

October 3, 2013

Office of Town Administrator
c/o Renae Marshall
10632 VT Route 116
Hinesburg, VT 05461

Dear Ms. Marshall:

I hereby declare my interest in appointment to the Town of Hinesburg Agency Request Review Committee.

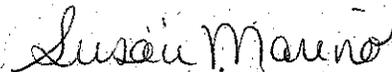
I have been a Hinesburg resident since 2003. I have fifteen years of experience working for non-profit organizations in Vermont and in Massachusetts. I earned a Bachelor's degree from St. Michael's College in Colchester, VT and earned a Master's Degree in Public Administration from Suffolk University in Boston, MA.

My non-profit experience includes fundraising, office and project management, data analysis, finance, and human resources. This experience, in addition to my degree in Public Administration, has given me an extensive understanding of the non-profit business which I feel would be an asset to the Committee. I also feel strongly that non-profits and social service agencies can have a positive impact within the community.

I currently work at Spectrum Youth and Family Services in Burlington. If Spectrum were to apply for funding, or if there were some other conflict of interest, I would remove myself from the Agency Request Review Committee's decision-making process.

Attached is a copy of my current resume. Please feel free to contact me if you have questions. Thank you for your consideration.

Sincerely,



Susan Marino
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SUSAN MARINO, MPA, PHR

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DEGREES/CERTIFICATIONS

Human Resources Certification Institute

*Certification: **Professional in Human Resources (PHR)***

Suffolk University, Sawyer Business School, Boston, MA

*Masters degree: **Public Administration***

*Concentration: **Nonprofit Management***

Saint Michael's College, Colchester, VT

*Bachelor of Arts: **Political Science***

Notary Public, State of Vermont

EMPLOYMENT HISTORY

2006-Present Spectrum Youth & Family Services, Burlington, VT *Benefits Administrator/Office Manager*
2004-2006 Champlain College, Burlington, VT *Development Associate*
2003-2004 ECHO at the Leahy Center for Lake Champlain, Burlington, VT *Administrative Assistant*
2000-2002 Isabella Stewart Gardner Museum, Boston, MA *Finance & Human Resources Coordinator*
1998-2000 Isabella Stewart Gardner Museum, Boston, MA *Membership Associate*