

The City of Columbus is in the process of updating its information on the «Organization» to reflect its most recent election. Please complete the following information to the best of your ability. **Updated database information will be forwarded to the Mayor’s Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Database Coordinator, City of Columbus, 50 W. Gay St., 2<sup>nd</sup> Floor, Columbus, OH, 43215.** Please contact your Neighborhood Liaison with any questions or comments.

<b>FIELD</b> <b>Step #4 Legistar</b> 5 <sup>th</sup> By Northwest Area Commission—  Name	<b>CURRENT INFORMATION</b> <b>Step #9 Legistar</b> Appointment of Name: George RJ Sontag  Address: 1522 Elmwood Ave, Columbus OH 43212  to serve on the 5 <sup>th</sup> by Northwest Area Commission with a new term expiration date of (resume enclosed)	<b>NEW INFORMATION</b>  (1) Please print new information clearly, OR (2) Place a “check” in these boxes if member is re-elected and information is unchanged (3) Do not forget to update “Term Expiration” for re-elected members
First Name	George RJ	
Last Name	Sontag	
Title	Commissioner	
Address	1522 Elmwood Ave	
City	Columbus	
State	Ohio	
Zip Code	43212	
Home Telephone	(614) 266-8022	
Work Telephone	(614) 462-5729	
Fax Number	n/a	
Email Address	<a href="mailto:rjsontag@gmail.com">rjsontag@gmail.com</a>	
District/Designation	At-Large	
Term Start Date	January 1, 2008	
Term Expiration	December 31, 2009	

Chairman of Commission’s Signature \_\_\_\_\_ Faxed

The City of Columbus is in the process of updating its information on the «Organization» to reflect its most recent election. Please complete the following information to the best of your ability. **Updated database information will be forwarded to the Mayor's Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Database Coordinator, City of Columbus, 50 W. Gay St., 2<sup>nd</sup> Floor, Columbus, OH, 43215.** Please contact your Neighborhood Liaison with any questions or comments.

Date

The City of Columbus is in the process of updating its information on the «Organization» to reflect its most recent election. Please complete the following information to the best of your ability. **Updated database information will be forwarded to the Mayor's Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Database Coordinator, City of Columbus, 50 W. Gay St., 2<sup>nd</sup> Floor, Columbus, OH, 43215.** Please contact your Neighborhood Liaison with any questions or comments.

## **RESUME**

1522 Elmwood Avenue  
Columbus, Ohio 43212

**RJ Sontag**

(614) 266-8022  
rjsontag@gmail.com

---

## **Professional Experience**

### **Franklin County Board of Commissioners, Columbus, Ohio**

*Aide to Commissioner Paula Brooks (May 2007 – Present)*

- Organize and schedule meetings and events, including advance logistics and meeting coordination
- Draft and compile official correspondence and talking points and prepare and organize reports, confidential data, and other documents for meetings, hearings, or appointments
- Research and report on policy issues and serve as liaison person with other agencies and the public
- Maintain a comprehensive filing system and appropriate security measures for safeguarding sensitive issues and documents
- Serve as Commissioner Brooks' representative on the Planning Commission and Microfilm Board

### **Columbus Association for the Performing Arts (CAPA), Columbus, Ohio**

#### **Director of Operations, Southern Theatre (*March 2006 – May 2007*)**

- Coordinated guest relations policy and managed all events.
- Streamlined communication among and supervised security, ticket office, concessions, house management, volunteer ushers, and cleaning staff.
- Developed structures and scheduling best practices for new custodial staff.
- Created job description for various positions including house managers and custodial staff.
- Performed annual staff reviews and oversaw performance improvement plans.
- Evaluated custodial needs for all CAPA venues. Derived implementation plan for hiring expanded custodial staff and created best practices for custodial services for all CAPA venues.

### **Phoenix Theatre Circle, Columbus, Ohio**

#### **Operations Manager (*September 2002 – March 2006*)**

- Assisted budget development process and administration.
- Managed operation of business including accounts payable/receivable, collections, and reconciliation; supply purchasing and inventory; and special project coordination and implementation.
- Drafted employment contracts and maintained confidential personnel records with employee guidelines, reviews, personnel actions, benefits and payroll information.
- Participated in hiring process including talent searches, interviews, employment offers, and training and orientation.
- Organized and implemented media appearances.
- Coordinated communication of information and scheduling to staff and outside organizations including governmental offices, funders, and schools.

The City of Columbus is in the process of updating its information on the «Organization» to reflect its most recent election. Please complete the following information to the best of your ability. **Updated database information will be forwarded to the Mayor's Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Database Coordinator, City of Columbus, 50 W. Gay St., 2<sup>nd</sup> Floor, Columbus, OH, 43215.** Please contact your Neighborhood Liaison with any questions or comments.

- Created marketing and development calendar to streamline preparation of materials.
- Created and launched volunteer program, recruiting over 50 people and groups in the first year.

## **Education**

**University of Dayton**, Dayton, Ohio.

*B.A. in Communication*, Cum laude.

- Residential Senator, Student Government Association.