

January 30, 2017

Mr. John Long
City Clerk
City of Somerville
93 Highland Avenue
Somerville, Ma 02144

2017 FEB -1 P 3: 51
CITY CLERK'S OFFICE
SOMERVILLE, MA

Dear Mr. Long,

I am writing to you to express my interest in the recently posted position of Licensing Commissioner.

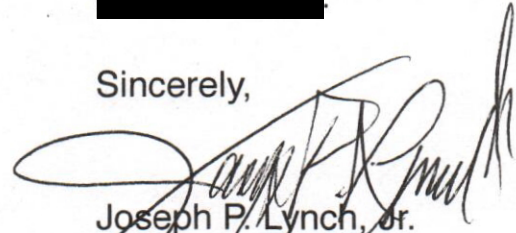
Attached is my resume spanning some 40 years of employment. Some of these employers are no longer operating as stated, i.e. BayBank. If you do have any questions regarding who to contact regarding employment dates etc. please let me know and I may be able to connect you with the appropriate person.

As you can see from my resume, I have extensive experience in the private and public sector with most concentration in the management and finance fields. My residency in Somerville has afforded me to be active in politics, neighborhood issues, city government, business and the not for profit sector. I would be pleased to continue my service and talents with the city of Somerville Licensing Commission.

If you have any questions, please do not hesitate to call me at

[Redacted phone number]

Sincerely,



Joseph P. Lynch, Jr.

[Redacted address]

From: [Joe Lynch](#)
To: [John Long](#)
Subject: Joseph P. Lynch, Jr. - Amended Resume
Date: Thursday, November 16, 2017 8:04:39 PM

John,

Please accept this email amending my resume sent to your office with my application for the Licensing Commission.

Other Experience:

Acting Chair - Arts at the Armory, Somerville. - Advisory Committee- 2017

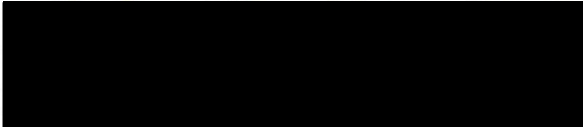
Board of Directors - Somerville Media Center (SCATV) and Treasurer - elected 2016

The Dance Complex - Cambridge - Board of Directors and Treasurer- 2003 - 2005

Thanks.

Joe Lynch

JOSEPH P. LYNCH, JR.

 Somerville, MA 02145

Professional Summary

Skills

- Clerical
- Active Listening
- Speaking
- Administration and Management
- Judgment and Decision Making
- Active Learning
- Writing
- Customer and Personal Service
- Computers and Electronics
- Critical Thinking
- Social Perceptiveness
- Communications and Media

Experience

Administrative Assistant and Sales Scheduler *Mar 2012-Sep 2015*

Boston Closet Company - Somerville, MA

Managed all incoming sales, administrative, marketing and business calls.

Sales Associate (seasonal part time)

Dec 2003-Jan 2007

Pier One - Cambridge, MA

Sales/cashier duties.

Bank Teller, Asst. Manager, Sales Manager, Asst. Vice President, Vice President, Sr.

Vice President

Jan 1985-Jan 1998

BayBank, Bank of Boston, Fleet Bank - Waltham, Boston, MA

Starting as teller, advanced corporate jobs to finish career as Senior Vice President for the Correspondent Banking Division. As Senior Vice President responsible for six electronic banking products sold to downstream financial institutions, managed a business portfolio of annual sales in excess of \$50M, managed a staff of 28 full time employees, marketed and managed all aspects of business portfolio.

Former member of the Massachusetts Bankers Association.

Bank Teller. Management Trainee

Jan 1981-May 1985

Mutual Bank for Savings - Newton, MA

Bank teller and management trainee.

Sargent, Office of Management and Budget

Nov 1971-May 1979

United States Air Force - Portsmouth, NH

- Use computers for various applications, such as database management or word processing.
- Compose, type, and distribute meeting notes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
- Manage projects or contribute to committee or team work.
- Learn to operate new office technologies as they are developed and

implemented.

Basic training

Jun 1971-Nov 1971

United States Air Force - San Antonio, TX

Basic training and Air War College for management and budget schooling.

Education

Bachelor of Arts

May 1980

Boston University - Boston, MA

Associate of Arts

Sep 1977

University of New Hampshire - Durham, NH