

# Boards & Commissions Application



I am interested in serving on the following boards/commissions. (Please indicate the order of preference).

1. Harrisonburg Electric Commission 2. \_\_\_\_\_

**As an applicant/member of a Council-appointed Board or Commission, your name, address, and phone number will be available to the press and public. Information will be kept on file for three years. Public discussion of information contained herein may occur in the meeting at which appointments are considered by the City Council.**

Mr.  Mrs.  Ms.  Miss.  Dr. (Please type or print clearly)

Name: Siciliano Ann B Date: 01-14-19  
(Last) (First) (M.I)

Home Address: 916 Mockingbird Drive Own/Rent? Own

Phone Number: 540-476-5806 Alternate Phone: \_\_\_\_\_

Occupation: Director of Program Services Employer/Organization: Community Foundation of Hburg/R

E-mail: annbaxter916@gmail.com Harrisonburg resident for 30 years.

Were you referred by anyone:  Yes  No Name of Referring Party: Bill Culbreth and Daphyne Saunders Thomas

How did you hear about volunteering on a board or commission?  Cable  Website  Council Meeting  
 Other: current HEC Board member

### Why do you wish to serve on a board or commission?

I value the opportunity to serve the community in a volunteer capacity, and to assist in the oversight of fiduciary decisions for our local electric provider. I am a lifelong member of the Shenandoah Valley and would enjoy the chance to serve in a small way to give back in a role that would benefit the community.

### What relevant experience or education do you have to this board or commission?

I have served on several local Boards and committees in a volunteer capacity, and I work with the Board of The Community Foundation in my role as a staff member there. In my leadership roles on various Boards and committees, I am even-tempered and patient, and I bring an organized and detail-oriented approach to my work. I am thoughtful in my decision-making, and in my interactions with other Board/committee members.

I am a graduate of James Madison University, with a Bachelor of Business Administration degree as a Marketing major (Class of 1986). I worked as a pharmaceutical sales representative for sixteen years with GlaxoSmithKline, before leaving the industry in 2003 to spend more time with my school-aged children. I volunteered in the HCPS system for the next eight years and also worked as a substitute teacher during that time. I spent one year working in the Admissions Office at Eastern Mennonite University before joining the staff of The Community Foundation of Harrisonburg & Rockingham County in 2012. I am currently the Director of Program Services there.

**What other interests or concerns do you have regarding the community?**

I love this community. I was born here, raised here, attended college here and after briefly leaving the area after college, returned here to raise a family. I have an interest in serving this community in a way that is positive for its growth and sustainability, without any political agenda.

**Please list any past or present community involvement e.g. City Council, Board and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:**

I have served as the Volunteer Coordinator and interim Executive Director of Patchwork Pantry, a local nonprofit food pantry, and currently serve as a Pantry supervisor. I am also a former Board member of Patchwork Pantry.

I also served as a classroom volunteer in the Harrisonburg City Public School system, as well as the PTA President for Stone Spring Elementary, PTA President for Thomas Harrison Middle School, and Musical Chairperson for the Harrisonburg High School StageStreaks.

**-Please return completed application to the City Manager's Office-**

*Applicants are encouraged to attach a resume or other supporting information that may be helpful to Council in considering their application.*

409 S. Main Street, Harrisonburg, VA 22801

Tel:(540)432-7701 Fax:(540)432-7778 E-mail:Pamela.Ulmer@harrisonburgva.gov

# Ann B. Siciliano

916 Mockingbird Drive, Harrisonburg, VA 22802 • 540-476-5806 • annbaxter916@gmail.com

## PROFILE

Exceptionally organized and reliable professional with strong communication skills. Self-motivated leader with proven experience working independently and in a team environment.

## SKILL SUMMARY

- Excellent Communication Skills
- Sales Training/Mentoring
- Leadership Skills
- Market Development
- Proven Sales Ability
- Business Management
- Expense Reports
- MS Word/Excel
- Program Development

## PROFESSIONAL EXPERIENCE

### Program Management

Facilitate the Education Improvement Scholarship Tax Credit Program as an approved Virginia Department of Virginia Scholarship Foundation for the benefit of eligible students attending nonpublic Virginia K-12 schools. Coordinate the Community Needs process for Harrisonburg/Rockingham nonprofit organizations to assist in efforts to secure funding for special projects. Create the 'Giving Back' publication, newsletters and Annual Reports for the Community Foundation. Manage the application process, coordinate student interviews, lead review committees, and work closely with donors for Community Foundation college scholarship funds.

