
Chairman 1995-1997
Ex-Officio 1997-1998

Middleborough Engineering Study Committee
Member 1996-1997

Mayflower School Council
Member 1993-1994

Lakeville Hospital Re-Use Committee
Member 1993-1994

Friends of Cranberry Specialty Hospital
Member 1996-1997

Middleborough High School Principal Search Committee
Board of Selectmen Representative 1994

Cranberry Country Chamber of Commerce
Member 1995-2000
Officer Nominating Committee 2000

Taunton Area Chamber of Commerce
Member 1997-2002

Town Manager Search Committee
Middleborough-Secretary 2005-2006

Hannah B.G. Shaw Home Board of Directors
Associate Director 2006-2011
Director 2011-2014
President 2014-

Board of Inspection of Unsafe Structures
Town of Middleborough
Chairman 2012-

Major Thomas B. Griffith Corporation F/B/O Carver
Trustee 2012-

Thomas S. Peirce Estate F/B/O Town of Middleborough &
Middleborough Public Library
Trustee 2013-

Board of Inspection of Unsafe Structures
Town of Marion
Chairman 2014-



Brian Giovanoni <bgiovanoni@middleboro.k12.ma.us>

School Building Committee

Jennifer Anderson <

Sat, Feb 7, 2015 at 9:11 PM

Reply-To: Jennifer Anderson

To: "bgiovanoni@middleboro.k12.ma.us" <bgiovanoni@middleboro.k12.ma.us>

Cc: "rgillis@middleboro.k12.ma.us" <rgillis@middleboro.k12.ma.us>

Dear Mr. Giovanoni:

Please find my resume submitted in response to the School Committee's search for community members to serve on the Middleboro School Building Committee. During the time I worked in Corporate America, I successfully supervised the expectation and satisfaction of large business and government customers and managed and supported large teams. My business management experience includes over ten years, in four different organizations, of direct customer facing project management leadership. I bring a broad base of knowledge and confidence to this type of committee. The majority of my career includes business to business, technology based operations, customer service and project management. I have spent the last three years volunteering in the Middleboro School District in the classroom at the M.E.C.C. and H.B.B, served on PTA and School Council. Additionally I have worked closely with Paul Branagan and Dr. Weiss for the last 18 months facilitating community engagement meetings directly related to the SOI and MSBA eligibility process. I have developed a strong working relationship with the facilities department, school administration, community and parent groups, which I feel is critical in order to continue to move our District forward toward the common goal of achieving high student achievement and ensuring our children are in a safe, 21st Century building.

Please contact me with any questions you may have. I look forward to your reply and thank you for your consideration.

Sincerely,

Jennifer Anderson



J.Anderson Resume2015.doc

62K

Jennifer Anderson

Middleboro, MA 02346

Executive Profile

Telecommunications leader with over twelve years experience building and guiding successful management teams for a fortune 500 multi-billion dollar corporation. Results-oriented, certified project manager with excellent organizational, decision-making, and customer-contact skills; demonstrated ability to efficiently coordinate multiple projects. Motivated team builder/manager who thrives under pressure. Quantifiable successes in budget management and cost savings. Process re-engineering expert. Adept at business planning and staff development. Polished professional with refined communication and presentation skills.

Career Highlights

- Developed team that delivered 80 projects valued at annual revenues of \$200K, totaling approximately \$16M.
- Prevented loss of multimillions in new business by supervising and delivering ISO-certified office two months ahead of schedule.
- Saved company \$2.5M by creating and implementing business plan to merge two centers.
- Developed and installed service plan that increased service level by 12% (from 80% to 92%). Led team that increased automation from 2% to 56% within five months and reduced absence rates from 7% to 5.5% within six months.

Core Competencies

Team Leadership/Development	Negotiations/Arbitration	Budget Management
Strategic Planning	Communication/Presentation	Process Re-engineering
Project Management	Change Management	Personnel Management

Professional Experience

Verizon Business

2008 to Dec 2010

Multi-billion Dollar Telecommunications Company

Manager, Customer Service Enterprise Solutions Group (2008 to Dec. 2010)

Senior Staff Consultant provided Senior Executive level for Global Customer Service.

- Exceeded objective of 90% resolution to Executive Level Customer Escalations.
- Created and implemented a customer satisfaction survey for executive level customer escalations.
- Created all Vice Presidential presentations related to operating procedures.
- Delivered Staff Support for all Executive team meetings, including agendas, data gathering and overall team communication and compliance.
- Created and maintained action registers for Director Team Objectives to ensure compliance.

Verizon Network Operations

2004 to Dec 2007

Multi-billion Dollar Telecommunications Company

Manager, Customer Service Enterprise Solutions Group (2005 to Dec. 2007)

Lead team of supervisors that manages 80+ service representatives who service large business customers in New England. AOM for Customer Service Centers for Northeast Region Enterprise Customers. Handle negotiations with two unions and three locals.

- Exceeded objective of 80% service level.
- Increased automated processing of service orders from 2% to 56% within six months.
- Reduced incidental absence for associates to 5.5% from 8% in 2004.
- Implemented career development plans for entire team.

Manager, Project Management Enterprise Solutions Group (2004 to 2005)

Direct team of Project Managers that negotiates, coordinates, and delivers service to large business customers.

- Received "Masters Award" and rated "exceeds" for 2004 performance.
- Coached and developed team adherence to PMI standardization for project delivery process.
- Managed for 80+ ESG projects, which either generate annual revenues of +\$200K or are Enterprise Advance Products. Exceeded 95% OTP for projects delivered in 2004.
- Implemented training curriculum for Project Managers, including ESI certification and technical training.
- Manage expense control for New England team.
- Recruited 50% new hires to the New England EPM-E organization.

Verizon Network Services

2000 to 2004

Manager, Wholesale Services (Special Assignment)

- Provided data and process information to General Council regarding responses to CLEC interrogatories, resulting in regulatory relief and an expansion of Verizon's offerings.

Manager, Wholesale CLEC Operations

Led team of specialists responsible for metrics reporting/performance trending of service provisioning with unbundled network elements. Identified best practices nationally in organization. Created business case with recommendations for savings and headcount reduction.

