

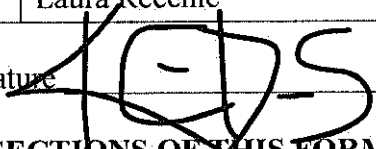
**AREA COMMISSION APPOINTMENT FORM**

The Department of Neighborhoods maintains the database for the Area Commission members in the City of Columbus. The information on this form is used to process the Mayor's appointment and ensure timely and accurate distribution of meeting notices, training opportunities, and other City activities. **Please complete all sections of the form with information about your recently elected/appointed commissioner within seven (7) days of the election/appointment. After completing and signing this form, please return it, along with the appointees resume and/or biography to your Neighborhood Liaison via email. Please contact your Neighborhood Liaison with any questions or comments.**

Please Type

Area Commission Name	Near East Area Commission	
Please check appropriate box	New appointment <input checked="" type="checkbox"/> Reappointment <input type="checkbox"/>	Are there changes to this information? Yes <input type="checkbox"/> No <input type="checkbox"/>
First Name	Roxlauna	
Last Name	Brown	
Title (i.e. officer / commissioner)	Commissioner	
Address	723 Franklin Ave.	
City	Columbus	
State	Ohio	
Zip Code	43205	
Home Telephone	614-302-5801	
Work Telephone	N/A	
Email Address	<u>NEAC.Roxy@gmail.com</u>	
District/Designation	District 3 C	
Term Start Date	1/1/2023	
Term Expiration	12/31/2025	
Seat Succession	Laura Recchie	

Area Commission Chair Signature



\*\*\*ALL SECTIONS OF THIS FORM MUST BE COMPLETED\*\*\*

**DISCLAIMER: all information and materials that you submit in support of your appointment as an area commissioner are subject to Ohio Public Records Law**

### **Support Services Technical Clerk**

**Nationwide Mutual Insurance Company, Columbus, OH**

**January 2014- August 2016**

Process insurance applications for customers on various lines of business

Perform clerical duties that require knowledge on all divisional practices

Utilize multiline telephone system and email operating systems to conduct day to day operations

Train new associates (domestic & international) on the daily functions & procedures for support services

Process mail for division

### **Assets Management Student Intern**

**City of Columbus - Department of Public Utilities, Columbus, OH**

**June 2012- August 2013**

Executed daily administrative tasks for the Asset Management Office

Researched multiple business case evaluations

Filed, recorded and archived records for the department

Performed Microsoft Excel spreadsheets for different citywide projects

Scheduled meetings and conferences through a citywide database

### **Awards and Activities**

- President of the Kentucky State University Columbus Alumni Chapter 2019- 2021
- Secretary for Kentucky State University National Alumni Association 2020- 2021
- Olde Towne East Neighborhood Association March 2016- Current
- Alternate Care Provider for Youth Advocate Services 2013- Current
- Central Ohio Hunger Relief, Jan. 2016- August 2016
- Nationwide Brokerage Solutions Goodwill Columbus Week of Service Coordinator 2015
- Support Services Activities Coordinator (Team Engagement & Team Building Activities) Sept 2014-August 2016
- Progressive Leadership Academy Fellowship Program Cycle VI (Aug 2014-Dec 2014)

*References Upon Request*

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