

**Somerville Commission for Women**

*Working Together for a Stronger Community*

50 Evergreen Avenue Somerville MA, 02145

Contact: Chris Hosman, Community Services Manager

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Phone: 617-625-6600 ext. 2406

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**Somerville Commission for Women Application**

*Personal Information:*

Name: Patricha Paul

Address: [REDACTED]

Primary Phone Number: [REDACTED] Other Phone Number: \_\_\_\_\_

Preferred Email Address: [REDACTED]

How many years have you lived in the City of Somerville?

Less than 1     1-3     3-6     6-10     10-20     20+

*What is your current Somerville Commission for Women Status?*

Applying for New Commission Appointment     Renewing Commission Appointment

On a separate sheet of paper please respond to the following questions. This information will help us to get an overview of your interests, experience and expectations of appointment to the Somerville Commission for Women. You may also attach a resume to provide further information.

**Questions for first time applicants:**

1. How did you first hear about the Somerville Commission for Women?
2. Why do you want to serve on the Commission?
3. Can you tell us about your personal and/or professional experience that you feel would be of value to the Commission?
4. What do you hope to gain from serving on the Somerville Commission for Women?
5. What three issues concerning women in Somerville would you identify as your top priorities?

**Questions for renewal of term:**

1. How have you spread the word about the work of the Somerville Commission for Women?
2. Why do you want to continue to serve on the Commission?
3. Can you tell us how your personal and/or professional experience has enriched the Commission?
4. What have you gained from serving on the Somerville Commission for Women?
5. What three issues concerning the Somerville Commission for Women would you identify as your top priorities?

**The commission's composition is intended to reflect the makeup of the women of Somerville and residents of all backgrounds are encouraged to apply.**

**Please be advised that the following information will be used to determine eligibility in consideration of a potential appointment to the Somerville Commission for Women. Further, such information may be deemed a public record and may be disseminated where appropriate.**

**Individuals with disabilities who need auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures, in order to access the programs and activities of the City of Somerville or to attend meetings, should contact the City's ADA Coordinator, Betsy Allen, at 617-625-6600 x2323 or [Ballen@somervillema.gov](mailto:Ballen@somervillema.gov).**

1. How did you first hear about the Somerville Commission for Women?  
*I first heard about the commission while registering to volunteer at the Somerville public library.*
2. Why do you want to serve on the Commission?  
*I feel the commission lacks representation from all the different ethnic backgrounds associated with women in Somerville. I plan to bring more diversity/cultural ideas to the commission*
3. Can you tell us about your personal and/or professional experience that you feel would be of value to the Commission?  
*Over the recent years I have become involved in community organizing and bring people of all ethnic cultures and backgrounds together for one main cause. I plan to bring this same passion and organizing skills to the commission*
4. What do you hope to gain from serving on the Somerville Commission for Women? *I hope to gain more awareness about women's issue, recourses and rights as it pertains to living in Somerville, but also learning more about this issue on a state level as well*
5. What three issues concerning women in Somerville would you identify as your top priorities?  
*Parenting, fair pay & housing*

**PATRICHA A. PAUL**

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**PROFESSIONAL SUMMARY:**

A seasoned business professional with the ability to flourish in high pressured environment, highly polished individual, with a comprehensive administrative and banking background.

**SKILLS:**

- Expert Microsoft Outlook, Word, Excel - Pivot tables & VLOOKUP's
- Calendar Management
- QuickBooks, Peachtree, NetSuite & Bill.com
- Audit Prep
- Report Writing/Analysis
- Event/Project Planning
- Results-Driven, Self Motivated
- Flexible work hours
- Operates independently, follows-up.
- Assertive problem solving

**VOLUNEER:**

- Somerville Public Library - *ESL Teacher*
- Winter Neighborhood Association – *Member*
- Somerville Community Corporation – *Community member*

**EXPERIENCE:**

**Idea Paint Boston, MA (Feb 2017- June 2017)**

*Jr. Staff Accountant – Contractor*

- A/R - Cash reconciliations
- A/P - Bill payments & entering of vendor invoices via Bill.com
- UPS shipment reporting (intercompany & FOB)
- Excel reporting (VLOOKUP & Pivot tables)
- Accrual reporting
- Audit reporting and perp
- NetSuite reporting

**Hoff's Bakery Malden, MA (Dec 2016 – Feb 2017)**

*Part-time Bookkeeper – Contractor*

- A/R
- A/P
- Account Reconciliation
- Commissions payment
- Sales Reporting
- Month end data reporting
- Peachtree data entry

- Journalizing

**Gibson Sotheby's International Realty Boston, MA (Aug 2016 – Dec 2016)**

*Part-time Accounting Assistant – Contractor*

- A/P
- A/R
- Bank Reconciliation
- Monthly accrual reporting
- QuickBooks Data entry
- Payroll
- W9
- Journalizing

**BANK OF AMERICA - Waltham/Boston (Nov 06 – Aug 2016)**

**Bank of America, Merrill Lynch - Small Business**

Sales Support Associate

**Bank of America, Merrill Lynch - Small Business**

Credit Support Associate I

**Bank of America, U.S. Trust - Private Wealth Management**

Portfolio Management Assistant

**Bank of America, Premier Banking & Investments**

Administrative Assistant / Receptionist

**Bank of America, Philanthropic Management**

Administrative Assistant, Contractor

**EDUCATION:**

**Bunker Hill Community College, AA Accounting "18"**

Currently enrolled for Associates in Science, *concentration* Accounting

*Effective May 2017 will have completed more than half of required credits.*