- Reduced dollar penalties by integrating analysis for provisioning metrics. Automated analysis/scoring for wholesale metric reporting, and established/consolidated reporting metrics for east regions.
- Maintained ISO 9002 Certification.
- Created Cost analysis for Wholesale Operations.

Operations Manager, Wholesale CLEC Operations (2000 to 2002)

Guided an operations team to develop, coordinate, and measure quality of service provisioning for unbundled network elements. Managed direct and indirect annual budget of \$1M. Established center for coordination of new lines for wholesale customers. Implemented methods and procedures for center.

- Reduced overtime workforce by 25% and increased quality performance.
- Reduced headcount by developing enhancements for center's IT system.
- Reduced dollar penalties by integrating analysis for provisioning metrics.
- Achieved ISO 9002 Certification.
- Realized >95% on-time performance measurement mandated by the PSC.

Project Manager, Wholesale CLEC Operations

Managed the team that coordinated the migration of Verizon customers to Competitive Local Exchange Carrier networks. Provided customer relations management and support for wholesale customers.

- Established and implemented procedure for large jobs.
- Achieved >95% OTP measurement mandated by PSC.
- Implemented methods and procedures that increased customer participation by 25% on large jobs.
- Achieved ISO 9000 certification and received certification as internal auditor for ISO 9000.

Team Leader

Led central office union technicians to coordinate the migration of Verizon customers to Competitive Local Exchange Carrier networks.

- Established methods and procedures for provisioning process.
- Established and implemented training curriculum for center and absence control policy.

Verizon General Business

1995 to 1999

Service Representative, Consumer General Business/Large Business

Education & Professional Development

Master's Certificate, Project Management • Boston University

MBA, Executive Program • Suffolk University

BS, Business Administration • Emmanuel College

Leadership Development Program • Verizon
Member

March 6, 2015

Mr. Robert G. Nunes
Middleborough Town Hall
10 Nickerson Avenue
Middleborough, MA 02346

**REF: Letter of Interest to
Serve on the School Building Committee**

Dear Mr. Nunes,

Please accept this as my "Letter of Interest" to serve on the Middleborough School Building Committee as a representative with a background in architecture and building construction. I have been a resident of Middleborough since 1998 and graduated from Middleborough High School in 2007. I currently work as a Project Manager for the Department of Operations at Harvard Business School, Cambridge, MA.

Upon review of my credentials, I hope you will see I am committed and equipped with the relevant experience necessary to support the mission of this project. Specifically, I feel my experience working on large-scale renovations and new building projects will aid the team in ensuring the project is successful.

I believe and care about this renovation not only from what I know about the community but also about the school deficiencies that were outlined by Principal Branagan during the Selectman's meeting on February 10th. In my current position, I work on a variety of construction projects ranging from minor office renovations in the \$150,000 range to new building projects in the \$89M range. My current building project at the Business School, called the Chao Center, is the most relevant to the Middleboro renovation. The Chao Center project was a full demolition of an Executive Education dining facility for the creation of a new 87,000SF facility. During the course of the project, I have worked on various tasks including: site analysis, feasibility and programming, relocation planning for campus residents, noise mitigation with various stakeholders of the Allston Community, traffic & pedestrian routing, value management, and budgeting.

Prior to my current position, I worked as a project manager for the Department of Facilities, Management and Planning at Bridgewater State University. During my time at Bridgewater, I worked with the Massachusetts State Building Authority on the renovation and addition of the Conant Science & Mathematics building. For my educational background, I received a Bachelors of Architecture in 2011 and Masters of Architecture degree in 2012 from Wentworth Institute of Technology. I am very passionate about working on the committee and being included in this project, pending final approval, not only as it relates to what I do for a living, but also as it relates to my life as a Middleborough resident and the family, friends and community members I know this project will impact.

Thank you for your time and consideration for review of this letter.

Sincerely,

Jennifer Wrynn

JENNIFER M. WRYNN

Middleboro, MA 02346 |

EDUCATION

Wentworth Institute of Technology, Boston, MA

Master of Architecture, (M.Arch)

May 2012

Bachelor of Science in Architecture, (B.Arch)

August 2011

COURSEWORK

Design Studio I/II/III/IV/V Professional Practice I/II Revit Architecture Structures I/II

SKILLS

Adobe Photoshop CS5 - Adobe InDesign CS5 - Adobe Illustrator CS5 - SketchUp - Revit

Microsoft Project - OSHA 10-Hour - Estimating - Space Planning - Banner - Prolog - PowerPoint

Microsoft Office Suite - AutoCAD - DataCAD - FormZ - Artlantis - 3-D Model Building - Rendering

PROFESSIONAL

DZPM at Harvard Business School | Boston, MA

January 2013

Project Manager

Present

- Manage the relocation of catering & Exec Ed staff for Kresge Hall demolition
- Manage the Department of HBX, StudioX classroom project
- Assistant project manager for the new Chao Center
- Plan and budget various audiovisual upgrades projects across campus

Bridgewater State University | Bridgewater, MA

Sept. 2010

Project Manager

to Dec. 2012

- Project Manager for new Graduate Studies Building and Dining Hall Renovation
- Budget lab equipment purchases for the new Conant Science Building
- Space planning and design work for on-campus renovations using AutoCAD
- Participate in weekly BIM coordination meetings

Siemasko + Verbridge | Beverly, MA

January 2010

Architectural Intern

to May 2010

- Design presentation boards for clients using Photoshop
- Visit construction sites weekly to analyze and record existing conditions
- Update plan, section and elevation drawings using DataCAD

William A. Berry & Son, Inc. | Danvers, MA

May 2008

Project Assistant

to August 2008

- Organize construction project documents to form close-out manuals
- Manage subcontractor payment
- Participate in weekly project meetings at Boston sites
- File architectural, engineering, and construction documents

Self Employed | Middleboro, MA

May 2012

- Manage design and construction schedule for residential renovation
- Create final construction plans to obtain town building permits

INTERESTS

Campus Planning | Project Management | Sustainable Design | Travel | Networking

VOLUNTEER

Avon Walk for Breast Cancer | Boston, MA

October 2004

Greater Boston Food Bank | Boston, MA

March 2009

JENNIFER M. WRYNN

t | Middleboro, MA 02346

REFERENCES

Karen Jason

AVP, Facilities, Management and Planning
Bridgewater State University, Bridgewater, MA

