

Andrea J. Spears
2353 Massachusetts Avenue
Apartment 44
Cambridge, MA 02140
(617)492-7276

Suffolk University Law School, Boston, MA

Juris Doctor, May 1993

Activities: Black Law Student Association - vice-president
Sports and Entertainment Law Association - member

Suffolk University, Boston, MA

Bachelor of Arts, June 1988

Activities: Black Student Association - president, secretary

Commonwealth of Massachusetts, Parole Board, Boston, MA

Pardon Coordinator of the Advisory Board of Pardons

Write Advisory Board of Pardons commutation opinions which consists of reading trial and commutation hearing transcripts and reviewing evidence submitted. Interview inmates at penal institutions and prepare report for the Parole Board members. Preparation of report consists of obtaining Department of Correction files and police reports, Supreme Judicial Court opinions, and other relevant documentation. Establish and maintain contacts with the Governor's Executive Council Office, the Governor's Legal Office and District Attorney Offices. Interpret legislative bills that affect the Parole Board. Assist with the supervision of interns. Prepare files for outside legal representative review. Compile monthly statistics. Prepare press release summaries.

January 1993 - December 1996

A.J. Spears Funeral Home, Cambridge, MA

Administrative Assistant

Assist the director in making funeral arrangements, bookkeeping and notarize documents.

January 1980 - Present

Suffolk University Prosecutor Program, Boston, MA

Student Prosecutor - Roxbury District Court

Appear weekly under the supervision of an Assistant District Attorney under SJC Rule 3.03. Receive assigned cases and handle all aspects of prosecution. Court appearance supplemented by weekly classes and trial skills development. September 1992 - April 1993

Commonwealth of Massachusetts, Governor's Legal Counsel, Boston, MA

Legal Intern

Research legislative bills and make recommendations to the Governor, extensive research of domestic violence and bail reform; attend pardon and commutation hearings. Update Chief and Deputy Legal Counsel to the Governor. February 1992 - February 1993

Milton Schwartzberg, Esq. and Carol L. Reiter, Esq., Boston, MA

Law Clerk

Draft interrogatories and complaints; file court papers; research statutes; type documents and correspondence. Macintosh IICI experience. September 1991 - February 1992

Suffolk University Battered Women Advocacy Project, Boston, MA

Advocate

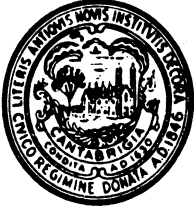
Assist indigent battered women obtain a temporary restraining order. Answer "hot-line" calls.

September 1991 - December 1991

Suffolk University, Boston, MA

Assistant Director, Undergraduate Admissions

Work extensively with university administrators, faculty and student leaders; produce yearly newsletters and brochures; high school and college fair presentations; maintain community relations. Interview, evaluate and process prospective students. January 1988 - July 1990



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300
FAX 349-4307



14.

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

December 15, 1997

To The Honorable, The City Council:

In response to Awaiting Report Item No. 12, regarding the vacancy on the retirement board, please be advised that I have appointed Andrea J. Spears, 2353 Massachusetts Avenue, as a member effective December 12, 1997.

As can be seen from the enclosed resume, Andrea is an Attorney and a current and long time Cambridge resident with significant personnel and board experience.

I am confident that Andrea will serve the City, its retirees, employees and citizens extremely well.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec

Consent Agenda #14

S-772

Relative to Awaiting Report Item Number
Twelve, regarding the vacancy on the
Retirement Board.

In City Council December 15, 1997

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