



Chartered 1708

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

June 2, 2022

To: Alderpersons, City of Annapolis

From: Mayor Gavin Buckley

Re: Recreation Advisory Board Reappointment

Pending your approval, I would like to reappoint Ms. Christina Aist to the Recreation Advisory Board. Ms. Aist has served on this board since 2000.

Ms. Aist's term will expire on 6/30/2025. A copy of her resume is attached.

Christina Aist
8 Heritage Court
Annapolis, MD 21401

Thank You.

GB/hrr

Reviewed by: <u>Economic Matters Committee</u>	
<input type="checkbox"/> Favorable	<input type="checkbox"/> Unfavorable
_____	_____
Committee Chair	Date

*Christina Aist
8 Heritage Court
Annapolis, Maryland 21401
(410) 280-0154*

OBJECTIVE:

To secure a volunteer position with the Annapolis Recreation and Parks Advisory Board.

EXPERIENCE:

*3/99
to present* *Law Firm of Mayer, Brown & Platt
1909 K Street, N.W.
Washington, D.C. 20006-1101*

Legal Secretary for attorneys, Kathryn A. Kusske and David B. Finnegan, specializing in the areas of international regulatory law. Responsibilities include: billing, document production, travel arrangements, filing, mail and telephone support.

*4/96
to 3/99* *Law Office of Hollie S. Cutler, Esq.
77 West Street, Suite 310
Annapolis, Maryland 21401*

Legal Secretary for Hollie S. Cutler, specializing in the areas of family law, criminal, personal injury, and DWI. Responsibilities included: billing, bookkeeping, preparation of letters and documents (dictaphone), scheduling appointments and hearings, filing and telephone support.

*12/94
to 4/96* *Manis, Canning & Associates
2 Francis Street, P.O. Box 511
Annapolis, Maryland 21401
Individuals: Michael F. Canning, APR
George M. Manis, Esq.*

Administrative Assistant for partners specializing in government relations/public relations. Duties included: working with administrative staff during the legislation session of the Maryland General Assembly, organizing conferences, meetings and training seminars, dictaphone, preparation of documents, agendas, scheduling travel arrangements, daily calendar of hearings and appointments, telephone and filing.

*8/93
to 12/95* *Law Office of Paula J. Peters, P.A.
1919 West Street
Annapolis, Maryland 21401
Individuals: Paula J. Peters, Esq.
Sharon M. Grosfeld, Esq.
Lindsay M. Barranco, Esq.*

Legal Secretary to three attorneys, specializing in the areas of divorce and child custody. In addition, Ms. Peters is a Masters Judge for uncontested divorces for the Circuit Court for Anne Arundel County. Responsibilities included: billing systems, preparation of correspondence, pleadings, and Master's Reports for hearings, scheduling appointments, hearings and trials, filing and mail and telephone support for clients.

6/81
to 3/93

Blumenthal, Wayson, Offutt, Klos & Delavan
121 Cathedral Street
Annapolis, Maryland 21401

Individuals: M. Willson Offutt, IV, Esq.
Christopher F. Drummond, Esq.
Neil S. Kurlander, Esq.

Legal Secretary to several partners and associates in various specialty areas, including corporate and general practice, litigation, trust and estate planning. These positions included the spectrum of clerical assignments, preparation of pleadings, dictaphone, billing, filing, and notary public. Significant interaction with clients was required, as well as with internal staff and other firms. (Note: During period of 9/86 through 5/89 worked part-time for Annapolis Recreation and Parks Department).

9/71 to 5/81
& 9/86 to 5/89

Annapolis Recreation and Parks Department
9 St. Mary's Street
Annapolis, Maryland 21401

Individual: Richard B. Callahan, Superintendent

Positions:

- Ballet & Tumbling Instructor, Winter, 1975-1980 and returned 1986-1989
- Arts & Crafts Instructor, Winter, 1971-1973, and Summer Day Camp, 1988
- Adult Exercise Gym Class assisted with Ula Collison, Winter, 1977-1978
- Tuesday Night Adult Open Volleyball, assisted Fred Kramer, Winter, 1977-1978
- Tennis Tournaments, assistant to Ula Collison, Summer, 1977
- Womens' Slimnastics Program, instructor, Winter, 1976-1977
- Summer Playground Director at Newtowne 20, West Annapolis Elementary School, and Georgetown East, 1975-1979
- Afterschool Recreation Programs at Newtowne 20 and Eastport Terrace, Winters, 1974-1976
- Saturday Ballet Class, Stanton Center, Winter, 1974-1976

9/71 to 8/73

Y.W.C.A.
40 State Circle
Annapolis, Maryland 21401
Supervisor: Barbara Hale

Youth Director and Director of Tobacco-Prise House, an afterschool/summer recreation program for elementary school children located in a small historic building donated by Maryland Historical Trust for use by Y.W.C.A. Responsible for supervision, hiring, planning, coordinating and scheduling of activities.

Assisted with organizing and staffing the Children's Reading Room/Library at Stanton Center.

Director of Teen Girls Program. Activities for girls ages 12 to 15 included sewing, cooking, arts & crafts, jewelry making, and day trips.

EDUCATION:

B.S. Degree, Art Teacher Education, Bowie State College, May, 1977
(Completed student teaching at Annapolis Elementary School and Eastport Elementary School, Spring, 1977)
Anne Arundel Community College, 1971-1974
High School Diploma, Annapolis Senior High School, 1964

REFERENCES:

Richard B. Callahan
(former Supt. Of Annapolis Recreation
& Parks Department)
155 Acton Road
Annapolis, Maryland 21403

Honorable Ellen O. Moyer
Alderman, City of Annapolis
35 Eastern Avenue
Annapolis, Maryland 21403

Marysabel Rodriguez-Nanney, Esq.
(Legal Counsel, OHLA)
77 West Street, Suite 310
Annapolis, Maryland 21401

Maria Taylor, President
Organization of Hispanic/Latin Americans
of Anne Arundel County, Inc. (OHLA)
77 West Street, Suite 310
Annapolis, Maryland 21401

Barbara Hale, Executive Director
Y.W.C.A.
1517 Ritchie Highway
Arnold, Maryland 21015

Honorable Sharon M. Grosfeld
House of Delegates
1919 West Street
Annapolis, Maryland 21401