Bruce MacNelly

Thesis Professor, Faculty of Architecture
Wentworth Institute of Technology, Boston, MA

Brian Stein

Senior Project Manager
Siemasko + Verbridge, Beverly, MA

Mary Anne Ocampo

Faculty of Architecture, Sasaki Associates
Wentworth Institute of Technology, Boston, MA

Paul E. Dietel

Director of Capital Programs
Harvard Business School, Boston, MA

JENNIFER M. WRYNN

| Middleboro, MA 02346 |

RUTH MULAN CHU CHAO CENTER, DEMOLITION & NEW BUILDING PROJECT

Project Manager: Reed Bergwall & Jennifer Wrynn

Designer: Goody Clancy

General Contractor: Lee Kennedy

March 2014

June 2016



HBX OFFICE RENOVATION, NORTH HARVARD STREET

Project Manager: Jennifer Wrynn & Tom Koch

Designer: Shepley Bulfinch

General Contractor: Commodore Builders

May 2013

August 2013



BATTEN HALL AUDIO-VISUAL UPGRADES

Project Manager: Jennifer Wrynn

Designer: HB Communications

Contractor: Site Specific

May 2014

August 2014



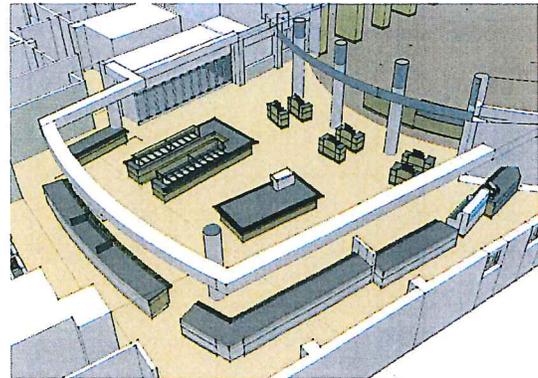
JENNIFER M. WRYNN

Middleboro, MA 02346 |

EAST CAMPUS COMMONS, SERVERY & DINING HALL RENOVATION

Project Manager: Jennifer Wrynn & Karen Jason
Designer: Johnson Roberts Associates
Food Service Consultants: Cromwell Consulting, Inc.

May 2013
August 2013



MAXWELL LIBRARY, TESTING CENTER RENOVATION

Project Manager: Jennifer Wrynn & Mike Galego
Construction by Central Ceilings
No New Furniture

July 2012



BOYDEN HALL FISCAL RENOVATION

Project Manager: Jennifer Wrynn & Mike Galego
Construction by BSU Trades
Furniture: Creative Office Pavilion

August 2010



JENNIFER M. WRYNN

Middleboro, MA 02346 | jwrynn@mscbsu.edu

WEYGAND RESIDENCE HALL, HEALTH & COUNSELING CENTER

Project Manager: MSCBA, BSU

Designer: Perkins+Will

General Contractor: Bond Brothers

February 2012

Fall 2013



CONANT SCIENCE & MATHEMATICS CENTER

Project Manager: DCAM, BSU

Designer: Payette and Associates

General Contractor: Barr & Barr, Inc.

June 2009

August 2012



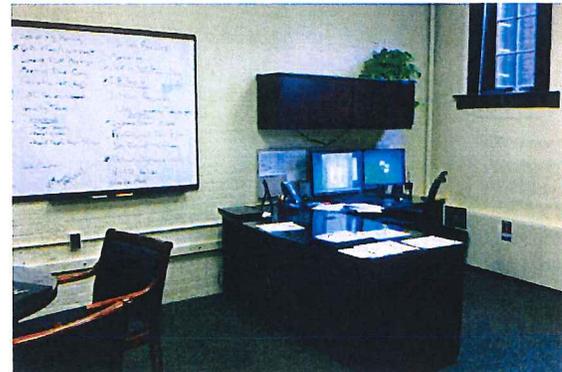
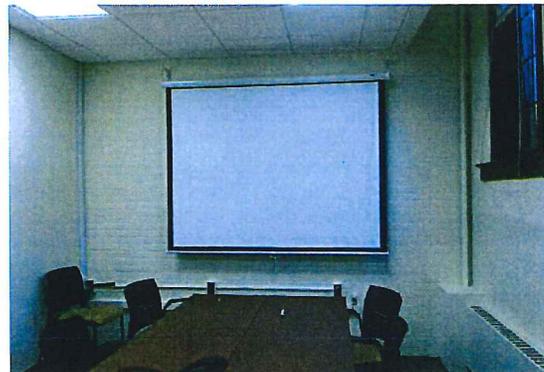
BOYDEN HALL GROUND FLOOR RENOVATION, ROOM 005

