Boards & Commissions Application

Profile

Sonia
First Name

Middle Initial

Schmerl
Last Name

[redacted]
Email Address

2954 Philadelphia Street
Home Address

Suite or Apt

Ann Arbor
City

MI
State

48103
Postal Code

Residency eligibility requirements for paid appointed officers shall be in accordance with State law. An unpaid appointive officer to a board or commission established pursuant to law, the city charter, or ordinance shall be eligible for appointment if he/she is a registered elector of this City, unless this requirement is waived by a resolution concurred in by not less than seven members of the Council.

What ward do you live in? *

☑ Ward 5

How many years have you been a resident of Ann Arbor?

55

[redacted]
Primary Phone

[redacted]
Alternate Phone

Retired
Employer

Occupation

Question applies to multiple boards

Are you seeking reappointment as a current member of a board, commission, or committee? *

☑ No, I am not a current member.

Which Boards would you like to apply for?

Commission on Disability Issues : Submitted

SCHMERL_Resume_2023.docx
Upload a Resume

Preferred Pronouns:

She, her

Interests & Experiences

Question applies to Commission on Disability Issues

If applying to the Commission on Disability Issues, the Commission requires that 9 of the 13 members have a disclosed disability, as defined by the federal ADA. Are you willing to disclose a disability to serve on this Commission?

[redacted]

Question applies to multiple boards

Why are you interested in serving on a board or commission?

I am interested in learning about city and community resources for people with challenges, and advocating for people with different abilities. I hope that my background in administration will allow me to be of some service both to the commission and to the community.

Disclosure of Potential Conflict of Interest

Please list any potential conflicts of interest, including the name of each organization with a description of your affiliation. If you have no potential conflicts of interest, please simply state "none."

none

Demographics

We are proud of our commitment to equal opportunity. We do not discriminate on the basis of a person's actual or perceived race, color, national origin, gender, or age, in any aspect of our appointment process. Application demographic statistics let the City of Ann Arbor know what shortcomings might exist in efforts to engage the community and recruit residents to participate in government.

Ethnicity

[redacted]

Gender

[redacted]

Acknowledgement

Please Agree with the Following Statement

Most city boards and commissions meet virtually. I understand that if selected for appointment for a board that meets in-person, I must submit proof of full vaccination against COVID-19 unless granted an exemption by the City.

☑ I Agree

Sonia Schmerl

2954 Philadelphia Dr.
Ann Arbor, Michigan 48103

(734) 223-9581 cell
sonia.schmerl@gmail.com

Sonia Schmerl

Retired 2018

Professional experience

University of Michigan, Ann Arbor, Michigan. *March 2011-February 2019*

Business Administrator Intermediate, Department of Classical Studies (Key Administrator)

Manage the finances of the unit; prepare budget and projections of revenues and expenses in general, endowed, and sponsored funds. Prepare financial reports, and advise Chair on administrative and fiscal matters, including uses of endowments, discretionary funds, and general funds. Establish controls and ensure proper oversight of financial transactions; review transactions for compliance with University and College policies and procedures. Administer sponsored projects and research funds; assist faculty in preparing grant applications; work with shared services to manage research funding. Monitor spending and fund balances and correct errors.

Oversee and review faculty recruitment, appointments, promotions, reviews, leave requests, retirement, collegiate professorship and other award nominations, ensuring compliance with College policies and procedures. Review and approve student and academic appointments and appointment changes. Oversee LEO Lecturer and graduate student appointments, ensuring compliance with labor contracts.

Hire, train, supervise, and support four administrative staff. Manage work assignments, professional development opportunities, determine pay, and foster a collegial, collaborative, service-oriented workplace.

Oversee the planning and execution of conferences, lectures, and seminars sponsored by the Department; establish and monitor event budgets.

Manage physical resources of the department; oversee facilities and equipment improvements and purchases. Assist staff, students and faculty in all non-academic administrative matters. Complete annual space survey. Represent the unit to College and University administration.

Service to College and University:

LS&A Facilities Council *(2012-2015)*
LS&A IT Council *(2013-2014)*

University of Michigan, Ann Arbor, Michigan. *December 2002-March 2011*

Business Administrator Associate, Department of Comparative Literature (Key Administrator)

Hire, train, and supervise two administrative staff. Manage fiscal and physical resources of the program. Provide administrative and fiscal consultation to Chair. Process all appointments. Work with Chair to plan and coordinate the undergraduate and graduate curriculum and academic programs. Oversee the graduate admissions process, the payment of student awards and fellowships, and student progress to degree. Oversee the planning and execution of conferences, lectures, and seminars sponsored by the Department. Assist faculty in preparing grant applications; administer sponsored projects. Assist staff, students and faculty in all administrative matters. Represent the unit to College and University administration.

