

Ms. Donna M St. Angelo

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Status

Name Ms. Donna M St. Angelo
Application Date 11/17/2023
Expiration Date 11/17/2025
Board Member Donna St. Angelo
Status Validated

Board	Vacancies	Status
Bristol Housing Authority	1	Pending

Basic Information


Name
Ms. Donna M St. Angelo

I would like to be appointed to the position because:
of my interest in assisting the residents and the Bristol Housing Authority.

Resume File

 Download

Cover Letter File

 Download

Contact Information

Address
25 Duffield Road
PO Box 814
Bristol, RI 02809

Resident
Yes

Email

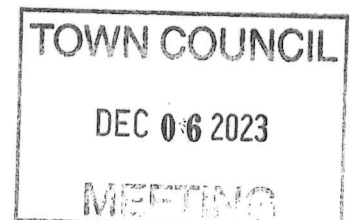
Phone

Cell Phone

Occupation

Yes, I am a city employee
No

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25 Duffield Road
P. O. Box 814
Bristol, RI 02809
November 17, 2023

Town of Bristol
10 Court Street
Bristol, RI 02809

To Whom It May Concern:

I am interested in applying for a position with the Bristol Housing Authority. I feel this would be an interesting opportunity to become more involved with our wonderful Town and the Bristol Housing Authority and its residents.

Thank you for your consideration.

Sincerely yours,

Donna M. St. Angelo

Donna M. St. Angelo

DONNA M. ST. ANGELO
25 Duffield Road, P. O. Box 814
Bristol, Rhode Island 02809

EXPERIENCE:

- 1/1990-2/2017 Bristol Warren Regional School District, Bristol, Rhode Island
Position: Confidential Secretary/Human Resources Coordinator
Duties: Oversee payroll and HR functions; maintain personnel files; process all employee transfers; meet with all new employees regarding payroll/benefits issues; generate correspondence as required; follow-up as required with employees.
- 4/1986-1/1990 Hinckley, Allen, Snyder & Comen, Providence, Rhode Island
Position: Legal Secretary in Corporate Department
Duties: Drafted and prepared correspondence and legal documents on Mass-11 word processing system for two attorneys; assembled closing binders; maintained all client files; made travel arrangements.
- 8/1983-4/1986 KGK International Corporation, South Windsor, Connecticut
Position: Administrative Assistant/Regional Office Secretary
Duties: Worked directly with dealers on machine sales; tracked all orders for Eastern Region; responsible for company checkbook and petty cash; responsible for all office purchases; organized complete office filing system; responsible for office and file maintenance; initiated travel arrangements; generated all correspondence.

EDUCATION:

- 9/1977-6/1979 B.S., University of Florida, Gainesville, Florida
Major: Business Education
- 8/1974-6/1977 A.S., Berkshire Community College, Pittsfield, Massachusetts
Major: Executive Secretarial Arts and Business Data Processing

CIVIC INVOLVEMENT:

Bristol Fourth of July Committee, Chairman (2002, 2003), Vice Chair/Parade Chair (2000, 2001), Recording Secretary, Various Subcommittee Chairs, Member (35 years)
Bristol Christmas Festival Committee
Rhode Island Soccer Association Registrar
Bristol Youth Soccer Association
Our Lady of Mount Carmel School, Parent Teacher Group
Local Cub Scout and Boy Scout Troops, Parent Committee
Bristol Substance Abuse Task Force