

CLERK'S OFFICE

APPROVED

Date: 10-29-02

Submitted by: Assembly Chair TRAINI

Prepared by: Department of Assembly

For reading: October 29, 2002

ANCHORAGE, ALASKA

AR NO. 2002-344

A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPOINTING SAMUEL A. RAMOS
AS DOCUMENTS CLERK WITHIN THE MUNICIPAL CLERK'S OFFICE.

WHEREAS, Frances Dunn, after 28 years as Documents Clerk, was recently promoted to
Licensing Clerk within the Municipal Clerk's Office; and


WHEREAS, this executive appointment left the Documents Clerk position vacant; and

WHEREAS, through a competitive recruitment, an applicant, Samuel Ramos – who recently
moved to Anchorage after working five years in the Clerk's Office of Henderson, Nevada – was selected.

NOW, THEREFORE, the Anchorage Assembly resolves:

That the Assembly appoints Samuel A. Ramos as Documents Clerk (Administrative Assistant)
within the Municipal Clerk's Office.

PASSED AND APPROVED by the Anchorage Municipal Assembly this 29th day of
October, 2002.


Chair

ATTEST:


Municipal Clerk

Samuel A. Ramos

2648 Bryant Cir.
Anchorage, AK 99507
Phone: (907) 248-0549

Job Objective: To utilize gainfully my varied public and private experiences pertaining to administration and general clerical works.

Experience Summary

- More than 5 years working with the Council & Commission Services Department of the City of Henderson, Nevada.
- From age 18 until recently, my working life has been focused in an administrative setting.

I feel very confident I can do the job.

Work History

City of Henderson, Henderson, Nevada

01/97 - 09/02

Job Title: Office Assistant II

- Primary duty was the review of every agenda item and its supporting documents, scanning, indexing, and profiling of same before every City Council and Committee meeting.
- Copying and mailing of public hearing notices.
- Distribution, mailing and filing of newly adopted Resolutions and Ordinances.

Howard Johnson Hotel (Airport), Las Vegas, Nevada

09/94 – 01/97

Job Title: Front Desk Clerk

- Checking in and out of hotel guests.
- Cash counting and balancing before and after work.
- Coordinating with various hotel departments.
- Customer Servicing.

House of Representatives, Quezon City, Philippines

09/92 – 06/94

Job Title: Chief of Staff

- Attend meeting, hearing, workshops, training, seminars, and conferences
- Conduct breakfast briefing with Congressman.
- Manage the Office of the Congressman.
- Facilitate assistance to constituent needs.

Education and Training

St. Joseph College, Philippines

Certificate of Secretarial Science Graduated 1960

St. Joseph College, Philippines

Bachelor of Arts, English major Graduated 1964

**Municipality of Anchorage
MUNICIPAL CLERK'S OFFICE
AGENDA DOCUMENT CONTROL SHEET**

AR 2002-344

1	SUBJECT OF AGENDA DOCUMENT	DATE PREPARED <i>10-25-02</i>
	<i>Executive Appointment - Samuel A. Ramos</i>	INDICATE DOCUMENTS ATTACHED
		<i>AR, Resume</i>
2	DEPARTMENT NAME Assembly	DIRECTOR'S NAME Dick Traini
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY	HIS/HER PHONE NUMBER
4	COORDINATED WITH AND REVIEWED BY	INITIALS
	DATE	
	Mayor	
	Heritage Land Bank	
	Merrill Field Airport	
	Municipal Light & Power	
	Port of Anchorage	
	Solid Waste Services	
	Water & Wastewater Utility	
	Municipal Manager	
	Cultural & Recreational Services	
	Employee Relations	
	Finance, Chief Fiscal Officer	
	Fire	
	Health & Human Services	
	Office of Management and Budget	
	Management Information Services	
	Police	
	Planning, Development & Public Works	
	Development Services	
	Facility Management	
	Planning	
	Project Management & Engineering	
	Street Maintenance	
	Traffic	
	Public Transportation Department	
	Purchasing	
	Municipal Attorney	
	Municipal Clerk	
	Other	
5	SPECIAL INSTRUCTIONS/COMMENTS	
	<i>For Action (Addendum)</i>	
6	ASSEMBLY MEETING DATE <i>10-29-02</i>	7
		PUBLIC HEARING DATE REQUESTED <i>—</i>

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 M.C.A.
 CLERK'S OFFICE