



Chartered 1708

Office of the Mayor  
Gavin Buckley, Mayor  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

February 9, 2019

To: Alderspersons, City of Annapolis

From: Acting Mayor Eleanor Tierney

Re: Housing & Human Welfare Standing Committee

Pending your approval, I would like to appoint **Olga Cortez** to the **Annapolis Education Commission**.

**Olga Cortez**  
**113 Roselawn Road**  
**Annapolis, MD 21403**

Sincerely,

Gavin Buckley  
Mayor

Reviewed by: Housing & Human Welfare	
_____ Favorable	_____ Unfavorable
_____ Committee Chair	_____ Date



**City of Annapolis**  
Office of the Mayor  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • www.annapolis.gov

### Boards and Commissions Application

#### Personal Information

Name Olea L. Cortez

Address 113 Rosebawn Road

City Annapolis ST MD Zip 21403

Phones Home 410-212-0683 Other Office 443-458-3117

E-mail olgacortez@me.com

#### Statement of interest – Why should you be appointed to this board/commission?

I have been an Annapolis resident for the past 18 years, during this time, I have attended Annapolis public + private schools, and my children now attend Annapolis public schools. It is important for me not only to be informed and an active participant in decision making for my daughter's future, but also for that of my community and extended family. Education is a vital component of the success of any individual and I want to ensure all individuals are represented equally and given the same foundation to succeed regardless of their nationality, legal status, or socio-economic background.

Are you a resident of the City of Annapolis?  Yes  No

Are you an employee of the City of Annapolis?  Yes  No  
If yes, please state your job title, department & duties.

Do you do business with the City of Annapolis?  Yes  No  
If yes, please detail.

Are you currently serving on any city boards or commissions?  Yes  No  
If yes, please list board(s).

## Work experience (titles and duties)

Annapo Latino Multiservices Inc. President 2016 to present  
 President of an agency offering professional services catering to a primarily latino clientele in various areas such as accounting, notary publics, tag and title services and others.

AAMC Community Clinics Financial Coordinator 2011 to 2016  
 Financial coordinator in charge of determining sliding scale based fees to low income, uninsured patients in a clinic serving the primarily underserved patients. In charge of referring to state and federal programs to patients who may qualify for financial assistance.

AAMC Breast Center Patient Care Representative 2010 to 2011  
 Office assistant providing scheduling for team of surgeons and point of contact between patients and medical team.

## Educational background (certificates, diplomas, degrees, seminars, etc)

Financial Accounting - Anne Arundel Community College  
 2007 to 2010  
 High School Diploma - Annapolis High School  
 2004 to 2007

## Other experience (volunteer experience, memberships etc)

St. Mary's Parish - Annapolis, MD  
 Volunteer in choir and lector services in hispanic mass 2000-2014

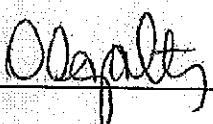
Tyler Heights PTA - Annapolis, MD  
 President and member 2014-2016

ICPLA Program - AACPS 2015



## References

Name Juana Landaverde Phone 410-808-6137  
 Address 7908 Salisbury Road Edgewater, MD 21037  
 Name Juan Pablo Alvarez Phone 443-994-1337  
 Address Unknown  
 Name Jose Landaverde Phone 443-254-9993  
 Address 1594 Secretariat Dr Annapolis, MD 21409

Appointees are subject to the provisions of the City of Annapolis Ethics Code, Annapolis City Code Chapter 2.08. Appointees are strongly encouraged to review this Code and contact the City of Annapolis Office of Law and/or City of Annapolis Ethics Commission with all inquiries.

Signature  Date 1/31/2019

E-mail electronically completed form to [constituents@annapolis.gov](mailto:constituents@annapolis.gov). Paper copies may be faxed to 410-216-8284 or mailed to the Mayor's Office address above, attention Boards and Commissions Coordinator.

113 Roselawn Road  
Annapolis, MD 21403  
410-212-0683   
olgacortez@me.com 

# OLGA CORTEZ



## OBJECTIVE

Advocate and public servant for the Hispanic/Latino community in the city of Annapolis, MD and its surroundings. Through my work experience, and various roles throughout my career, my primary objective is to inform, and provide trustworthy and reliable information and resources to the community in need.



## EDUCATION

**Financial Accounting** | Anne Arundel Community College – Arnold, MD  
SEPTEMBER 2007 – MARCH 2009

**High School Diploma** | Annapolis High School – Annapolis, MD  
SEPTEMBER 2004 – JUNE 2007



## EXPERIENCE

**President** | Annapo-Latino Multiservices Inc – Annapolis, MD  
JULY 2016 – PRESENT

President of an agency offering a wide array of professional services such as accounting, tax preparation, notary publics, tag & title services among many others. Our staff serves a diverse and ample clientele based in Annapolis, MD primarily catering to the Hispanic/Latino community.

Maryland Registered Tax Preparer License #3634

Enrolled Agent from the IRS # - Pending

Notary Public Commissioned in the state of Maryland since December 2012

**OWNER** | OC Services – Annapolis, MD  
JANUARY 2011 – JULY 2016

Owner of a tax preparation and translation services business serving a diverse and ample clientele based in Annapolis, MD.

**TRANSLATOR** | Maryland MVA – Annapolis, MD  
JANUARY 2014 – OCTOBER 2016

Freelance Spanish interpreter for road skills test and oral law tests at the Annapolis office.

**Financial Coordinator** | AAMC Community Clinics – Annapolis, MD  
SEPTEMBER 2011 – MAY 2016

Coordinator in charge of determining fees for uninsured patients in sliding-scale fee-based clinics primarily serving uninsured, or underserved patients. Referral coordinator for community, state, or federal resources that would assist patients in lowering cost of healthcare, prescriptions, or other services. Assistant in the dental clinic that coordinated with volunteer dentists and hygienists to provide appointments to uninsured patients with dental needs. Certified Spanish translator.