

Donna M. Falcoa
1014 Hope Street, Apt. S5
Bristol, RI 02809

January 10, 2024

Town of Bristol
Town Clerk's Office
10 Court Street
Bristol, RI 02809

Re: Open Position on Board of Tenants' Affairs

To Whom It May Concern:

I am interested in the tenant's position on the Board of Tenants' Affairs. I am a resident of Benjamin Church Manor. I am interested in serving on this Board as the liaison between the Board and the residents of Benjamin Church Manor. My husband and I just recently moved to Benjamin Church Manor (in June of 2023) and it was the best move we could have made.

As you can see from my resume, I have a great deal of experience as a member and officer of many organizations in the Town of Bristol. I have been retired since March of 2021 and have the time to commit to this position.

Please contact me if you have any questions. I look forward to hearing from you.

Sincerely,

Donna M. Falcoa

RESUME

Donna M. Falcoa
1014 Hope Street, Apt. S-5
Bristol, RI 02809

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Email: donna12655@gmail.com

OBJECTIVE:

I am looking for a challenging volunteer position where I can utilize my talent and knowledge.

PROFESSIONAL SUMMARY:

I was a dedicated and focused administrative assistant who excelled at prioritizing and multi-tasking simultaneously. I was committed to delivering high quality results with little supervision. I was very organized and professional.

EDUCATION:

A.S. – Secretarial Sciences: May 1975
Johnson & Wales College, Providence, RI

WORK EXPERIENCE:

July 1980 to March 2021

Hinckley, Allen & Snyder, Providence, RI
Legal Administrative Assistant
Assisted attorneys in the Litigation Practice Group

LIFE EXPERIENCE:

Member and Past President of the Ladies Auxiliary of the Bristol Fire Department

Member of the Bristol County Lodge of Elks #1860

Past Member and Past Chairman of the Bristol Christmas Festival Committee

Member and Past General Chairman of the Bristol Fourth of July Committee

Member of the Benjamin Church Manor Tenants' Association