

RESOLUTION NO. 101 - 2017

Moved by: Wende R. D. Williams

A Resolution confirming the appointment of Ms. Amanda Carter to serve on the reinstated Harrisburg Human Relations Commission ("HHRC") for a two year term.

WHEREAS, to better facilitate the protection of equal rights and opportunities for all persons, regardless of their race, color, religion, ancestry, national origin, place of birth, sex, age, handicap or disability or the use of guide or support animals, marital status, familial status, sexual preference/orientation, or GED status, the City of Harrisburg (the "City") has determined to reinstate the Harrisburg Human Relations Commission established by City of Harrisburg Ordinance; No. 17-1992; and

WHEREAS, it is the desire of the Mayor to appoint Ms. Amanda Carter to serve on the reinstated Harrisburg Human Relations Commission ("HHRC") pursuant to the provisions of law; and

WHEREAS, members of the HHRC shall be a broadly representative cross section of the racial, ethnic and economic groups of the City; and

WHEREAS, members of the HHRC shall be residents of the City; and

WHEREAS, a copy of Ms. Carter's qualifications to serve in such capacity are attached and incorporated as "Exhibit A;" and

WHEREAS, Ms. Carter's appointment shall be for a two year term expiring

11/19/19

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG that the City Council hereby confirms the appointment of Ms. Amanda Carter to the reinstated Harrisburg Human Relations Commission ("HHRC") for a two year term.

Seconded by: [Signature]

YEAS		NAYS
✓	MR. ALLATT	ABSENT
✓	MS. DANIELS	
✓	MS. GREEN	ABSENT
✓	MR. JOHNSON	
✓	MR. MADSEN	
✓	MR. MAJORS	
✓	MS. WILLIAMS	
Yeas	5	
Nays	0	

Passed the City Council Unanimously 11/2/17

 Wanda R. Williams
 President of City Council

Attest Kaefer
 City Clerk

Approved

Exhibit A

AMANDA M. CARTER

Harrisburg, PA 17104

EDUCATION

THE GEORGE WASHINGTON LAW SCHOOL, Washington, D.C.; J.D., May 2010

*Pennsylvania Bar results pending

HOWARD UNIVERSITY, Washington, D.C.; B.A., French, Minor in Business Administration May 2006

UNIVERSITÉ DE PARIS IV- LA SORBONNE, Paris, France; Spring 2004

EXPERIENCE

CITY ART SPACE

Founder/Director

Harrisburg, PA

January 2016 - Present

- Develop and implement arts-based programming for middle and high school youth
- Assess program needs and ensure objectives are being met
- Manage social media platforms and community engagement
- Budget, organize and oversee fundraising initiatives
- Write grant proposals and manage donations

THE SUBSTITUTE TEACHER SERVICE

Substitute Teacher

Harrisburg, PA

August 2014-Present

- Long term substitute for classroom of 26 5th grade students
- Devised techniques to keep students motivated, engaged and focused
- Showed resourcefulness in meeting the needs of learning disabled students
- Demonstrated reliability and effectiveness in classroom management
- Fostered working relationships with staff and parents to create clear objectives and expectations

THE HEIGHTS OF COLUMBIA

Front Desk Staff

Washington, DC

March 2014-August 2014

- Greeted residents, documented complaints for the board's prompt resolution
- Administrative duties: answered phones, emails, log/distributed mail, data entry
- Upheld property management company's policies and procedures

HIRE COUNSEL

Document Reviewer

Richmond, VA

January 2013-Sept 2013

- Assisted in the analysis and processing of more than 1,000 claims
- Reviewed documents to determine relevancy for trial team
- Organized documents according to predetermined standards (Relativity)

PARTNER J.D.

Document Reviewer

Glen Allen, VA

August 2012-December 2012

- Assisted in the analysis and processing of more than 1,000 claims for Gulf Coast claimants affected by the BP oil spill
- Analyzed claimants' financial documents to determine eligibility for compensation under BP's \$2.5 billion court-approved settlement agreement
- Developed, processed, and delivered detailed instructions on the proper processing of claims for new hires to encourage accuracy
- Reviewed pending claims for final approval and coordinated the processing plan with management, revising as needed

THE GLOBAL ENVIRONMENT FACILITY

Summer Intern, Persistent Organic Pollutants Program (POPs)

Washington, D.C.

June-August 2009

- Used the GEF's database to research project information and extracted relevant criteria to be included in the master report
- Updated database for (POPs)
- Analyzed the effectiveness of the GEF's financial contributions for environmental remediation programs in over 100 countries
- Extracted relevant criteria to be included in master report; Briefed colleagues on the implications of the data and created condensed versions of the report to reflect a specific analysis

OFFICE OF THE ATTORNEY GENERAL FOR THE DISTRICT OF COLUMBIA

Law Clerk, Juvenile Public Safety Division

Washington, D.C.

June 2008-August 2008

- Researched and analyzed Fourth Amendment issues for prosecutors' legal memorandum in the Juvenile Public Safety Division
- Coordinated subpoenas, witnesses testimony, and ordered evidence for trial in the Juvenile Public Safety Division
- Summarized defendant responses from recorded interrogations and police reports

VOLUNTEER WORK/ COMMUNITY SERVICE

WETA, 90.9 FM

Shirlington, VA

Volunteer

January 2012-Present

- Trained volunteer staff on fundraising procedure
- Performed administrative duties for WETA staff when needed
- Served as interactive audience member for live taping

CHILDREN'S NATIONAL MEDICAL CENTER

Youth advocate and Mentor

Washington, D.C.

August 2009-February 2010

- Guided middle school students with Type I Diabetes in setting small goals to improve their health and academic performance by creating student-specific plans
- Set up regular meetings with students, parents and health professionals to encourage community partnership and accountability
- Prepared and disseminated information on diabetes management to students, parents and health professionals

DEMOCRATIC NATIONAL COMMITTEE (DNC)

Campaign Volunteer

Alexandria, VA; Western PA

April 2008

- Developed strategies to contact thousands of undecided registered and non-registered voters before the general election
- Campaigned door-to-door disseminating information about our candidate to residents of often over-looked areas
- Registered the unregistered voters and encouraged all to participate in the election

LANGUAGE AND SOFTWARE SKILLS

FRENCH: proficient; MS WORD, EXCEL, and POWERPOINT: Proficient

REFERENCES AVAILABLE UPON REQUEST

INTER

OFFICE

MEMO

To: HARRISBURG CITY COUNCIL
From: Kirk Petroski, City Clerk
LEGISLATIVE APPROVAL FORM

Date:

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. -2017 RESOLUTION NO. ¹⁰¹ -2017

THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:

Rebecca K. Kunkel
Assistant City Solicitor

10-6-17
Date

Requested by Department/Bureau: Mayor's office

Department/Bureau Contact Person: Mayor

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

Received by: [Signature]

Date: 10-10-17