

**Application for Membership
City Boards/Commissions/Committees
City of Ann Arbor, Michigan**

Return To: Mayor John Hieftje
City Hall – 3rd Floor
100 North Fifth Ave, PO Box 8647
Ann Arbor, MI 48107-8647

Phone: 734 794-6161 x41602
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Name Erica Briggs

Home Address 300 Brookside Drive, Ann Arbor, MI ZIP 48105

Ann Arbor Resident: YES NO Number of Years Resident 9 Ward First

Phone (H) 734-996-3952 (good after June 15th) (C) 734-355-3931 (Fax) _____

Email Address briggswhitacre@gmail.com

Occupation _____

Employer Name & Address _____

_____ ZIP _____

Board/Commission/Committee on which you are interested in serving:

1) Planning 3) _____

2) Environmental 4) _____

Reasons for Seeking Appointment (Areas of Interest, Goals, etc.):

I am committed to helping Ann Arbor become an even more vibrant, sustainable community. I would love to volunteer my time with either of these City Commissions working towards this goal. I think my background and experience working with private, public and nonprofit organizations for the public good will strengthen the commission.

Please submit a résumé including your job experience and education along with this application or a detailed letter of intent delineating relevant qualifications.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST

In order to avoid any potential conflict of interest, I, the undersigned, agree not to be involved in any recommendations or decision making regarding any agency(ies) or entity(ies) for which I serve in the following capacity(ies) which may contract or subcontract with the City of Ann Arbor.

Agency	Capacity in Which I Serve
_____	_____
_____	_____
_____	_____
_____	_____

Signature Erica Briggs (electronic) Date May 25, 2009

Erica Briggs

719 W. Jefferson Street, Ann Arbor, MI 48103

Tel: 734 995-4114 Email: briggswhitacre@gmail.com

PROFILE

An enthusiastic self-starter with over 5 years of experience managing and leading projects and programs in the nonprofit, public and private sector.

EDUCATION

Master of Public Administration

Eastern Michigan University, Ypsilanti, MI

August 2003

Member of Pi Alpha Alpha Honor Society, GPA 3.953.

Bachelor of Arts in Political Science

Indiana University, Bloomington, IN

August 1999

SELECT WORK EXPERIENCE

getDowntown Director

Ann Arbor Area Chamber of Commerce, Ann Arbor, MI

April, 2004 - August, 2007

Directed an internationally recognized program to promote sustainable transportation options to downtown employees. Responsibilities included program management and development, event planning, marketing, fundraising and member recruitment. Grew membership in the go!pass program by 9% in 3 years. Maintained website and managed a comprehensive redesign of the website. Developed multiple high-profile events which attracted thousands of participants in their first year. Managed a staff of 2 program interns and 20+ volunteers. Oversaw an annual budget of ~ \$300,000.

Consultant

ICARD, Ypsilanti, MI

January, 2004 - April, 2004

Provided grant writing assistance for the creation of a Center on Intergovernmental Cooperation.

Administration Intern

Washtenaw County Government, Ann Arbor, MI

September, 2003 - March, 2004

Wrote and received a performance demonstration grant for \$30,000. Worked with County departments to develop performance measurement data for the Finance Department. Helped prepare the biennial budget summary. Weekly tasks included: researching policy briefs, preparing oral and written briefs, reports and resolutions; providing office support to County Administration; and responding to requests/concerns of county employees/board of commissioners/general public.

Graduate Assistant

Eastern Michigan University, Ypsilanti, MI

September, 2001 - August, 2003

Co-led a program evaluation that included data analysis, survey development, and conducting focus groups. Designed, wrote and published the bi-annual program newsletter for two years. Developed marketing materials for undergraduate programs. Provided general administrative support.

Intern

Nonprofit Enterprise at Work, Ann Arbor, MI

September, 2002 - April, 2003

Created and launched a series of events for NEW's wellness program. Developed and redesigned evaluation materials for the BoardBuilders program. Provided grant writing assistance.

Intern

Michigan Nonprofit Association, Lansing, MI

January, 2002 - June 2002

Prepared a grant proposal for a youth civic engagement project. Edited web content. Provided administrative and research assistance to the Nonprofit Outreach and Membership Directors.

Document Controller

Techstreet, Ann Arbor, MI

April, 2000 - May, 2001

Edited and created product records in Oracle database. Organized and conducted product inventories. Prior to promotion to document controller, served as production assistant.

Biotech Office Assistant

Seed, I.P. Law Group, Seattle, WA

September, 1999 - February, 2000

Assisted the Human Resources Manager in personnel recruitment and hiring. Organized and maintained extensive legal file rooms. Prior to promotion as biotech office assistant, served as general office assistant.

Office Manager

Sacred Woods, Bloomington, IN

September, 1998 - August, 1999

Developed and maintained an Access database to increase organizational efficiency. Offered support in all aspects of running a small business including sales, product inventories, accounting, and staff supervision.

PROFESSIONAL INVOLVEMENT

Washtenaw Bicycling and Walking Coalition

2004-2007

Board Member, Past Secretary

Ann Arbor Energy Commission

2006-2007

Commissioner

Mayor's Downtown Marketing Task Force

2004-2007

Member, Past Chairperson

Leadership Ann Arbor

2004-2005

Graduate

EMU Graduate Student Organization

2002-2003

President, Past Vice President