

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		
Please check appropriate box	New appointment <input checked="" type="checkbox"/> Reappointment <input type="checkbox"/>	Are there changes to this information? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First Name	Asmara	
Last Name	Williams	
Title (i.e. officer / commissioner)	Commissioner	
Address	1333 Sigsbee Avene	
City	Columbus	
State	Ohio	
Zip Code	43219	
Home Telephone	9373044068	
Work Telephone		
Email Address	<u>asmarabaxter@gmail.com</u>	
District/Designation	Amer Crest	
Term Start Date	9/7/2018	
Term Expiration	9/30/2019	
Seat Succession	Frank Brown	

Area Commission Chair Signature

ALL SECTIONS OF THIS FORM MUST BE COMPLETED

Asmara Williams

1333 Sigsbee Avenue Columbus, OH 43219 | 937-304-4068 | asmarabaxter@gmail.com

Objective

To utilize my extensive knowledge, customer service and analytical skills in order to provide an organization the support needed for internal and external customers.

Education

BACHELOR OF ARTS | 05/2006 | NOTRE DAME COLLEGE OF OHIO

- Major: Marketing/Management
- Minor: Philosophy

Skills & Abilities

- Proficient in Microsoft Office
- Excellent intrapersonal skills and ability to lead large groups
- Ability to effectively manage time.
- Strong knowledge of the Ohio PERS systems and benefits
- Strong analytical and problem solving skills
- Excellent written and oral communication
- Licensed Life Insurance Agent
- Notary

Experience

MEMBER SERVICES REPRESENTATIVE | OPERS | 8/2013-PRESENT

- Responds to inbound telephone inquiries from members, benefit recipients, and others regarding all OPERS benefits and services by providing clear and concise information.
- Educate and inform members of all benefit information when making plan selections, assisting with life-path decisions.
- Participates in testing of new systems or system changes and special projects as assigned by Member Services Center management team.
- Works to improve the integrity of member account data by verifying and updating member account information during every interaction.
- Promotes self-service and benefit awareness by advising resources such as the Member Benefits System and the OPERS website, and providing assistance in navigation of those sites.
- Gathers necessary information to enable other internal departments to process requests and refers inquiries when necessary.

LOAN OFFICER | HUNTINGTON BANK | 04/2012-07/2013

- Explained loans and credit options
- Reviewed loan agreements
- Approved loans within specified limits
- Stayed abreast financial products and services to meet customer needs