Project Manager: Jennifer Wrynn

Construction by BSU Trades

Furniture: Creative Office Pavilion

August 2012



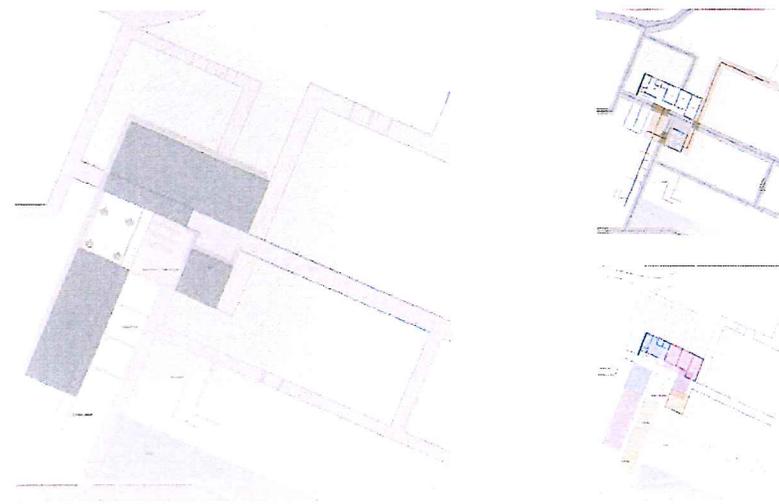
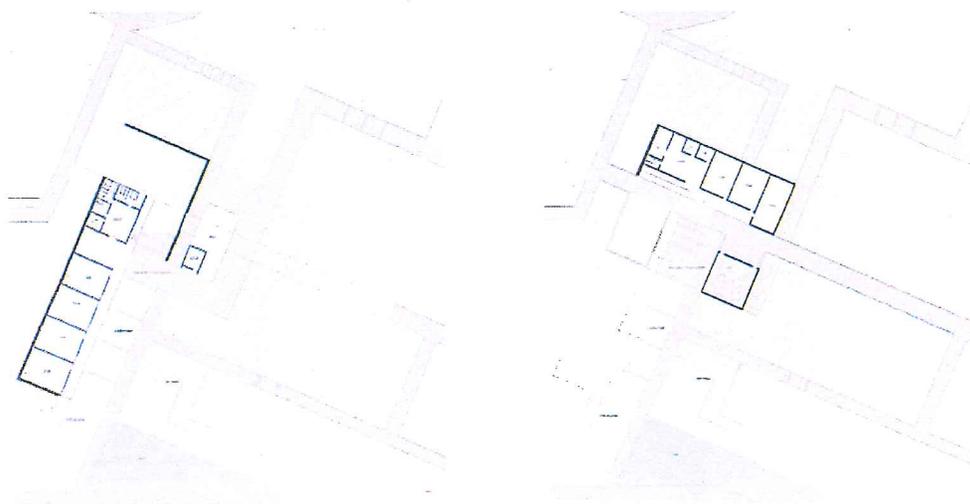
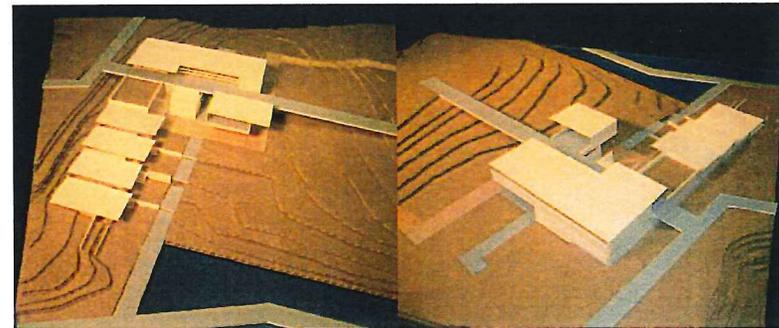
DESIGN | Jamaica Pond Friends School

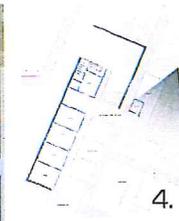
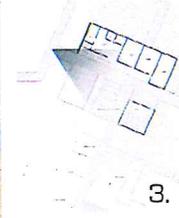
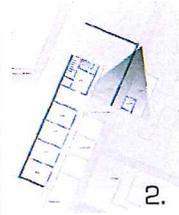
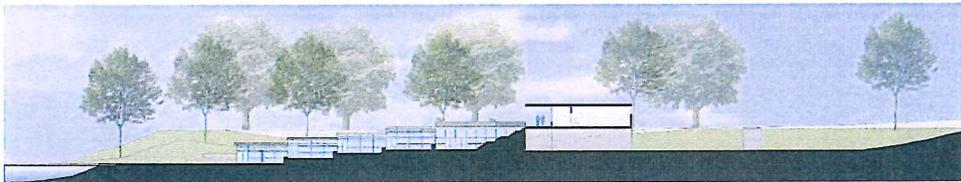
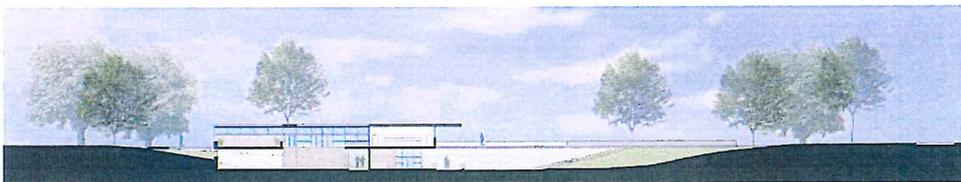
Location: Jamaica Pond

Instructor: Maryanne Ocampo

The Jamaica Pond Friends School is a childrens' school designed for the Quaker Religious society, ages K-8. The site is located within the context of Jamaica Pond Park, designed by landscape architect Frederick Law Olmstead.

The design integrates the existing circulation needs of the surrounding community as well as the programmatic needs of the students. My design is organized upon flows that use the landscape to shape the architecture and the architecture to shape the spaces.

