



**CITY OF NEW BEDFORD**  
JONATHAN F. MITCHELL, MAYOR

July 13, 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:

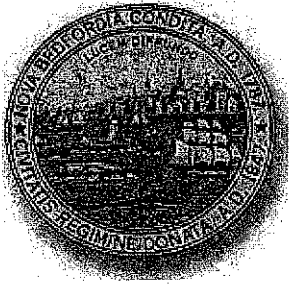
I am submitting for your approval the **APPOINTMENT** of Marcus Chumack of 183 Rounds Street, New Bedford, MA to the Human Relations Commission. Mr. Chumack will be replacing Robert Schilling whose term has expired. This term will expire in December 2019.

Sincerely,

Jonathan F. Mitchell  
Mayor

JFM/dlr  
attachment

cc: Mr. Chumack  
Human Relations Commission



CITY OF NEW BEDFORD  
BOARD & COMMISSION APPLICATION

RECEIVED  
DEC 16 2016  
PERSONNEL DEPARTMENT

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) Human Relations Commission

Name: Marcus Chumack

Email: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: (same)

Residence Address: 183 ROUNDS ST New Bedford Zip: 02740

Present Occupation & Place of Employment: \_\_\_\_\_

Educational Background: NBHS 89' / UCLA 95'

Memberships in Community Organizations or Professional Groups: \_\_\_\_\_

City Boards and/or Commissions on which you have previously served: \_\_\_\_\_

The reasons why you wish to be considered for appointment by the Mayor: My love for the City  
I feel I can contribute in a positive manner.

Please detail specific areas of expertise: (see resume)

Please detail specific areas of interest: helping in quality of life.

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

Resident of the City since what year: 1970

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.

Signature of Applicant: Marcus Chumack

Date: 12.15.16

# MARCUS B. CHUMACK

183 Rounds Street  
New Bedford MA.02740

## EDUCATION

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**University of California, Los Angeles, BS in Science 1995**

## CONTINUING EDUCATION

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Grant Writing Certificate – University of California, Los Angeles Extension  
Website Design – University of California, Los Angeles Extension  
Urban Planning – University of California, Los Angeles Extension  
Conflict Mediation Program – University of California, Los Angeles

## WORK EXPERIENCE

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**UCLA Community Based Learning City, State: Los Angeles CA**

*January 2001 - June 2016*

**Title:** Program Specialist, Disability and LEP Coordinator ( \* Disability and LEP is an adjunct assignment for a Program Specialist , for the purposes of this assignment the Coordinator reports directly to Program Director and the Economic and Workforce Development Department EO Compliance Officer)

- Supervise and give yearly evaluations of up to 1 to 3 Staff members
- Case Manage up to 50 to 60 clients during the Year and up to 75 during the summer and career and educational guidance/training
- Develop Individual Service Plans in accordance to the client's personal needs and Goals
- Recruitment for the Program
- Yearly Monitoring Reports and Assessment of ADA compliance for 2 locations and attend Quarterly meetings focused on developing best practices for serving clients who Limited English and Disabled
- Work with Community and school personnel as well as partner agencies to implement a comprehensive and coordinated youth program
- Organize off site locations with supervise one staff member
- Place and Organize Interns and Internship Sites
- Efficient reporting of participant outcomes and other relevant data in Jobs LA database
- Review eligibly documents and conduct assessments on and off site for eligible clients
- Clerical work: filing, photocopying, creation of roosters, file maintenance
- Ensured that program meets the requirements of Workforce Investment Opportunity Act grant that funds the program

## ACCTTEMPS

*December 2000- December 2001*

*Pallota Teamworks/Accounting Assistant*

- Pallota Teamworks plan and raise money for non-profit organizations' charitable events throughout the country. Events include AIDSRides, Breast Cancer 3-Days, and AIDS Vaccine Rides.
- Under the supervision of the Director of Finance, provide temporary services on million dollar accounts.
- Duties include accounts payable, reconciliation of monthly billing, invoicing, bill collecting, correspondence, and filing.

**Sports Club LA**

*March 1995-December 2002*

***Sports Coordinator***

- Coordinate gym activities and supervise weekend basketball clinics.

**University of California, Los Angeles Extension**

*November 1995 – October 2000*

***Accounting Assistant II***

- Maintained sundry debtor billing and collections. Performed daily sundry debtor and miscellaneous billing and billed monthly recurring charges for rent and lease agreements.
- Performed monthly reconciliation of the A/R subledger to the G/L.
- Prepared special reports as requested and monthly reports that summarized the change in outstanding balances, the amount of write-offs, etc.
- Mailed collection letters to delinquent customers and made collection calls to minimize the A/R balance with a focus on the oldest outstanding balances.
- Completed semi-annual reconciliation reports o the A/R subledger to the G/L for General Accounting in Unisys Building.
- Maintained a detailed training manual with the steps and procedures for performing one's primary responsibilities.
- Used PAC, Student Enrollment System, Excel and Word daily.

**University of California, Los Angeles Extension**

*September 1993 – October 1995*

***Administrative Assistant***

- Responsible for registering incoming students to the University of California, Los Angeles Extension Program.
- Duties included answering multi-line phones, typing, filing, billing and data entry.

**University of California, Los Angeles Basketball Camp**

*Summer 1997 throu Summer 2006*

***Coach***

- Responsible for teaching basketball skills and fundamentals to high school boys and girls.
- Lectured on self-motivation, self discipline, and how to achieve their future goals.

**AWARDS**

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New York University Academic Scholarship

**SKILLS**

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Filing, typing, and answering multi-line phones. Proficient in Microsoft Word, Word Perfect, Windows, Quickbooks, CAD, Lotus, Excel, PAC, the Internet, the World Wide Web, e-mail, and website design (html).

**REFERENCES AVAILABLE UPON REQUEST**