

To: Matt Cherry, President and Members of City Council
From: Wade Kapszukiewicz, Mayor
Subject: Appointment to the Charter Revision Committee
1/3/2023

I Recommend the Following Appointment to the Charter Revision Committee

Appointee	Appointee Replaced	Proposed Term of Office	Section 61 waiver as a special engagement	Reserved Slot / Type	Recommended by (if applicable)	Attendance Record	Resume attached
Perry Harris, III	Randall Parker	To complete the term expiring, 08/17/2024	No	City Elector			Yes



Wade Kapszukiewicz
Mayor

Perry Harris, III

2352 Westbrook ♦ Toledo, OH 43613 ♦ (419) 297-8694 ♦ minpharris3@yahoo.com

PROFILE

Administrative support professional offering diversified office management skills and proficiency in Microsoft Office Suite ♦ Strong planner and problem solver who readily adapts to change ♦ Team Player with a positive attitude ♦ Works independently and exceeds expectations ♦ Able to manage multiple priorities and meet tight deadlines without compromising quality ♦ Deals discreetly with sensitive, confidential information ♦ Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully ♦ Adapts to changes in the work environment, manages competing demands, and is able to deal with frequent change, delays, or unexpected events

PROFESSIONAL EXPERIENCE

Perrysburg Schools, Perrysburg, OH

Enrollment Consultant

(July 2017-Present)

- Responsible for enrolling all new students grades K-12 to Perrysburg Schools
- Oversee the operation of our enrollment system (Infosnap)
- Ensure student are registered in Powerschool
- Works closely with other departments within the district to ensure students receive needed services and supports
- Handle district Intra-District Open Enrollment process
- Assist the Assistant Superintendent in residency & expulsion hearings
- Field phone calls and or email regarding the district's enrollment policy
- File and retrieve students records and transcripts

Summit Academy, Toledo, OH

Administrative Assistant

(July 2011-June 2017)

- Maintains a high degree of confidential student information and administers medications to students
- Enrolls and completes data entry for each student into the DASL system which reports to ODE
- Maintains a close and highly responsive relationship to the Administrative Staff and Teachers
- Creates and distributes school newsletter
- Deposits and keeps track of student fees
- Creates Yearly reports and special reports at the request of the Director
- Serves on the PTST (PTO) organization as the treasurer and one of the school's liaison
- Draft letters and other communications such as agendas and/or minutes of weekly meetings for staff
- Works closely with students, parents and staff members

United Vision Baptist Church, Toledo, OH

Pastor

(December 2016 to Present)

- Serves as church's Chief Executive Officer
- Visits hospitals and nursing homes to provide spiritual encouragement and prayer
- Delivers the preached Word of God on Sundays mornings and teaches weekly bible study classes
- Developed and operates the church's social networking site(s)
- Facilitate all new members orientation classes
- Works diligently with the church's outreach and support ministries

Baby Doll Treasures, Toledo, OH

Building Administrator

(February 2007 to March 2011)

- Handled multifaceted tasks such as: data entry, filing, records management, billing, and travel arrangements
- Maintained database of confidential student information and handled admissions process and secured documents
- Assisted with payroll, tax, and account processing
- Managed classroom curriculum and coordinated events
- Entrusted to manage office in the supervisor's absence
- Created marketing communications for diverse audience

EDUCATION

Wright State University, 2007
Dayton, OH
Major: *Integrated Language Arts*

REFERENCES

Available upon request