Service to College and University:

LS&A Successful Department Practices Brown Bag Series Planning Team *(2009-2010)*
eResearch Proposal Management Departmental Advisory Team *(2007)*
LS&A Pandemic Preparedness Committee *(2007)*
LS&A Research Administrators Advisory Group *(2006)*
LS&A Finance Council *(2004-2005)*
LS&A Immigration Mentors Group *(2003-2004)*

November 1999-November 2002

Student Services Associate I, Department of Romance Languages and Literatures

In addition to duties listed below, compile statistics on trends in enrollments and student concentrators for use in long-range planning; create, troubleshoot, and maintain MS Access database to track department personnel, leaves, salaries, teaching loads, course offerings. Track and reconcile instructional budget.

Service to College:

LS&A Design group for curriculum scheduling project *(2002)*
LS&A HR Council task force on recruitment and retention *(2002)*
LS&A Staff Training and Professional Development Committee *(1999-2001)*

June-November 1999

Student Services Assistant II, Department of Romance Languages and Literatures

Lead student services team; hire, train and supervise two staff members; coordinate curriculum planning, supervise production of time schedule; oversee other curricular matters, including course approvals, Course

Guide and Bulletin entries; supervise the organization of annual graduate student recruitment weekend and week-long teacher's training workshop; provide administrative support to faculty committees related to student and curricular issues. Process graduate fellowship payments.

First Street Properties, Ann Arbor, Michigan *1998-2022*

Own and manage two historic homes containing four rental apartments. Select tenants, collect rents, perform or contract repairs and maintenance, keep books.

University of Michigan Medical Center, Ann Arbor, Michigan. *1996-1999*

Research Assistant II, Department of Ophthalmology, Kellogg Eye Center

Manage research laboratory, monitor budget, control inventory; document compliance with University requirements; supervise graduate student assistants. Plan and carry out experiments, analyze data, assist with preparation of publications.

Centre International de Recherches Médicales, Franceville, Gabon. *1993-1996*

Research Technician, Department of Primatology

Perform microsatellite analysis of hair-derived DNA for a study of the behavioral ecology of wild western lowland gorillas.

University of California, Davis, California. *1989-1993*

Post-Graduate Researcher, AIDS Virus Lab, Dept. of Medical Pathology

Isolate, culture, and purify retroviruses. Perform cellular and immunological assays on experimentally infected primates.

Center for Chinese Studies, Univ. of Michigan, Ann Arbor, Michigan *1988*

Freelance Editor

Edit book on research and education in twentieth-century China.

Pierian Press, Ypsilanti, Michigan. *1983-1984*

Assistant Editor

Write, edit and proofread copy for an index of periodical literature.

Cleary, Gottlieb, Steen & Hamilton, New York, New York. *1981-1983*

Paralegal, Trusts and Estates Department

Write revisions to wills and trust agreements; manage finances for legally incompetent clients, complete special research projects as assigned.

Education

Post-graduate study, University of California at Davis *1988-1989*
(Cell and Developmental Biology)

M.S., University of Michigan School of Public Health (Toxicology) *1988*

B.S., Eastern Michigan University (Biology, Chemistry) *1985*

B.A., University of Michigan (Linguistics) *1981*

Awards

Regents Fellowship, University of California at Davis, 1988-1989.
National Institutes of Health Training Grant in Toxicology, 1987-1988.

Volunteer activities

Old West Side Association *1997- present*

Member, Board of Directors. Represent Old West Side Neighborhood Association and the Old West Side Historic District to the City of Ann Arbor; plan and fund special events. Edit copy for the *Old West Side News*, distributed to ~4000 households. Assist with annual fall homes tour.

Ann Arbor Historic District Commission *1999-2005*

Chair. Set agenda; lead public meetings; represent Commission to the public and to City government. (*October 2002-October 2004).*

Commissioner. Determine appropriateness of proposed changes to properties in historic districts in the City of Ann Arbor. Promote public appreciation of historic resources through educational activities.

Washtenaw Literacy *1997-1999*

Tutor immigrants in English as a second language, 2 hours weekly.

Inter-Cooperative Council *1998-1999*

President, Alumni Board. Serve as liaison between current members and alumni of housing cooperative; plan and coordinate educational and social events.

Inter-Cooperative Council *1977-1980*

President of a student housing cooperative at the University of Michigan possessing 14 houses and serving 550 members; oversee HUD-financed renovation of 13 houses, with a budget of $2 million (1979-1980).

House treasurer: Manage finances of a 21-member household; set budget, collect rents, keep books (1977-1979).

Publications

Rosenthal A, Jennings MB, Cotterman R, Schmerl S, Yee JL, Joye S, Gardner MB. Passive immunization and challenge of rhesus macaques with SIV_{MAC}. In: *Symp. Nonhum. Primate Models AIDS* (November 1992) **10**:25 (abstract no. 126).

Jennings MB, Rosenthal A, Yee J, Schmerl S, Carlson JR, Gardner MB. SIV vaccine protection of rhesus macaques. In: *Symp. Nonhum. Primate Models AIDS* (November 1991) **9**:119 (abstract no. 100).

Languages

French and German (read, write, and speak).