

ANGELA M. MINGO

**7485 Bold Venture Court
Lewis Center, Ohio 43035**

Home: 740.548.3961

Work: 614.645.2537

E-mail: angela_mingo@hotmail.com

HIGHLIGHT OF QUALIFICATIONS:

Excellent organizational, communication, and administrative skills

Experienced and proven ability to develop effective working relationships with high level executives and community leaders

Demonstrated negotiation skills

Proven ability to work independently and as a team player

PROFESSIONAL EXPERIENCE:

COLUMBUS CITY COUNCIL- LEGISLATIVE RESEARCH OFFICE

COMMUNITY AFFAIRS DIRECTOR – 2001-2007

Report to the Chief of Staff and Council President weekly on community initiatives; Responsible for community outreach to civic associations, area commissions; immigrant groups, and neighborhood organizations; Assist council members in policy development and implementation; Research and review of legislation; Develop case studies and responsible for comparative analysis of regional trends. Single point of contact for specific City Council initiatives and proposed legislation; Design direct mailing materials; Prepare discussion points and media advisories for City Council outreach events; Develop PowerPoint presentations for community forums; Oversee Council community based special projects and seek grant dollars for project implementation; Forge private/public partnerships; Stay abreast of community issues and events; Effectively communicate information to internal personnel and external stakeholders; Editing and technical writing for policy reports.

CITY OF COLUMBUS PLANNING OFFICE

SENIOR PLANNER – 1999-2001

Responsible for written updates to the City of Columbus Comprehensive Plan; Prepared area plans addressing land-use, infrastructure, and community needs; Monitored city development and sustainable growth patterns; Collaborated with administrators both internally and externally to include establishing working relationships with representatives of the Columbus School Board, City Council, and the Columbus Urban League on issues impacting the community; Responsible for conducting public meetings and presenting at community forums; Served on the City Land Use Commission and reviewed development projects for quality assurance and design.

THE STATE OF OHIO REHABILITATION SERVICES COMMISSION

RESEARCH COORDINATOR – 1997 - 1999

Responsible for the analytical measuring of successful employment outcomes of targeted populations through out the State of Ohio; Prepared written reports on the number of clients served by the agency to include summarizing their employment structure, i.e. wages, occupation, and geographical location; Provided recommendations for community based recruitment programs; Analyzed numerical data to identify trends in the population serviced by the agency. Independently coordinated research efforts and projects with internal agency customers, outside agencies and consultants; Served as agency resource to provide technical assistance in areas of applied research and database analyses.

SOUTH SIDE SETTLEMENT HOUSE

VOLUNTEER GRADUATE ASSOCIATE - ACADEMIC YEAR 1997

Worked with program planning director on a variety of community development programs to include the preparation of a neighborhood survey to measure community concerns; Marketed the community based after school tutorial program for neighborhood youth; Assisted in writing and preparing community grants to include federally funded block grants.

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ACADEMIC WORK EXPERIENCE:

**THE OHIO STATE UNIVERSITY, DEPARTMENT OF PHYSICAL FACILITIES
GRADUATE ADMINISTRATIVE ASSOCIATE - 1995-1997**

Performed a study of the university campus master plan; Analyzed proposed plan recommendations to determine potential benefits to university staff and students; Prepared quarterly written reports addressing the structural needs of The Ohio State University campus; Surveyed students to determine campus concerns in order of priority.

**THE OHIO STATE UNIVERSITY, THE DEPARTMENT OF SPANISH AND PORTUGUESE
GRADUATE TEACHING ASSOCIATE - 1995-1997**

Responsible for daily instruction of intermediate Portuguese language classes; Prepared daily course work and assignments; Instructed undergraduate students; Conducted routine tutorial sessions during the academic school year.

EDUCATION:

The Ohio State University, Columbus, Ohio

Master of City and Regional Planning, June 1997

Bachelor of Arts, International Studies, June 1995

Bachelor of Arts, Portuguese, June 1995

INTERNATIONAL EDUCATION:

University of Lisbon, Lisbon, Portugal

Intensive Summer Study Program, summer 1994

Rotary Student Exchange, Sao Paulo, Brazil

Foreign Exchange Student, Academic School Year 1989-1990

SKILLS:

Windows Applications: Microsoft Office (Word, Excel, PowerPoint, Outlook, and Access)

Experience in research and data collection

Successfully trained in mediation and dispute resolution- Community Mediation Services

Proficient in Portuguese language