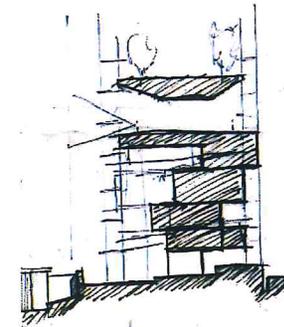




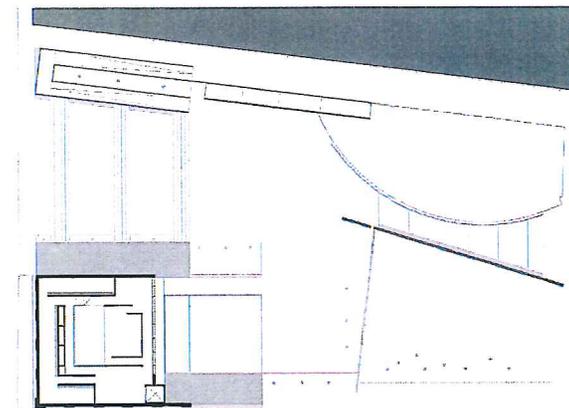
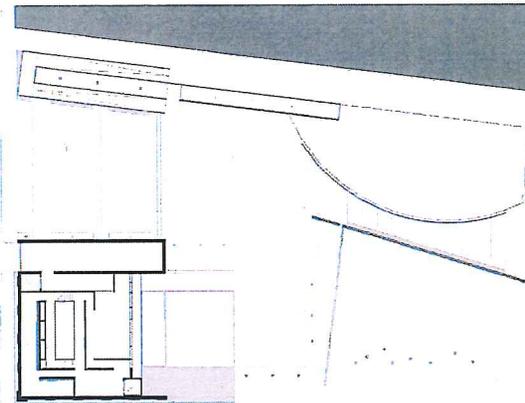
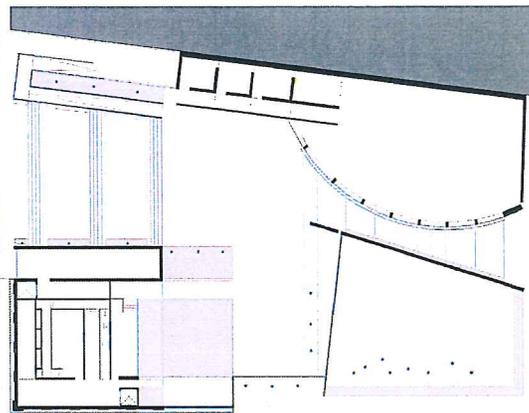
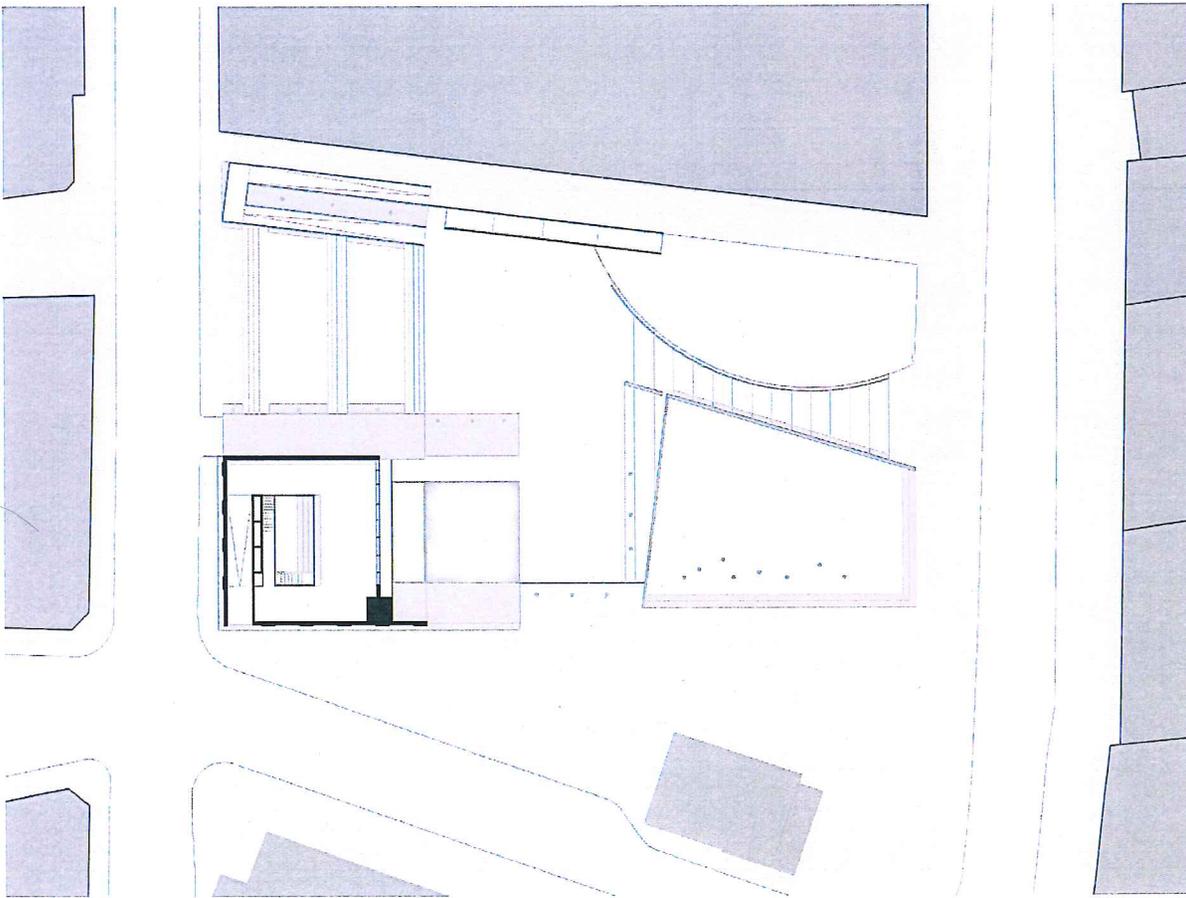
- 1. classroom terraces + community path
- 2. student library
- 3. upper school + cafe
- 4. student path

