

Orsola Susan Fontano  
26 Mount Vernon Street  
Somerville, MA 02145

Home: 617-625-2398  
Business: 781-862-2270

**SUMMARY OF QUALIFICATIONS:**

Extensive administrative and finance experience in public, private and non-profit organizations. Supervised from 2-350 finance and clerical staff. Excellent organizational and interpersonal skills; experience in research and entrepreneurial activities.

**WORK EXPERIENCE :**

**MASSACHUSETTS BAY TRANSPORTATION AUTHORITY**

2003  
1999-~~Present~~

Part-time Street Car Motor Person.

Responsible for care and safety of equipment and passengers; maintain schedule and monitor overall activity of operation.

**UP UP & AWAY BALLOONS**

1981-Present

Owner/Operator.

Researched industry and government regulations to establish retail business netting \$20K in annual sales.

Generated business through sales, marketing and customer outreach.

Manage financial aspects of business including Accounts Payable/Accounts Receivable, billing, filing taxes and maintaining inventory.

**NEFERTITI HAIR SALON**

1977-Present

Partner/Operations Manager.

Maintain daily operations, preparation of facility and inventory.

Hire, manage and supervise staff; conduct performance reviews.

Prepare payroll/taxes on weekly basis, file and administer tax revenues, manage bills and checking accounts.

**LECHMERE SALES COMPANY**

1968-1977

Finance Manager

1975-1977

Supervised 350 credit and floor cashiers and equipment in daily operations.

Liason between customers and central credit department, preparing accurate documentation for successful transactions.

Prepared daily sales reports including shortages and overages and provide comparisons for previous years for merchandising analysis.

Managed processing of \$40 million annually and \$20 thousand in a daily cash change fund. High degree of loyalty and confidentiality.

Successfully promoted throughout the years from Sales Clerk to Executive Secretary to Sales Manager and Control Manager.

**HARVARD UNIVERSITY**

1967-1973

Comptroller's Office/Office of President.

Implemented transition from manual to computer systems involving research, programming and hands-on application.

**EDUCATION:**

2010 S.H.S. cont. Ed. Program "misc computer programs".

1977-Present: Industry specific seminars. Continuing Education in on-going business ventures. *yearly!*

1969-1977: Lechmere Management Training Seminars.

1971-1973: Various Courses and Seminars at Harvard University relating to IBM - EMA equipment.

1969: Bunker Hill Community College - Accounting and Bookkeeping.

**AFFILIATIONS:**

Women's International Bowling Congress (Delegate National and State Convention).

Greater Boston Women's Bowling Association (Director, Vice President).

*See attached \** City of Somerville Historic Preservation Commission, Mayor's Task Force Assembly Square Revitalization Program and Neighborhood Association.

Civic and Religious Programs and events within the Lexington and Somerville Communities.

Local and State Government Election Committees.

**AWARDS:**

1998 - city of Somerville Historic Preservation Commission Director's Award.

1998 - City of Somerville Outstanding Citizen Award.

1991 - GBWBA Woman of the Year Award.

2000 Som. Garden Club Veg. garden award

2007-2009 Som. Council on Aging Volunteer appre. award

2010 Som Council on Aging Volunteer of the Year

attachment

- \* City of Somerville Zoning Board of Appeals 2004 - Present (Clerk)
- \* " " Historic Preservation Comm. 1998 - Present
- \* East Som. Main Street (President) <sup>2006</sup> inception - present
- \* Mayor's Task Force Assembly of Per. Program
- \* Mt. Vernon St. Neighborhood Assoc (Past President)
- \* City of Somerville Ward 1 Enhancement Comm. (Past Chair)
- \* Somerville All-America City Team Delegation 2009
- \* City of Somerville Election's dept.  
Ward 1 Pre 1 Warden