

RESOLUTION OF THE TOWNSHIP OF IRVINGTON, NJ

No. MC 15-0512-32

Date of Adoption MAY 12, 2015

APPROVED AS TO FORM AND LEGALITY ON THE BASIS OF FACTS SET FORTH BY

Legislative Research Officer

PRESENTED BY COUNCIL MEMBER

FREDERIC

SECONDED BY

JONES

WHEREAS, vacancies currently exist on the Citizens Advisory Commission due to the expiration of the terms of its members:

NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE TOWNSHIP OF IRVINGTON that the following named person is hereby appointed as a member of the Citizens Advisory Commission for a term as indicated below:

NAME & ADDRESS	WARD & DISTRICT	APPOINTED BY	TERM TO EXPIRE
Imelda.Figaro 50 Elmwood Avenue, Apt. 308	N-2	Council President Frederic	9-10-15

RECORD OF COUNCIL VOTE

X = Indicates Vote N.V. = No Vote A.B. = Absent

COUNCIL MEMBER	YES	NO	N.V.	A.B.	COUNCIL MEMBER	YES	NO	N.V.	A.B.
BURGESS, 1ST VICE PRESIDENT	X				JONES, 2ND VICEPRESIDENT	X			
COX	X				LYONS	X			
HUDLEY	X				FREDERIC, PRESIDENT	X			
INMAN	X								

PRESIDENT OF COUNCIL *[Signature]* MUNICIPAL CLERK *[Signature]* DATE MAY 12, 2015

I hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Municipal Council. In witness whereof I have hereunto set my hand and the Corporate Seal of the Township of Irvington.

MUNICIPAL CLERK *[Signature]* DATE MAY 12 2015

BA ☐ BLDG ☐ CFO ☐ COURT ☐ DHS ☐ DHW ☐ DPW ☐ ENG ☐ FIRE ☐ INIC ☐ JUDGE ☐ LIBR ☐ LICEN ☐ LEGAL ☐ MAYOR ☐ OCDP~DIR ☐
 OCDP~AD ☐ P&R ☐ PAYROLL ☐ POL~DIR ☐ POL~CF ☐ PURCH ☐ SEC~PB/BA ☐ TA ☐ TAX~AS ☐ TAX~COL ☐ TRAFFIC ☐ UEZ ☐
 ZONING~OFF ☐ DLGS ☐ GNCD ☐ OTHER(S): Appointee

IMELDA FIGARO

50 Elmwood Ave, Apt 308 • Irvington, New Jersey 07111 • 908.764.4828 • imelda.figaro@gmail.com

SUMMARY

Public health professional with experience in team leadership, supervision, teaching, research, data management, and compliance. Highly motivated, detailed-oriented, and ability to learn quickly. Excellent communication, organizational, interpersonal leadership and problem-solving skills. Proficient in Microsoft Office and statistical Applications. Successfully work collaboratively and independently. Proficient in English, French, Creole and conversational in Spanish.

EDUCATION

Master of Public Administration – May 2011

School of Public Affairs and Administration, Rutgers, The State University of New Jersey, Newark Campus

Master of Public Health, Urban Health Administration – May 2011

School of Public Health, University of Medicine and Dentistry of New Jersey, Newark Campus

Bachelor of Science, Biology – May 2002

William Paterson University, Wayne, New Jersey

COMPUTER SKILLS

- Microsoft Office Applications: Word, Excel, PowerPoint, Outlook, Access, Publisher
- Statistical Applications: SAS, JMP, SPSS

EXPERIENCE

ST JOSEPH'S REGIONAL MEDICAL CENTER, Paterson, New Jersey

07/2012 – 08/2013

HIPAA Security Compliance – IT Associate

- Created security access for new users in various databases and processed user termination requests
- Managed vendor authentication database and the required Business Associate Agreements for compliance
- Assisted in maintaining the electronic policies and procedures system
- Generated and analyzed weekly system security reports using MS Excel
- Developed quick reference guide of the workflow processes
- Worked closely with HIPAA Compliance Manager in implementing, supporting and monitoring business process operations for compliance with Federal, State and Healthcare regulations

UMDNJ-SCHOOL OF PUBLIC HEALTH, Newark, New Jersey

08/2009 – 09/2010

Fieldwork Investigator

- Conducted face-to-face interviews for data collection and obtained participant's informed consent
- Prepared project proposal for IRB review and approval
- Developed project questionnaire instrument
- Analyzed the data and communicated the findings in writing and orally through a PowerPoint presentation

ENZON PHARMACEUTICALS, INC., South Plainfield, New Jersey

12/2004 – 05/2008

Quality Control Analyst

- Performed analytical testing of in-process, final release and stability samples to determine purity and enzyme activity
- Analyzed raw materials for quality standards using SDS-PAGE and Karl Fisher titration
- Conducted labeling, packaging, coding, and visual inspections to ensure products quality
- Worked on validation engineering protocols, method transfers and FDA protocols
- Revised SOPs, peer-reviewed data, documented laboratory non-conformances, and trained new analysts

VOLUNTEER EXPERIENCE

NEW JERUSALEM BAPTIST CHURCH, Irvington, New Jersey

06/2002-Present

Volunteer/Community Outreach in Developing Countries

- Plan, organize and coordinate summer camp indoor and outdoor programs for children
- Organize and facilitate health promotion/disease prevention workshops for adults
- Distribute public health brochures to promote health in developing countries
- Coordinate fundraising activities
- Perform administrative duties using MS Word, MS Excel and MS PowerPoint

UMDNJ-SCHOOL OF PUBLIC HEALTH, Piscataway, New Jersey

04/2009-04/2009

Public Health Applications in Developing Countries (Dominican Republic)

- Coordinated public health-related educational workshops
- Organized parasite control prevention program for children
- Distributed public health brochures to promote health in developing countries
- Bridged the language gap for non-Creole-Speaking volunteer doctors and patients/residents (Interpreter)

NEW JERUSALEM ADULT LEARNING CENTER, Irvington, New Jersey

09/2005 – 06/2006

Teacher

- Taught English as a Second Language (ESL) to adult immigrants and fostered a positive learning environment

RELEVANT COURSEWORK

- | | |
|------------------------------------|--|
| • Government Budgeting | • Health Policy |
| • Administrative Transparency | • Survey Research Methods |
| • Biostatistics | • Principles and Methods of Epidemiology |
| • Grant Writing & Grant Management | • Human Resource Administration |

References Available Upon Request