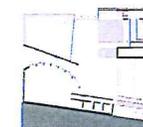
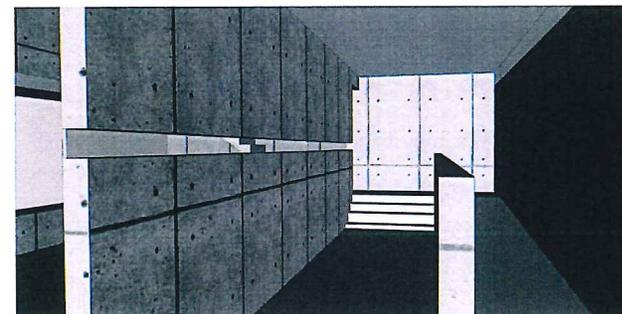
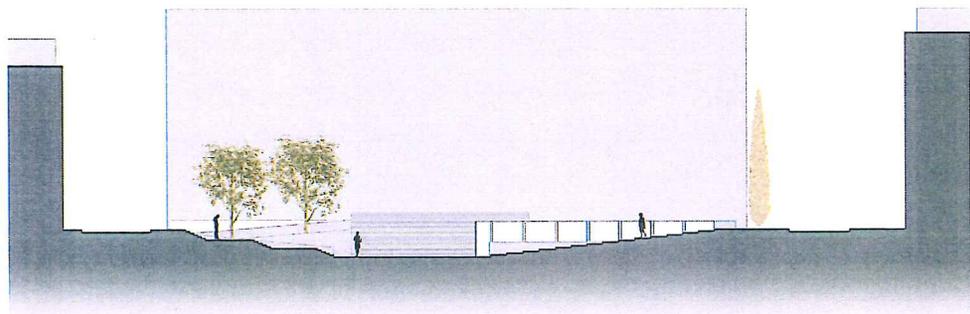
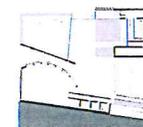
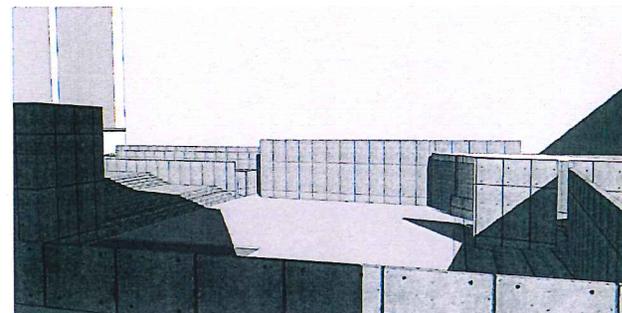
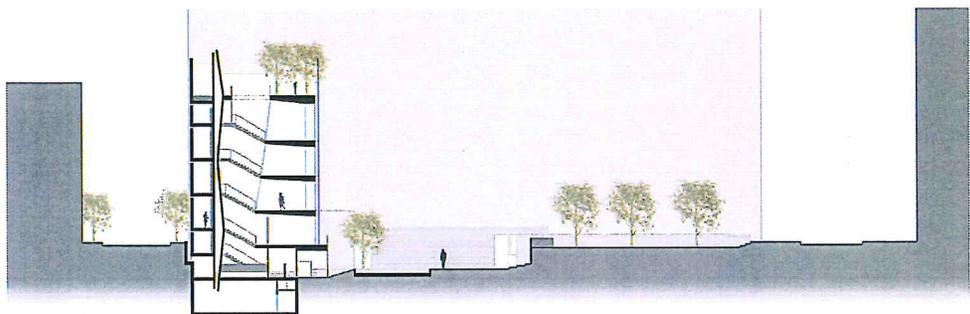
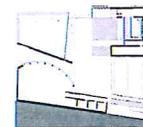
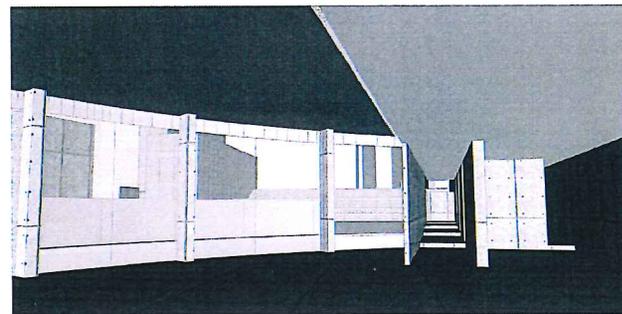
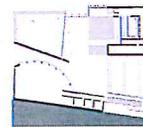
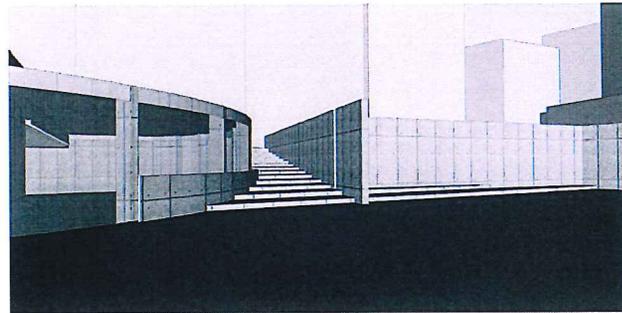
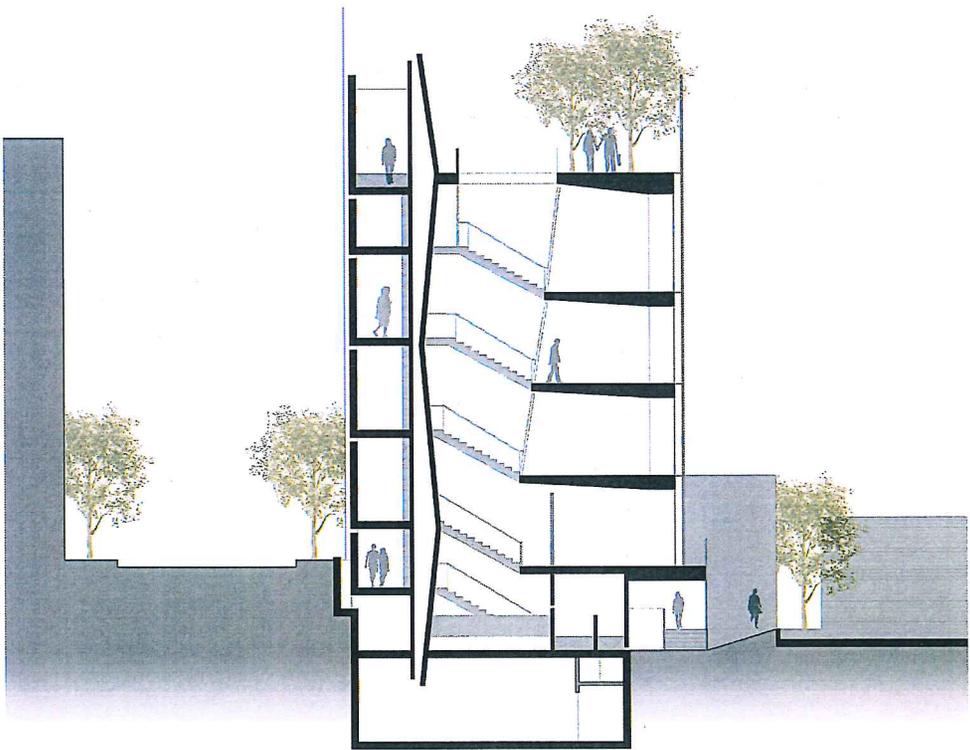


DESIGN | Urban Sacred Space
Location: Downtown Crossing, Boston MA
Instructor: Bruce MacNelly



Sacred Space can be defined as a space that makes a symbolic link between the metaphysical and the divine. It is a place where one is temporarily removed from the comfort of their everyday lives, into a state that allows them to positively register his or her own meaning within the larger context of the world. My goal with this thesis is to question if the concept of the "Ineffable" can be represented within the material world of the contemporary city, in which the Ineffable is inevitably, non-existent. The design is of an Urban Crematorium, and a Public Worshipping Chapel to be located in the historic site of Downtown Crossings. The concept for the design was based on a play between public and private and light and dark.