### Leadership/Communications

Managed a sales territory in the Shenandoah Valley area of Virginia, marketing prescription pharmaceuticals for asthma and allergies to physicians, pharmacists and hospitals. Provided classroom and field training to new sales representatives within the company. Served in a mentorship role for the district sales team. Maintained a comprehensive knowledge of relevant medical literature to facilitate successful communication with medical professionals. Developed educational programs for physicians, pharmacists and respiratory therapists to enhance understanding of disease process and successful patient treatment regimens.

### Sales/Market Development

Developed and managed opportunities in the local territory to exceed sales quotas for the GlaxoSmithKline brands. Worked independently to service accounts, maintaining consistent support to solidify customer relationships for improved patient education and practitioner knowledge. Successfully analyzed sales and marketing reports on a regular basis to grow and support territory development, consistently achieving company sales goals. Earned GSK's annual top sales recognition of President's Club status five times.

### Business Management

Worked independently to prioritize and manage accounts, creating a flexible schedule to address territory business needs. Successfully analyzed corporate sales data to assist with marketing plans and created territory reports for management oversight. Consistently filed weekly expense reports to track territory expenditures. Managed territory resources to maximize sales growth while operating within budget.

### Administration

Coordinated appointments, schedules, and campus tours for prospective students. Trained and supervised four work-study students. Worked closely with the Royal Society student organization, professors, and coaches in coordinating daily visit schedules and overnight hosts for campus visitors.

Provided administrative support for the Undergraduate Dean's office in a university environment. Served as undergraduate faculty salary liaison to the Human Resources Office and assisted with faculty recruitment procedures in collaboration with the Undergraduate Dean. Assisted with advisor record keeping, managing undergraduate meeting schedules, and completed general office duties for the Undergraduate Dean.

# Ann B. Siciliano

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## EMPLOYMENT HISTORY

THE COMMUNITY FOUNDATION OF HARRISONBURG & ROCKINGHAM COUNTY – Harrisonburg, Virginia  
Director of Program Services – August 2015 - present  
Accounting & Administrative Assistant, June 2012 – July 2015

EASTERN MENNONITE UNIVERSITY – Harrisonburg, Virginia  
Receptionist and Daily Campus Visit Coordinator, Undergraduate Admissions Office, August 2011 – May 2012

EASTERN MENNONITE UNIVERSITY – Harrisonburg, Virginia  
Temporary Administrative Assistant, Undergraduate Dean's Office, January 3 – April 1, 2011

HARRISONBURG CITY PUBLIC SCHOOLS - Harrisonburg, Virginia  
Substitute Secretary, Substitute Teacher, Substitute Librarian, 2009 – 2011

GLAXOSMITHKLINE -- Research Triangle Park, North Carolina  
Senior Executive Professional Sales Representative, 2001-2003  
Executive Professional Sales Representative, 1997-2001  
Professional Sales Representative, 1992-1997  
Sales Representative, 1987-1992

## EDUCATION

James Madison University – Harrisonburg, Virginia  
Bachelor of Business Administration, 1986

## VOLUNTEER EXPERIENCE

PATCHWORK PANTRY – Harrisonburg, Virginia  
Pantry Coordinator, 2009-present

HARRISONBURG HIGH SCHOOL – Harrisonburg, Virginia  
Stagestreaks Booster Club President, 2011 - 2012  
Stagestreaks Booster Club Vice-President, 2010-2011  
Stagestreaks Booster Club Secretary, 2009-2010

FIRST PRESBYTERIAN CHURCH – Harrisonburg, Virginia  
Elder, 2006-2009  
Chair, Youth and College Committee, 2008-2009

THOMAS HARRISON MIDDLE SCHOOL – Harrisonburg, Virginia  
PTA President, 2006-2008

STONE SPRING ELEMENTARY SCHOOL -- Harrisonburg, Virginia  
PTA President, 2005-2006

## OTHER

Former Board Member of Arts Council of the Valley  
Former Board Member of Patchwork Pantry