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

July 12, 2018

To: Alderspersons, City of Annapolis

From: Mayor Gavin Buckley

Re: Rules & City Government Standing Committee

Pending your approval, I would like to appoint **Jeremy Browning** to the **Human Relations Commission**.

Mr. Browning's application and resume are attached.

Jeremy Browning
517 Sixth Street
Annapolis, MD 21403

Sincerely,

Gavin Buckley
Mayor

| | |
|--------------------------------------|-------------------|
| Reviewed by: Rules & City Government | |
| _____ 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 Jeremy Browning
Address 660 Americana Drive, Apt. 36
City Annapolis ST MD Zip 21403
Phones Home Cell: 443-454-3026 Other _____
E-mail jeremy@annapolispride.org

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

I am a lifetime resident of Annapolis, a proud member of the LGBTQ+ community and co-founder of Annapolis Pride. I am deeply concerned about our underrepresented communities and would like to see Annapolis become more equal, equitable, and inclusive.

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).

On the "Chief's Panel", Annapolis Police Department

Work experience (titles and duties)

See Resume

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

Other experience (volunteer experience, memberships etc)

References

Name Jeanne-Marie Leroux Phone 410-991-4416
 Address 1245 ~~Gwynn~~ Crummell Ave, Annapolis, MD 21403
 Name Timothy Butera Phone 202-550-5533
 Address 910 South Bouldin Street, Baltimore, MD 21224
 Name Marissa Spratt Phone 410-718-2728
 Address 54 Dayton Drive, Pasadena, MD 21122

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 Jeremy Browning Date 7/13/18

E-mail electronically completed form to 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.

Jeremy Browning
660 Americana Drive, #36
Annapolis, Maryland 21403
443.454.3026
Jeremyb04@gmail.com

PROFESSIONAL SUMMARY

- Extensive experience working with people: assisting, teaching, training, public speaking, advising, organizing, event planning, negotiating and selling
- Passion for problem solving using innovative approaches and incorporating technology into processes
- Strong background in customer service, fundraising, and project management

EXPERIENCE

- Development & Administrative Assistant**, Alliance for the Chesapeake Bay, Annapolis, MD **April 2017 – Present**
- Provide support in all aspects of administration of a \$6mm regional non-profit headquarters, three regional offices, and various grant funded programs including strategic planning with executive and development team
 - Use Salesforce CRM platform to manage donor database and communications to develop and implement strategies for future fundraising campaigns
 - Liaise with Board of Directors, including coordination and planning of board events, serve as recording secretary during meetings and calls, and manage secure online board resource portal
- Executive Assistant**, Annapolis, MD & Los Angeles, CA **Oct. 2015 – January 2017**
- Worked intimately with the principals of a bi-coastal family trust, assisting with management of real estate holdings, art collection, and family foundation, with emphasis on anticipating and meeting the needs of the principals at all times
 - Roles and responsibilities included family office and property management, event and travel planning, management and coordination of calendar, and regular cross-country travel
 - Liaised with trustees, financial and legal professionals, family members, contractors and vendors
- Health Educator**, Health Fitness Corporation/CareFirst, Baltimore, MD **May 2014 – September 2015**
- Delivered high-quality engaging presentations in an easy to understand language on a variety of wellness topics to diverse audiences throughout Central Maryland
 - Educated participants on available health resources and medical management programs as appropriate to improve health status, reduce risks and improve quality of life
 - Assessed readiness to change and assisted individuals in reaching their goals
 - Collected and compiled data to determine efficacy of program interventions and methods
- Personal Trainer/Manager on Duty**, Annapolis Athletic Club, Annapolis, MD **May 2011 – May 2014**
- Manager on Duty responsibilities: open and close club, sales, accounting, staff supervision, and ensured a safe, positive atmosphere for members and employees
 - Educated and motivated clients about health, fitness, and wellness
 - Performed fitness assessments, provided nutritional guidance, assisted in goal setting, and prescribed exercise for prevention/treatment of obesity, type II diabetes, and heart disease

SKILLS

- Strong work ethic and ability to work independently or with a team
- Excellent written and oral communication skills
- Highly organized, efficient and detail oriented
- Extensive experience using Microsoft Office, Salesforce, Mac/PC, tablet and smart phone platforms

EDUCATION

Bachelor of Science, Kinesiology, Spanish Minor **May 2011**
University of Maryland, School of Public Health, College Park, MD