



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

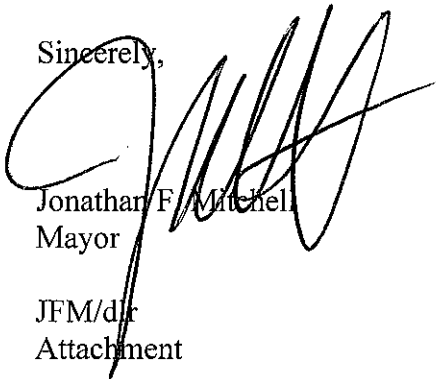
May 16, 2017

City Council President Joseph P. Lopes
Honorable Members of the City Council
City of New Bedford
133 William Street
New Bedford, MA 02740

Dear Council President Lopes and Honorable Members of the City Council:

I am submitting for your approval the **APPOINTMENT** of Manuel DeBrito, Jr. of 304 Hawthorn Street, New Bedford, MA to the Election Commission. Mr. DeBrito will be replacing Celeste Paleologos whose term has expired. This term will expire in April 2021.

Sincerely,



Jonathan F. Mitchell
Mayor

JFM/dlr
Attachment

cc: Mr. DeBrito
Election Commission



**CITY OF NEW BEDFORD
BOARD & COMMISSION APPLICATION**

The Mayor is seeking citizens who wish to serve on City Boards and Commissions established to assist and advise the City on specific matters. Please complete this application in full (attach a resume and other information which may assist the Mayor and the City Council in making its selection) and file it with the Personnel Office. The Mayor reserves the right to reject any application. Some appointments are subject to confirmation by the City Council.

Board/Commission applying for: (see reverse side) Election Commission

Name: Manuel DeBrito Jr. Email: _____

Home Telephone: _____ Work Telephone: _____

Residence Address: 304 Hawthorn St. Zip: 02740

Present Occupation & Place of Employment: Trade Specialist - BNY Mellon

Educational Background: Bachelors of Management Science - Bridgewater State

Memberships in Community Organizations or Professional Groups:
Board of directors - Burgo Basketball Assoc

City Boards and/or Commissions on which you have previously served:
N/A

The reasons why you wish to be considered for appointment by the Mayor:

Ability to apply my experience and training to serving the people of the City of New Bedford
Please detail specific areas of expertise: Research & analysis, data management, reporting, client interaction and community engagement

Please detail specific areas of interest:

Youth mentorship, social impact

Available for meetings in the daytime evenings both (check one)

Resident of the City since what year: 1974

Appointees and incumbents may be required to file a Statement of Economic Interest, as required by the City Council Rules or the Mayor. The statement may require a declaration that you have no interest in conflict with the City of New Bedford. Please return your completed application to the Personnel Department, 133 William St., Room 212, New Bedford, MA 02740.

Applications will be kept on file for two years.

**I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING
INFORMATION IS TRUE AND CORRECT.**

SKILLS AND QUALIFICATIONS

Extensive experience in accounting, portfolio management, and trade management; Strong research and analysis/evaluation skills; Exceptional leadership abilities; Trusted to complete high responsibility tasks to meet company objectives; Administrative, data management, and reporting skills; Able to strategize and implement new practices for efficiency; Goal-oriented and client focused; Strong analytical, problem solving, and decision making skills; Excellent communication skills; Able to work individually and collaboratively; Additional expertise in community engagement, social impact, and youth mentorship.

Technologies: Eagle STAR/PACE Custody & Accounting Systems; Middle Office Manager; Charles River; Smart Stream TLM Reconciliation System; Microsoft Office: Excel, Word, Outlook, Power Point

PROFESSIONAL EXPERIENCE

Trade Specialist, The Bank of New York Mellon (BNYM), Asset Management Operations
Boston, MA, July 2014 – Present

- Oversee comprehensive management of new/existing trades, failing trades, and trade settlements
- Research, assess, and evaluate failing trades and/or new trade failures, complete full fail reporting
- Procure extensive reports to efficiently and accurately process TBA pair-offs, plus monitor for wires
- Generate extensive documentation trade verification details for efficient, and expedited trade processes
- Coordinate with multiple parties, custodians, brokers, and middle office on trade settlements
- Collaborate with senior specialists as needed on new business, negotiations, trade programs, etc.

Corporate Actions Analyst, The Boston Company Asset Management, LLC (TBCAM)
Boston, MA, June 2007 – July 2014

- Researched and assessed the impact of Corporate Actions decisions on holdings and market valuations
- Cultivated strong communications with Corporate Actions, Trading and Portfolio Management groups
- Maintained Corporate Actions files for risk reduction and to ensure compliance with any future audits
- Communicated daily with custodian banks to confirm and verify all stock and cash holdings
- Reconciled TBCAM's internal accounting systems (STAR, Eze, CMS, SSR) to verify account stock and cash transactions
- Developed accurate and concise monthly summaries for executive level review
- Selected for Operations Engagement Initiative Project Team to help achieve a firm-wide goal of educating, diversifying, and cross-training operations team members while providing them with the opportunity to gain management level exposure

Corporate Actions Administrator / Client Service Representative, State Street Corporation
Quincy, MA, March 2005 – May 2007

- Evaluated and addressed issues posing risk of financial exposure to State Street
- Served as direct point of contact for inquiries on investment manager Corporate Actions events
- Addressed investment managers on discrepancies in domestic and international corporate actions
- Monitored settlement of trades, performed audits, and generated reconciliation reports

Portfolio Accountant, State Street Corporation
Quincy, MA, January 2001 – May 2002

- Oversaw and maintained integrity of cash and stock transactions and investigated discrepancies
- Produced monthly evaluations of client groups
- Maintained consistent communication between fund group and client

EDUCATION

Bachelor of Management Science, Concentration in Human Resources
Bridgewater State College, Bridgewater, MA 2000

VOLUNTEER AND LEADERSHIP

A's Before J's Founder and President

New Bedford, MA Present

- Founder of social impact organization that raises money through the sales of positive-themed apparel
- Monies raised are distributed to partnering schools and youth organizations to be used to reward youth who focus on and prioritize success in academics
- Responsible for all social media, website, print and radio marketing

CYO Basketball Program Coordinator

Mt Carmel Church, New Bedford, MA September 2013- Present

- Full selection of coaches, managing rosters, and implementing program direction and standards
- Direct interaction with players as well as parents, and guardians
- Communication and coordination with church representatives and CYO Director

Boys A Division Head Basketball Coach

New Bedford, MA September 2011- Present

- 2014 New Bedford CYO and Fall River Diocese Champions
- 2012 Boys A1 team Finals Runner-Up, Boys A2 team Round Robin Champions
- 2012-2016 New Bedford CYO All Star Team Head Coach - 5 Time Champions