Jacqueline Shanley

From: Robert G. Nunes
Sent: Wednesday, March 04, 2015 7:58 AM
To:
Cc: Jacqueline Shanley
Subject: FW: Letter of Interest - Middleborough High School Building Committee Candidate - Mark F. Gwozdz
Attachments: Candidate Letter - Building Committee - Mark F. Gwozdz.doc; Resume for Mark F Gwozdz - March 2014.doc

Importance: High

Hi Mark,

Thank you for your interest in serving on the School Building Committee.

Jackie Shanley will be contacting you soon to schedule an interview.

All the best,

Bob

From: Mark Gwozdz
Sent: Tuesday, March 03, 2015 10:43 PM
To: Robert G. Nunes
Cc:
Subject: Letter of Interest - Middleborough High School Building Committee Candidate - Mark F. Gwozdz
Importance: High

Dear Mr. Nunes:

Please accept my letter of interest and resume in consideration for candidate for the Middleborough High School Building Committee. I am a fourteen-year Middleborough resident with three children in the Middleborough Public School system including Megan-17, Evan-15 and Matthew-11.

My interest in volunteering to serve stems from my desire to build a strong foundation for Middleborough's future, our children. It also stems from my passion for the building industry where I have over twenty-five years of experience working with all industry channels including architects, designers, engineers, general contractors, builders, suppliers and manufacturers. Over my career I have been involved with countless residential and commercial building projects representing global building product manufacturers including Velux-America Inc. (roof windows,

skylights, natural daylighting and control devices), Andersen Windows Inc. (windows, doors, control devices & accessories) and Caesarstone USA (engineered stone, counters, wall cladding, quartz surfaces).

My career experience includes skills such as land acquisition & site surveying, blue print reading, estimating and take-offs, budgeting, forecasting, bid review & selection, building material selection and construction methods. I have worked with many prominent architectural firms and general contractors over my career. Additionally, I am a former licensed Massachusetts Construction Supervisor and have volunteered my services with national charitable organizations including Habitat for Humanity, Rebuilding Together America, Extreme Home Makeover and Homes for Our Troops.

I would be honored to serve our town as a member of our town's high school building committee. Thank you in advance for your consideration.

With kind regards,

Mark

Mark F. Gwozdz

Middleboro, MA 02346

Mark F. Gwozdz

Middleboro, MA 02346-3069

Mr. Robert Nunes, Town Manager
Town Hall of Middleborough
10 Nickerson Avenue
Middleborough, MA 02346

March 3, 2015

RE: Middleborough High School Building Committee Candidate

Dear Mr. Nunes:

Please accept my letter of interest and resume in consideration for candidate for the Middleborough High School Building Committee. I am a fourteen-year Middleborough resident with three children in the Middleborough Public School system including Megan-17, Evan-15 and Matthew-11.

My interest in volunteering to serve stems from my desire to build a strong foundation for Middleborough's future, our children. It also stems from my passion for the building industry where I have over twenty-five years of experience working with all industry channels including architects, designers, engineers, general contractors, builders, suppliers and manufacturers. Over my career I have been involved with countless residential and commercial building projects representing global building product manufacturers including Velux-America Inc. (roof windows, skylights, natural daylighting and control devices), Andersen Windows Inc. (windows, doors, control devices & accessories) and Caesarstone USA (engineered stone, counters, wall cladding, quartz surfaces).

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I would be honored to serve our town as a member of our town's high school building committee. Thank you in advance for your consideration.

With kind regards,

Mark

Mark F. Gwozdz

Executive Summary

Building industry sales and marketing management professional with over twenty years of progressive experience. Results oriented leader with proven ability to consistently increase sales in multiple channels of distribution. Creative thinker with ability to find solutions to challenging problems. Effective presenter with natural ability to influence key decision-makers. Extremely dedicated, competent, high-energy manager with an outstanding work ethic and keen sense for attention to detail. Strong listening, communication and interpersonal skills with ability to quickly establish long lasting business relationships. Technology savvy, social media proficient, with extensive experience in numerous desktop applications.

Areas of Expertise

- ◆ *Business Development*
- ◆ *Sales Consultation*
- ◆ *Customer Retention & Satisfaction*
- ◆ *Visual Merchandising*
- ◆ *Public Speaking*
- ◆ *Operating Budgets*
- ◆ *Strategic Planning*
- ◆ *Team Building & Motivation*
- ◆ *Territory Management*

Professional Experience

Caesarstone USA, Van Nuys, CA

March 2014 – Present

Regional Sales Manager – New England Sales Division

Recruited to develop the newly formed New England Sales Division. Responsibilities include: Supporting the company vision through ownership and accountability for overall sales and profitability; interviewing, hiring, training and leading a team of architect and design consultants, commercial sales representatives, territory sales representatives and support staff; Fostering partnerships with architects, designers, kitchen and bath dealers, builders, remodelers, commercial contractors, multi-family property owners, fabricators and national accounts including IKEA, Dunkin Donuts, Starbucks, Whole Foods, Bone Fish Grill; Menchie's; Working with operations and supply chain in opening new Norwood, Massachusetts based regional distribution center; Analyzing and evaluating effectiveness of sales, methods, costs and results; Developing sales, marketing and promotion strategies for increasing specification and brand preference in both residential and commercial design.

Andersen Windows Inc., Bayport, MN

November 2010 – March 2014

Regional Sales Manager – New England

Developed and executed a sales operating plan for the New England market producing \$109 million in annual net sales. Trained and lead a newly formed team of ten business development representatives and dealer account managers responsible for transitioning company's business from a two-step distributor model to a direct sales, marketing and logistics network. Supported sales team in joint business planning with strategic channel partners. Executed corporate marketing initiatives and sales promotions increasing brand specification and market penetration of company product solutions in the residential, multi-family and commercial building segments.

