

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**

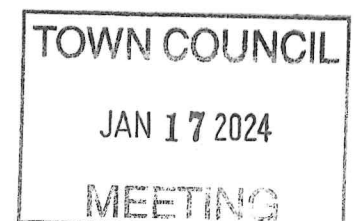
**Phone**

**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