

JAN ACETI
106 E. Manning Street, #1C
Providence, RI 02906
401-272-6804 (home)
401-272-3434 (work)

EDUCATION

Bachelor of Science in Chemistry, 1984
Allegheny College, Meadville, PA.
Master of Arts in Energy and Resources, 1987
University of California, Berkeley, CA

RELEVANT WORK EXPERIENCE

Recycling Program Planner, Rhode Island Department of Environmental Management, Providence, RI; October 1987 to present. Responsibilities include planning curbside recycling programs for communities ranging in population from 10,500 to 160,000. Plans involve predicting recyclables quantities, sizing truck fleets and estimating program costs for contracted and municipally run programs. Experienced in troubleshooting curbside collection programs, including collecting and analyzing field data and making recommendations for problem resolution. Wrote Rhode Island's recycling emblem regulations. Coordinator of Rhode Island's recycled product purchasing program which includes working with purchasing officials to implement the program and conducting a public education campaign. Currently working closely with the Northeast Recycling Council and EPA Region I to plan a New England Recycled Products Conference and Vendor Show.

RELEVANT SKILLS

Computer

Experienced user of the following programs: Wordperfect wordprocessing, Quattro and Lotus spreadsheet and Paradox database.

Public Speaking

Extensive public speaking experience including:

- * conferences
- * training seminars for recycling coordinators
- * city and town councils and community groups
- * Peer match workshops in CT, MA, and NH.

Research and Writing

Consistent use of research and writing skills in preparing recycling plans, papers, proposals and in correspondence with cities and towns.

Spanish Language

Strong conversational Spanish-speaking ability.

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CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

January 7, 1991

To the Honorable, the City Council:

I am very pleased to announce the hiring of the City's first full-time recycling coordinator. Jan Aceti comes to us from the Rhode Island Department of Environmental Management, having worked for three years as a recycling program planner.

Jan comes to Cambridge with a wealth of recycling knowledge and experience. She has assisted in setting up curbside recycling programs in 22 cities and town in RI, and has coordinated RI's recycled product purchasing program. Jan will begin work on February 1, 1991 and will be located at the Department of Public Works.

Very truly yours,

Robert W. Healy
City Manager

Agenda # 53

A-6

Appointment of Jan Aceti as the
Recycling Coordinator.

In City Council,

January 7, 1991

Placed on file