

**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.**

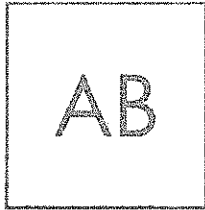
**Please Type**

		<b>Near East Area Commission</b>	
<b>Please check appropriate box</b>	<b>New appointment</b> <input checked="" type="checkbox"/>	<b>Are there changes to this information? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	
<b>Reappointment</b> <input type="checkbox"/>			
First Name	Alannah		
Last Name	Bvumburah		
Title (i.e. officer / commissioner)	Commissioner		
Address	429 Wilson Ave.		
City	Columbus		
State	Ohio		
Zip Code	43205		
Home Telephone	614-601-8929		
Work Telephone			
Email Address	alannah.bvumburah@gmail.com		
District/Designation	District 3 B		
Term Start Date	5/12/2022		
Term Expiration	12/31/2023		
Seat Succession	Vacancy (Swanson)		

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**



# ALANNAH BVUMBURAH

alannahsroad@gmail.com | (614) 601-8929 | Columbus, OH 43205

## PROFESSIONAL SUMMARY

Result-oriented, organized individual passionate about the art of connecting people to strengthen community on a familial, corporate, or political level. Strong belief that unique, comfortable, organized, purposefully designed environments are not only a form of entertainment but an avenue to strengthen relationships and build community at all levels of society.

## SKILLS

- Verbal and written communication
- Budgeting
- Customer service
- Organization Teamwork and collaboration
- Problem-solving skills
- Project Management and Strategic Planning
- Office administration

## WORK HISTORY

**Recruiter** | Adecco - Gahanna, OH 12/2020 - CURRENT

- Intake new openings from clients and upload information to internal system
- Screen and assess qualifying candidates for positions to find the best fit for the client and candidate
- Help train team and associates on systems and implemented processes based on company standard
- Ensure all payroll is processed efficiently and timely each week
- Pinpoint errors in systems, payroll, processes, etc. and work to correct these to avoid recurring issues
- Communicate with client on successes, challenges, and opportunities regularly
- Touch base with placed associates often to help maintain candidate retention
- Meet and exceed KPIs set in place for team
- Creatively work to gain candidate traction by coming up with innovative strategies with team

**Leasing Consultant** | Coastal Ridge Real Estate - New Albany, OH

- Kept records accurate, detailed and fully compliant with reporting requirements to meet all state, local and federal housing requirements.

- Liaised between property owners and tenants about expectations, paperwork, payments and other logistics.
- Helped clients find leases to suit all kinds of needs such as handicapped access, pet-friendly locations and one-story configurations.
- Invited prospects to fill out application upon completion of property tour.
- Toured property with prospective tenants and provided wealth of information in regards to its key features.
- Marketed property to local businesses through collateral, emails and phone calls.
- Verified tenant incomes and other information before accepting lease applications.

**Sales Assistant** | Experience Columbus - Columbus, OH

- Assist with all pre and post activities related to a client site inspection for respective sales managers.
- Assist with all pre and post activities related to sales missions and trade shows for respective sales managers.
- Ensure correct reporting to CRM database.
- Act as liaison for offsite managers.

**Front Desk Receptionist** | Miller Haus Bed & Breakfast - Millersburg, OH

- Made accommodations and travel arrangements for visitors.
- Collected deposits, fees and payments.
- Maintained account records.
- Entertained guests with engaging tours.

**Partnerships and Events Intern** | Hope For Justice - Manchester, England

- Handled incoming and outgoing correspondence.
- Coordinated travel accommodations for staff and out-of-town visitors, including vouchers, agendas and transportation.
- Supported program operations by preparing and updating documents, reports and spreadsheets.
- Used various methods of data collection to research and record data confidentially and successfully.
- Prepared mass correspondence material.

**Project, Event and Conference Intern** | Rocknations Youth Foundation - Bradford, England

- Produced professional reports, documents and presentations for project needs.
- Balanced the needs of as many as three (3) events a day.
- Continually improved methods and procedures for processes and

work flow techniques.

- Wrote protocols for team training and quality delivery.
- Collaborated with customers to collect requirements and determine any issues of concern.

## EDUCATION

Pearson / Liberty University, Lynchburg, VA

EXPECTED IN 2024

**Bachelor of Science:** Business Administration - Finance & Real Estate

Life Leadership Academy, Bradford, England

2017

Team Leadership

Home Educated, Lancaster, OH

2015

High School Diploma