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

October 11, 2018

To: Alderspersons, City of Annapolis

From: Mayor Gavin Buckley

Re: Housing & Human Welfare Standing Committee

Pending your approval, I would like to appoint **Mitchelle Makanjuola** to the **Human Relations Commission**.

Ms. Makanjuola's application and resume are attached.

Mitchelle Makanjuola
1006 Spa Road #301
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 Mitchelle Makanjuola

Address 1006 Spa Road #301

City Annapolis ST MD Zip 21403

Phones Home 602-715-7074

Other _____

E-mail mitchellmakanjuola@gmail.com

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

I would like to be appointed to the Art in Public Places Commission to help move efforts to create more art in public places for the esthetic appeasement and betterment of the community and to help showcase local talent. Existing efforts are impressive and evident throughout Annapolis; the statehouse chalk sidewalk, "butterfly" mural at Annapolis Town Center, West Street Chicks, the art wall on Compromise Street, performing arts activities, arts walks on west street are just a few. These works of art are statements, tell a story, and highlight different views of Annapolis; its history, culture and expression is valuable to the community as a whole and I would like to help where possible.

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)

Operations Manager, National Wildlife Federation

2018-Present

Provide direct office, budget management, communications, fundraising, grant proposal, reporting support and oversight to the Mid-Atlantic Regional Center.

Human Resources Coordinator, Make-A-Wish America

2017-2018

Utilize sound knowledge of federal, state and employment law to ensure employee compliance and engagement

International Programming & Events Coordinator, Arizona State University

2013-2017

Led international exchange, youth & professional training programs presented by IREX, US State Department, USAID, Ira A. Fulton School of Engineering and the College of Public Service and Community Solutions, Deans Office. Orchestrated undergraduate, graduate, transfer and exchange student recruitment, onboarding and academic success activities.

Administrative Assistant, Rush Truck Center Peterbilt

2010-2012

Provided excellent interpersonal and administrative functions for the Southwest region.

Founder Bell Care LLC- Empowering youth through art education.

2014

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

Master of Public Administration, Nonprofit Management Certificate (MPA)

2014

Arizona State University

Biology & Psychology Bachelor of Science (BS)

2013

University of Arizona

CPP 394 Public Service Theory

Fall 2013 Arizona State University

Certified Nonprofit Professional (CNP)

Pending

Other experience (volunteer experience, memberships etc)

GCDP Global Community Conference- Taichung, Taiwan

June 2017 Visiting Scholar, Positive Youth Development and Art Education

USAID Professional Workshop- Bamako, Mali

January 2017 Visiting Scholar, Leadership Development & Agricultural Sustainability

DLI- Global Leadership Program

Volunteer 2018

Phoenix Sister Cities YAEP

Panelist 2018

Devils Pride ASU Alumni Association

Corporate Relations Director 2018

RMHC

Volunteer 2016-2018

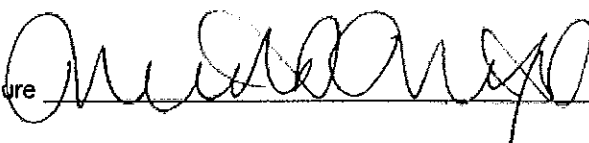
Nu Lambda Honor Society (lifetime member)

Revised 8/12/2016

References

Name William Rowel Phone 410-263-7997
Address Annapolis, Maryland
Name Chiko Swiney Phone 520-977-9972
Address Phoenix, Arizona
Name Nneka Mitchell Phone 973-207-4143
Address Baltimore, Maryland

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 9/12/2018

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.

Mitchelle Mankanjuola | MPA

mitchellemankanjuola@gmail.com (602)-715-7074

EDUCATION:

Master of Public Administration, Nonprofit Management Certificate (MPA)

Arizona State University

Biology & Psychology Bachelor of Science (BS)

University of Arizona

PROFESSIONAL EXPERIENCE:

Operations Manager, National Wildlife Federation

2018-Present

Provide direct oversight of the Mid-Atlantic Regional Center through office, personnel and financial management.

Lead, Diversity Equity Inclusion Justice (DEIJ) Committee

Human Resources Coordinator, Make-A-Wish America

2017-2018

Utilize sound knowledge of federal, state and employment law to ensure employee compliance by directly supporting recruitment/onboarding, employee engagement, culture & mission advancement, talent performance, learning & development, HRIS & benefits administration, web development, communications and compensation efforts for the Executive Vice President of HR, National Office and 62 affiliated chapters.

- Vice President, Health & Wellness Committee
- Manager, Inclusion & Diversity Task Force

International Programming & Events, Arizona State University

2013-2017

Led large-scale, high-dollar international exchange, youth & professional training programs presented by IREX, US State Department, USAID, Ira A. Fulton School of Engineering and the College of Public Service and Community Solutions, Deans Office.

- The Young Southeast Asian Leadership Initiative (YSEALI)
- Mandela Washington Fellowship- Africa (MWF)
- Public Service Leadership Academy (PSLA)

Recruitment Specialist- Promoted

Orchestrated over 25 annual undergraduate, graduate, transfer and exchange student recruitment, onboarding and academic success activities. Increased MAPP, TAG, in-state, and online student enrollment by 10%. Through weekly (rotating) advising hours hosted at 10 Maricopa Community Colleges and ASU campuses.

Administrative Assistant, Rush Truck Center Peterbilt

2010-2012

Provided excellent interpersonal and administrative functions for the Southwest region.

LEADERSHIP & PRACTICUM EXPERIENCE:

GCDP Global Community Conference- Taichung, Taiwan

June 2017

Mitchelle Makanjuola | MPA

mitchellemakanjuola@gmail.com (602)-715-7074

Visiting Scholar, Positive Youth Development and Art Education

USAID Professional Workshop- Bamako, Mali

January 2017

Visiting Scholar, Leadership Development & Agricultural Sustainability

CPP 394 Public Service Theory

Fall 2013

Arizona State University

COMMUNITY INVOLVEMENT:

DLI Global Leadership Program (volunteer 2018), Devils Pride ASU Alumni Association (Corporate Relations Director 2018), Nu Lambda Honor Society (lifetime member), RMHC (volunteer 2016-2018), Phoenix Sister Cities YAEP (Panelist 2018).

ACCOLADES:

CITI & FERPA Trained, CAA Leadership Academy Certificate (2015), Sun Award (2016), Silver Star Award (2017), Certified Nonprofit Professional (Pending 2018).

Founder Bell Care LLC- Empowering youth through art education workshops.

SKILLS:

Proficient with Microsoft Word, Excel, PowerPoint, Publisher, Raiser's Edge, Adobe Blackbaud, CRM Salesforce, Astra, Qualtrics, Survey Monkey, Karmark, Experiment Builder, CONCOUR, QuickBooks, Silk Road, Peoplesoft, Smartsheets, Weebly, OneDrive, GoToMeeting/Webinar, ADP Workforce, Kudos, Org Chart Pro, Work Front, Design Studio, IBudget, MyLawson, UltiPro, Wordpress, Outlook, Webex.

References Available Upon Request