

SUSAN T. CAULFIELD
10 Saint Paul Street, Apt. 2
Cambridge, Massachusetts 02139
(617) 547-6085

EDUCATION

M.B.A., Public Management Program, Boston University Graduate School of Management, January 1985.

Additional graduate courses in public administration taken at the Kennedy School of Government, Harvard University, 1980-83.

B.A. magna cum laude with special honors in History, Tufts University, 1980.

PROFESSIONAL EXPERIENCE

Assistant to Chief Financial Officer/ Financial Disclosure Assistant, Massachusetts State Ethics Commission, Boston, Massachusetts, summer 1984. Prepared a written review and statistical analysis of the Massachusetts Financial Disclosure Law for the Commission. Conducted legal research and studied the organization of state, judicial and county agencies to evaluate the law's filing criteria. Reviewed financial disclosure forms of public employees and officials for completeness and possible violations of the statute.

Associate for Human Resources, Harvard Alumni Association, Cambridge, Massachusetts, July 1981 - March 1984. Reporting to the Executive Director, served as liaison between Harvard alumni and the University, working closely with several University nominating committees, the Alumni Association Board, University Development Office, and students. Prepared and coordinated research on alumni candidates for Harvard Overseer, Alumni Association Director and other positions. Wrote publicity releases for alumni awards program. Administered and helped to develop a new program to foster better alumni-student relations, and organized alumni career panels for students. Attended alumni board meetings and made presentations. Supervised one staff assistant and the work of several student employees.

Researcher, Harvard University Development Office, Cambridge, Massachusetts, June 1980 - July 1981. Researched biographical and financial information and wrote background reports on potential donors to the Harvard Campaign fund drive, working with development officers to analyze possible avenues of approach.

Complaint Mediator, Public Protection Bureau, Department of the Massachusetts Attorney General, Boston, Massachusetts, January 1979 - June 1979. Investigated consumer complaints, mediating between the public and businesses. Researched applicable laws, developed strategies for arbitration, and negotiated settlements.

COMMUNITY ACTIVITIES

Coordinator of Mailings and Member of Campaign Committee, Francis Duehay City Council Campaign, Cambridge, Massachusetts, 1985 and 1983. Plan and organize mailings, supervising the work of over 60 volunteers. Assist in developing campaign strategies.

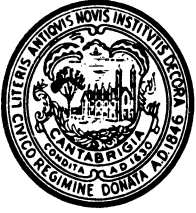
Public Relations/Marketing Committee Member and Volunteer Tour Guide, Boston By Foot, 1982 - present. Help to develop public relations plan for non-profit organization offering walking tours of Boston architecture and history. Lead tours of the downtown Boston area.

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FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

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SEP 12 1985



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
TEL. 498-9011

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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
DEPUTY CITY MANAGER

September 16, 1985

To the Honorable, the City Council:

Please be advised that I have appointed Ms. Susan Caulfield of 10 St. Paul Street, Cambridge, to the Consumer Advisory Commission, for the term to expire on October 31, 1986. Ms. Caulfield will fill the vacancy created by the resignation of Nancy Lazarus. Ms. Caulfield's resume is attached.

Very truly yours,

Robert W. Healy,
City Manager

RWH/b

Agenda Item No. 4 A-90

Re: appointment of Susan Caulfield to the
Consumer Advisory Commission for a term to
expire October 31, 1986.

In City Council,

September 16, 1985

Placed on File