

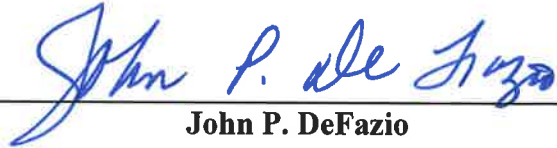
APPOINTMENT

Approving the reappointment of Roxanne N. Sewell to serve as a member of the Minority Business Enterprise Advisory Committee for a term to expire on December 31, 2019.

SPONSORED BY COUNTY EXECUTIVE FITZGERALD

In Council FEB. 7th, 2017

Read and approved by Motion of Council.



John P. DeFazio
President of Council

Attest:



Jared Barker
Chief Clerk
Allegheny County Council

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

December 29, 2016

Honorable President and Members
Allegheny County Council
119 Courthouse
Pittsburgh, PA 15219

Dear Members of Council:

Please find the attached resume of Roxanne N. Sewell, whom I am recommending for reappointment to the Minority Business Enterprise Advisory Committee.

The purpose of this Committee is to recommend specific MBE goals for various types of procurement of goods or services. The committee will also monitor the County's MBE efforts on a quarterly basis. I am recommending that Ms. Sewell serve a term that will expire on December 31, 2019.

Ms. Sewell is currently the President of The LJS Group, where she writes marketing proposals, publishes and edits quarterly newsletters, facilitates workshops and discussion panels and also develops customer relationships. She has experience working with Rockwell International and also J&L Specialty Steel in the past.

I appreciate your consideration of Ms. Sewell and ask that you act on this appointment as quickly as possible. Ms. Sewell will make herself available for review before the appropriate committee if members of Council wish to speak with her.

Sincerely,

Rich Fitzgerald

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ALLEGHENY COUNTY COUNCIL

OFFICE OF THE COUNTY EXECUTIVE

ROXANNE N. SEWELL

2275 Monroeville Road
Monroeville, PA 15146

412-894-3331

roxsewell@verizon.net

412.952.7832

EDUCATION

A. S. in Business Management, May 2007

Community College of Allegheny County, Monroeville, PA

Honors: Phi Theta Kappa National Honor Society, 2007

Who's Who Among Students in American Junior Colleges, 2006

A. S. in Secretarial Sciences, 1975

Community College of Allegheny County, Pittsburgh, PA

SKILLS

- Proficient with Microsoft Word and Publisher; Experienced with Excel and possess Internet research skills; Type 73+ wpm
- Accounting experience including AP/AR and reconciliation of accounts
- Exceptional customer service skills

EXPERIENCE

President, December 2008 – Present

The LJS Group, Pittsburgh, PA

- Write marketing proposals
- Publish and edit quarterly magazine
- Develop extensive customer relationships
- Plan five yearly events
- Facilitate workshops and discussion panels

Administrative Assistant, May 2007 – November 2008

LJS Publishing, Pittsburgh, PA

- Assist in writing proposals and editing editorial copy
- Design and create sales ads, event flyers, and brochures
- Provide excellent customer service via phone, personal visits, written letters and emails
- Participate in event planning and meeting facilitating
- Troubleshooting computer problems

Inside Sales Representative, 1988 – 2004

J&L Specialty Steel, Inc., Pittsburgh, PA

- Proven success in high volume Customer Service environment; Supervised and trained as needed
- Extensive interaction with customers, outside sales personnel, marketing, logistics, and accounting
- Possess excellent verbal and written communication skills; ability to interact with a wide variety of customers and co-workers
- Self-starter with strong work ethic, proven ability to multitask and prioritize workload

Confidential Secretary to Director of Corporate Planning, 1985 – 1987

Rockwell International, Pittsburgh, PA

- Provided support in preparing confidential strategies for the corporation
- Made travel arrangements and prepared expense accounts
- Screened visitors and phone calls, typed statistical reports and general correspondence, maintained files and provided general office support



COUNTY OF ALLEGHENY

OFFICE OF THE COUNTY COUNCIL

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COUNCIL@COUNTY.ALLEGHENY.PA.US
WWW.COUNTY.ALLEGHENY.PA.US/COUNCIL

February 13, 2017

Ms. Roxanne N. Sewell
2275 Monroeville Blvd.
Monroeville, PA 15146

Dear Ms. Sewell:

This letter is to inform you that at the Regular Meeting of Allegheny County Council held on February 7, 2017 Council approved your reappointment to serve as a member of the Minority Business Enterprise Advisory Committee for a term to expire on December 31, 2019.

We congratulate you on your reappointment and wish you the best of luck in this undertaking. We look forward to receiving your recommendations and stand willing to assist you in any way you believe appropriate.

Sincerely,

A handwritten signature in blue ink that reads "Edward J. Kress".

Edward J. Kress, Appointment Review Committee Chair
Allegheny County Council

cc: Ruth Byrd-Smith, Director, Allegheny County Department of M/W/DBE

EJK/sb