- ◆ *Effectively managed conflict resolution amongst competing retail channel partners*
- ◆ *Protected \$6 million in sales revenue while disengaging more than one-hundred underperforming dealers*
- ◆ *Outperformed market by earning market share in high end residential & commercial building segments*

Mark F. Gwozdz

Silver Line Building Products Corporation, North Brunswick, NJ
Regional Sales Manager – Northeast & Canada

February 2004 - November 2010

Coached a team of ten company and independent sales representatives developing business in various channels of distribution in the Northeastern U.S. and Eastern Canada markets with responsibility for \$52 million in annual net sales. Fostered relationships and strengthened company's position with national and regional pro-channel dealers including Pro-Build, Stock Supply, Eighty-Four Lumber, National Lumber, Erie Materials. Secured business with national big builders, large multi-family project developers, homebuilders and remodeling contractors. Developed and executed business plan, launching company's international presence. Secured and established distribution arrangements with two-step distributors. Hosted plant tours, conducted company presentations, and assisted sales team with closing new business.

- ◆ *Produced double digit sales growth for four consecutive years which more than doubled overall sales results*
- ◆ *Converted strategic accounts taking \$15.2 million in competitive market share*
- ◆ *Grew sales in both the new construction and replacement sectors of the business while balancing portfolio*

Velux-America Inc., Fort Mill, SC
National Accounts Manager

August 1998 – February 2004

Developed and implemented marketing and sales strategies for growing sales with National Fortune 500 home center chains including The Home Depot and Lowes, regional store chains including Menards and Eagle Hardware & Garden and buying cooperatives including Do-It Best, ENAP, Guardian. Responsibility for \$37 million in total annual net sales. Contributed to annual business plan process and five-year strategic planning model. Lead and developed a team of eighteen account representatives and department staff. Lead field implementation of new product launches. Analyzed sales trends by market and recommended appropriate product mixes and plan-o-grams. Researched, tested, and launched new retail merchandising schemes and supporting sales promotions.

- ◆ *Increased sales by 82% with key strategic accounts during tenure in the position*
- ◆ *Gained shelf space at 500 stores for new product launch resulting in \$5.4 million in new sales*
- ◆ *Presented with the company's highest sales award, the "President's Award for Sales Excellence"*

Education & Training

Bachelor of Science in Business Administration, Westfield State University, Westfield, MA
Concentration in Sales & Marketing

Darla Moore School of Business, Daniel Center for Management, University of South Carolina, Columbia, SC
Management Certification Program

Goizueta Business School, Emory University, Atlanta, GA
Executive Management Program

Carlson School of Management, University of Minnesota, Minneapolis, MN
Leadership by Andersen, Executive Education Program

References

Personal and professional references furnished upon request.

March 5, 2015

Mrs. Lori Medeiros

Middleboro, MA 02346

Mr. Robert G. Nunes
Town Manager
Middleboro Town Hall
10 Nickerson Avenue
Middleboro, MA 02346

Dear Mr. Nunes,

Please consider this letter of interest to serve on the School Building Committee. I have lived in Middleboro for 20 years and have two children in the school system. My son is a sixth grader at Nichols Middle School and my daughter is in third grade at Mary K Goode. I have been very involved in the schools in various capacities. I have been a classroom volunteer, a member of the MKG and NMS PTAs, a substitute teacher for a short period of time, and currently serve as the volunteer coordinator for the MKG PTA.

Being involved in my children's education has afforded me the opportunity to see what a fantastic school system we have. My children's teachers have been phenomenal as have the staff at both NMS and MKG. I am looking forward to seeing Middleboro Public Schools grow and I would love to be an integral part of the process. By serving on this committee, I will be involved, offer opinions from a parent's perspective, and provide the knowledge I have gained from my exposure in the schools.

In my profession, I have a very flexible schedule which allows me to take on a commitment such as this. My family believes in the Middleboro Public Schools and welcomes any opportunity to enhance what we have. It would be an honor to be involved in moving our schools and our town forward.

Thank you for your consideration.

Sincerely,

Lori Medeiros

March 4th, 2015

Re: School Building Committee

Dear Mr. Nunes,

I am writing to request a spot on the school building committee for the Middleboro High School. As a parent of 3 children, 6th, 3rd and preschool, I am completely invested in the process and I am willing to see it through to conclusion.

I believe I can be a valuable asset to this committee as I am involved in several other areas in the town and I will be able to continue to educate others on this process. I also have a background in education and project management, which I believe will serve this committee well.

Prior to becoming a mother, I worked for many years in a residential behavioral center, which focused on helping boys ages 10-16 as they transitioned from a hospital setting or difficult home life back to a safe, loving environment. During those years, I was responsible for managing a caseload of 15 children, which included writing IEP's (Individualized Education Plans).

In addition to my background in education, I also have experience as a supervisor and in project management. As a former camp director at the Old Colony Y, Camp Yomechas, I was responsible for overseeing over 400 children and 60 staff during the summer time. Beyond that, I was responsible for capital planning projects at the camp and worked with several contractors and vendors to continue to grow. These experiences have led to an overall understanding of budgets and time constraints.

I am fully committed to this high school building project and I hope you will consider me as you fill your committee. Thank you for your consideration and please feel free to call me with any questions. I can be reached at

Sincerely,

Teresa Farley

Middleboro, MA

March 6, 2015

Town Manager
Robert G. Nunes
Middleborough Town Hall
10 Nickerson Avenue
Middleborough, MA 02346

RE: School Building Committee

Dear Mr. Nunes:

I would like to be considered as a member of the Middleborough School Building Committee for the High School. I am currently working as a Civil Engineer Project Manager at Nitsch Engineering in Boston. I have been part of the design team on several Massachusetts School Building Authority (MSBA) projects, including Concord-Carlisle Regional High School, the Georgetown Penn Brook School and the West Bridgewater High School project. I was involved with the design of drainage, septic, utility layouts and permitting with local authorities for those projects. I am also a member of the Middleborough Conservation Commission.

I have a general understanding of the MSBA process and I am familiar with the design and permitting of school projects. I feel that my understanding of the MSBA process, Collaborative High Performance School (MA-CHPS) and site design would be an asset to the School Building Committee. If selected I look forward to working with the School Committee and the Town Boards and Commissions on this exciting project.

If you have any questions, please call me at 781-853-1337 or e-mail at steven.ventresca@nitsch-engineering.com

Very truly yours,


Steven Ventresca