

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

Return To: Mayor's Office
City Hall – 3rd Floor
301 E. Huron St., PO Box 8647
Ann Arbor, MI 48107-8647

Phone: 734 794-6161
Fax: 734-332-5966

Name Cynthia Ives (Cordi)
Home Address 509 N. Ashley St. Ann Arbor Zip 48103
Ann Arbor Resident: YES NO Number of years as a Resident 4 Ward _____
Phone (H) 734-645-4688 (cell) (WA) _____ (Fax) _____
Email Address Cordives@gmail.com
Occupation executive administrator
Employer Name & Address Sithe Global Management
122 S. Main St Suite 310, Ann Arbor MI Zip 48104

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

- 1) N. Main/Huron River Task Force 3) _____
2) _____ 4) _____

Reasons for seeking appointment (Areas of Interest, Goals, etc.):

Very active in the rowing community and know that many rowers walk/run/bike to the boat house and I'm concerned about safety and accessibility

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 Cynthia Ives Date 5/30/2012

Log onto <http://a2gov.legistar.com/Departments.aspx> for a list of current City Boards, Committees and Commissions.

CYNTHIA L. IVES

509 N. Ashley St., Ann Arbor, MI 48103 (734) 645-4688 cyndiives@gmail.com

WORK EXPERIENCE

Executive Administrator

Sithe Global Management, Inc.

June 2011 – Present

Ann Arbor, MI

Serve as document controller for construction of multi-million dollar power plant in India. Act as liaison between contractor, owner and technical consultants. Manage Ann Arbor satellite office including budgeting, Accounts Receivable/Accounts Payable, phone/internet service, equipment leasing, mail and office supplies. Provide administrative support to Vice President of Engineering and Construction.

Mathematics Teacher, 7th Grade

Bradford Academy, Public Charter School

August 2009 – June 2011

Southfield, MI

Teach mathematics to approximately 90 seventh grade students. Complement the core curriculum with interactive activities, integrated technology and traditional bookwork. Communicate regularly, both formally and informally, with parents to discuss academic and social concerns. Collaborate with 7th grade teaching team to incorporate cross-curricular opportunities in learning. Chair the K-12 Math Professional Learning Community (PLC). Participate as a member on the School Improvement Committee. Participate as a member on the Stakeholders and Community Committee. Coach the Girls 7/8 grade volleyball team. Assist coach of Middle School track team.

Executive Director

Upper Valley Rowing Foundation

May 2006 – August 2007

Hanover, NH

Manage marketing and publicity of community rowing programs and lessons. Implement operational procedures and policies. Hire, train and supervise coaches, coxswains and dock monitors. Implement safety procedures for on-water practices and a water safety education program for rowing participants. Act as primary public representative for foundation. Manage program enrollment.

Facilities Manager

Tuck School of Business at Dartmouth

September 2000 - September 2004

Hanover, NH

Serve as in-house project manager for construction and renovation/relocation projects including defining RFP's, developing & monitoring schedules/budgets and overseeing contractors. Manage comprehensive facilities long range plan and associated budget. Develop and implement policies and procedures for space planning, asset management, event planning and centralized operations. Establish facilities standards for space assignments, acquisition of equipment, furniture, signage and finishes. Manage school's operations services, including event planning, copy center/mailroom, custodial and maintenance. Serve as liaison for Tuck community and college for facilities-related issues.

Facilities Services Manager

Yale University Law School

July 1997 - June 2000

New Haven, CT

Serve as project manager and liaison between general contractor and law school community during multi-year phased renovation of law school campus. Minimize construction's impact on daily educational activities in library, dormitory, dining hall, classrooms and offices by monitoring daily schedules, supervising shutdowns and providing 24/7 communications with general contractor, administration, staff and students. Supervise building and grounds maintenance, custodial services and security services. Manage telecommunications, computerized access control and security system. Manage departmental budget. Perform space planning and asset management functions.

Business Manager

Yale University Project X

September 1996 - July 1997

New Haven, CT

Serve as office administrator and facilities manager for Y2K project team. Manage short-term office space and computer training facility including site selection, space planning, furniture and equipment acquisition, telephone service, construction management and move-in. Manage project budget and schedule. Hire and supervise student and temporary employees in clerical tasks and advanced computer programming.

EDUCATION

University of Michigan, Ann Arbor, MI

Master of Arts in Elementary Education with Certification, 2009

University of Michigan, Ann Arbor, MI

Master of Business Administration, Evening Program
Coursework begun 1990, three semesters completed

Cornell University, Ithaca, NY

Bachelor of Science, 1988
Design and Environmental Science

COMMUNITY INVOLVEMENT

President

Ann Arbor Rowing Club

October 2011 - Present

Ann Arbor, MI

Board Member

Ann Arbor Rowing Club

October 2008 - Present

Ann Arbor, MI

Volunteer

Therapaws of Michigan

April 2012 - Present

Washtenaw County, MI

Volunteer

University of Michigan Health Services, Milestones

February 2012 - Present

Ann Arbor, MI

Coach

Huron High School Girls Novice Crew

August 2009 - June 2010

Ann Arbor, MI

Coach

Girls on the Run

March 2008 - June 2008

Dexter, MI