

MADELEINE M. REYNOLDS
21 WALDEN SQ. ROAD
CAMBRIDGE, MASS. 02140
TELEPHONE: 547-7924

EMPLOYMENT

April, 1970 - July 23, 1974

Housing Specialist - Boston Model Cities, Boston, Massachusetts
Assignment to Housing Development Contracts and technical assistance projects on an administrative level: surveying the housing market relative to the successes and failures of BBURG homeownership program; coordination of all tenant selection activities and application procedures as well as interviewing for Infill Housing Program in the Model Cities Area; coordination of title search activities on all new housing construction programs in Housing Development Department; administered contract for United Community Construction Workers to upgrade and refine skills of minorities in construction fields; acted as Model Cities Relocation Specialist to work in conjunction with Boston Redevelopment Authority (Family Relocation) on the task of writing relocation submissions, becoming familiar with Relocation Guidelines, and providing information and guidance to the Relocation Grievance Committee; administered funds for 235 Homeownership Program conducted by Ecumenical Social Action Committee; maintained public auction files for distribution and promotion of community control and ownership; maintained listings of available real estate in the Model City Area; acquired information on available housing to be distributed to social service agencies.

September, 1969 - December, 1969

Research Assistant - Cambridge Model Cities, Cambridge, Mass.
Assignments involved research of data to be useful in components within Model City Program. Specific responsibility of developing and distributing reports to Housing and Urban Development (Monthly Reports). Working with Planner and Coordinator in compiling and distributing information to components.

June, 1969 - September, 1969 (Co-op Educ.)

Accounting Clerk - Employers Group Insurance, Boston, Mass.
Workmen's Compensation - Balancing and checking audit sheets from each state's accounts of accident claims to be sent to a district manager.

December, 1968 - March, 1969 (Co-op Educ.)

Secretary - Dean of Womens' Office, Northeastern University, Boston, Mass.
Duties involved secretarial work and maintaining files and records pertaining to the female student population at Northeastern University.

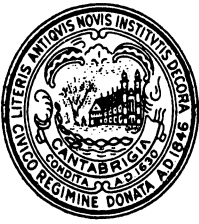
EDUCATIONAL BACKGROUND

B.A. Degree, Sociology, Northeastern University, Class of 1972;
Ford Foundation Scholarship Program.
Model Cities Course in Conversational Spanish, 1973.
Mass. Board of Realtors License Exam School (April, 1973) in pre-
paration for state examination.

PERSONAL DATA

Date of Birth: January 8, 1948
Birthplace : Boston, Massachusetts
Memberships: Board of Directors, Community Training Dynamics;
Member - Alpha Kappa Alpha (National Sorority).
Participation in Basic Sales Training and Business Approach as an
adjunct to involvement with Holiday Magic. (Jan. 1972)
Participation in "Discover You First", a self-development workshop
designed to intensify personal creativity and awareness.
(April 1974).

Personal and professional references available on request.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

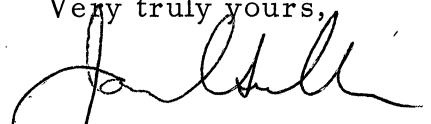
February 24, 1975

To the Honorable, the City Council:

I am pleased to announce the appointment, effective February 24, 1975, of Ms. Madeleine M. Reynolds of 21 Walden Square Road, Cambridge, as Affirmative Action Officer in the Department of Budget & Personnel. This position is fully funded by the C. E. T. A. Program.

A copy of Ms. Reynolds' resume is attached for your consideration.

Very truly yours,



James L. Sullivan
City Manager

JLS/mbf
Enc.

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Agenda # 16

Appointment of Ms. Madeleine M. Reynolds as
Affirmative Action Officer in the Dept. of
Budget-Personnel

In City Council,
February 24, 1975

Placed on file