

Mailing address: William A. Gomes
P.O. Box 774
Wrentham, Mass. 02093
Residence: 140 So. Main St. Randolph, MA 02368
Home 986-5537 - Business 727-1238/8582

GENERAL QUALIFICATIONS:

Over ten years experience in the areas of analysis of EO/AA regulations and the development and implementation of AA Programs. Knowledgeable in areas of AA Planning compliance monitoring, interviewing, counseling, investigations, outreach/minority recruitment.

PROFESSIONAL EXPERIENCES

7-82 to present: RECRUITMENT SPECIALIST
Massachusetts Department of Correction - responsible for the development of an efficient minority resume bank, outreach/recruitment program, referral service, counseling, placement and compliance monitoring. Further provide to the five major hiring institutions, technical assistance which would enhance their efforts to recruit women, minorities and the handicapped.

7-76 to 7-82 PERSONNEL ADMINISTRATOR/EQUAL EMPLOYMENT OFFICER
Employed with the Vermont Consortium CETA Subgrantee as their Personnel Administrator/Equal Employment Officer. Previously as Employment Intake Interviewer and Employment Counselor. Knowledgeable of the general principles of sound personnel management, EEO/Affirmative Action Planning, Grievance Investigation and Compliance Monitoring. Ten years proven administration experience in the field of EEO/AA. Personnel, Counseling, interviewing and recruitment.

7-74 to 7-76 HOUSING MANAGER
Managed a low/medium income housing development-United Front Homes in New Bedford, Mass. -Received training in Public Relations, managerial techniques, budgeting, planning construction laws, state and federal regulations. Represented the United Front Corporation in all facets of its operation, maintained a working relationship with the tenants and supervised 13 employees affiliated with the Housing Development.

3-57 to 6-74 CHIPPER
Employed in Quincy, Mass. with General Dynamics as a cutter of steel - and also with its predecessor, Bethlehem Steel for a total of 17 years of shipbuilding experience.

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OBJECTIVES/ACHIEVEMENTS

Seek a responsible professional position in Public Relations or Business Administration which will offer a challenge and fully utilize my experience and qualifications.

- Qualified by educational backgrounds and experience to assume responsibility of a managerial position with any organization in the private-business sector.
- Proven ability to work effectively with present organization to initiate change and coordinate with others; able to work with the community and media to enlist support.
- Possess a mature and dedicated career attitude and the desire to make a positive contribution to individuals that the organization services.
- Experienced in career planning and interviewing of minorities, veterans, and the handicapped and the positive assistance available to them.
- Familiar with laws governing Equal Employment Opportunities, Affirmative Action in Construction, Employment, Housing and Education.
- Tri-lingual in Portuguese, Cape Verdean and Spanish.
- Affirmative Action Officer/Equal Employment Opportunity Officer
- Outreach/Recruitment Specialist
- Grievance/Hearing Officer for the Yarmouth Subgrantee Consortium

EDUCATION:

Presently a commuting student at University of Massachusetts, Amherst, Massachusetts campus. Enrolled September 1979 with a tentative graduation date of June, 1985 with a B.A. in Personnel/Human Services Management focused on the concept of Employment Dynamics.

1968- Attended Bristol Community College, Fall River, Massachusetts. 60 credits
1973:

1966- Graduated from New Bedford High School/Adult Evening Program, N. B. Mass.
1968:

1956 Six week Leadership Course-graduated NCO Training School, Munich, Germany.

-EEO-An economic advantage offered by the National Human Task Force and Florida State University

-Minority Recruitment Seminar

-Public Relations in Corrections

-Advance Correctional Practices

-Serving the Handicapped in Industries

AFFILIATIONS:

Union Lodge #4 F.A. Masons, New Bedford, Mass. 02740

Luzo-American Society - Bristol Community College, Fall River, Mass.

Cape Verdean Ultramarine Band Club - New Bedford, Mass. 02740

Cape Verdean Veterans Association -New Bedford, Mass. 02740

NAACP - New Bedford, Mass. 02740

REFERENCES UPON REQUEST:



DEPARTMENT OF THE TREASURY

U.S. CUSTOMS SERVICE

BOSTON, MASS.



REF ID: A66666

To Whom It May Concern:

I have known Mr. William Gomes for well over twenty years and during this time have been able to observe his activities closely.

He is quite conversant, has a good command of language and his demeanor is one agreeable in areas of social services and business.

Mr. Gomes has always maintained a high set of standards, both professionally and personally. Growth and development, academic training and professional advancement are important to him.

He works very well under minimum guidance, as he is mature in judgement and disciplined in his work habits.

In my experiences working with him in several civic organizations I have found him to possess excellent analytical skills, very good oral and written skills and the ability to present material logically. He consistently achieves outstanding working relationships and helps to create a cooperative work environment. He is independent, resourceful and highly motivated.

Mr. Gomes is a very ambitious person who is always receptive to an opportunity to explore avenues of economic expression.

I feel that Mr. Gomes has a great potential for success in the area of human resources. His education and experience in the areas of personnel administration, equal opportunity and employee relations have given him a well-rounded background.

I believe he will do well in any career path he chooses. With his leadership ability, high level of intelligence, proven performance and potential, he is an excellent candidate for your agency. I recommend him highly without reservation.

David M. Ganeto
Regional Federal Women's
Program Manager
Telephone No. 223-7096

COMPREHENSIVE EMPLOYMENT AND TRAINING

CAPE COD AND ISLANDS CETA DIVISION

96 Falmouth Road, Hyannis, Massachusetts 02601

Telephone: 617-771-0141



To Whom It May Concern:

William A. Gomes has been an employee of this agency since July 21, 1976. He was hired for the position of Intake Interviewer. His primary duties consisted of interviewing applicants, assisting in the completion of applications, determining eligibility, conducting preliminary assessments in order to determine the needs of the clients and referring clients to training or to jobs.

Mr. Gomes was promoted to the position of Equal Employment Officer on October 2, 1977. His responsibilities include the knowledge of affirmative action, discrimination, civil rights laws and regulations as well as personnel policies of the towns, institutions and agencies serviced by CETA.

He provides orientations both individually and in groups to CETA participants, apprising them of their rights and benefits and acquainting them with grievance procedures. He also investigates staff and participant complaints and sits as Hearing Officer when a grievance has been filed.

Mr. Gomes is also responsible for outreach activities for the recruitment of minorities, the handicapped, women and the elderly.

On October 1, 1981, Mr. Gomes was assigned the added duties of Personnel Officer. In this position his main responsibility is filling staff vacancies.

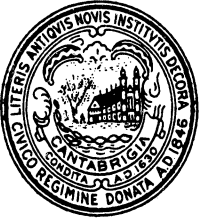
Mr. Gomes has been a competent, dedicated and loyal employee. He has the ability to make decisions and he gets along very well with his fellow employees. He is punctual and his attendance is good. He has always willingly assisted with workloads even when these functions do not pertain to his normal duties.

Mr. Gomes would be an asset to any firm or organization.

Sincerely,

Anthony P. Lacerda
Area Director

APL:met



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 498-9011

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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

April 29, 1985

To the Honorable, the City Council:

Please be advised that I have appointed William A. Gomes, 140 So. Main Street, Randolph, as Affirmative Action Officer for the City of Cambridge. Mr. Gomes' resume is attached.

Very truly yours,

Robert W. Healy
City Manager

RWH/b

Agenda Item No. 2

A-36

Re: appointment of William A. Gomes as
Affirmative Action Officer.

In City Council,

April 29, 1985

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