



# City of Concord, New Hampshire

OFFICE OF THE MAYOR

TO: Members of City Council

FROM: Mayor Bouley

DATE: November 21, 2019

RE: Recreation and Parks Advisory Committee Appointments

I propose the appointment of the following individuals to the Recreation and Parks Advisory Committee:

- Jennifer Roff, 6 Bradley Street, Concord. Ms. Roff will be appointed to fill the current Ward Four Representative vacancy, for a three year term to expire December 31, 2022. Copies of Ms. Roff's letter of interest and resume are attached.
- Noorlhuda (Nora) Ismael, 83 Northeast Village Road, Concord, NH 03301. Ms. Ismael will be appointed to fill the Ward Nine Representative vacancy, for a three year term to expire December 31, 2022. Ms. Ismael's resume is attached.

In accordance with Section 18 of the City Council Rules, these proposed appointments are being distributed to City Council as information in advance of formal action at the December 9, 2019 City Council meeting.

September 29, 2019

David Gill  
Director, Parks & Recreation  
14 Canterbury Road  
Concord, NH 03301

Dear David,

This letter is to express my interest in joining the Parks and Recreation Advisory Committee as the Ward 4 representative. My friends Stacey Brown and Althea Barton, both on the committee, suggested that I apply, as our ward committee seat is currently open. After attending the committee meeting on September 17, observing and asking questions, I definitely feel that joining PRAC is a commitment I would like to make.

Since moving to Concord in 2015, my family has enjoyed the wonderful programming and facilities that Concord Parks & Rec offers. We feel fortunate to have such a strong Parks & Rec department in our city. As a Concord resident who spends time at our parks, playgrounds, and ice arena many times a week, it would be a pleasure for me to serve on the Advisory Committee to support the department.

Thank you for your consideration. My resume is enclosed for your review. Please be in touch if you have any questions.

Sincerely,

Jennifer Roff  
6 Bradley Street  
Concord, NH 03301  
781-454-6449 / jmroff@gmail.com

**Jennifer M. Roff**  
**6 Bradley Street**  
**Concord, NH 03301**  
**jmroff@gmail.com / 781-454-6449**

## **EXPERIENCE**

- 2008 - Present Stay at home parent
- 2017 - Present Board Member, Concord Public Library Foundation, Concord, NH
- Coordinator of the Books for Babies program, promoting early literacy through reading to babies
- 2012 - 2017 Founding member of two homeschool co-ops, organizing lesson blocks and activities for 10 - 15 students, aged 6 to 11
- 2013 - 2013 Founding partner and creator of Wunder Woolens, designing, sewing, and selling organic wool clothing for babies and children
- 2004 – 2008 **DECORDOVA MUSEUM AND SCULPTURE PARK**, Lincoln, MA  
Corporate Program Director
- Directing all aspects of DeCordova's Corporate Program, including development and fundraising, maintaining relationships with 200 Lending Artists and 100 Corporate Members, budgeting, seeking new Lending Artists, and managing a Corporate Program staff
- Corporate Program Exhibitions Manager
- Managing installations and inventory of loaned artwork, developing successful relationships with Corporate Members and lending artists.
- 1996-2004 **CLARK GALLERY**, Lincoln, MA  
Assistant Director (1999-2004)  
Gallery Assistant (1997-1999)  
Intern (1996)
- 1999-2009 Lecturer, Guest Critic, Independent Curator, Juror (see below)

## **RELATED EXPERIENCE**

- 11/2007 **NEW ENGLAND MUSEUM ASSOCIATION**  
Presenter
- *Museum Lending to the Non-Museum World*
- 2/2007 **CONCORD ART ASSOCIATION**  
Juror
- Members Juried I

**2/2006 MASSACHUSETTS COLLEGE OF ART**

Lecturer

- *Life After Art School* – approaching galleries with artwork and making career decisions as a working artist. Presented to BFA and MFA students.

**11/2005 CITY OF BOSTON / MASSACHUSETTS COLLEGE OF ART**

Guest lecturer

- The Business of Art, presented by the City of Boston

**10/2005 COPLEY SOCIETY, Boston, MA**

Juror • Contours: Dimensions in Art

**3/2004 DECORDOVA MUSEUM SCHOOL, Lincoln, MA**

Juror • Landscape Group Show

**5/2003 SOUTH SHORE ART CENTER Cohasset, MA**

Juror • Arts Festival Exhibition.

**4/2003 UMASS, Dartmouth Masters in Artisanry Program**

Visiting Critic

**2002-2003 DECORDOVA MUSEUM AND SCULPTURE PARK, Lincoln, MA**

Silent Auction Chair

- DeCordova Annual Benefit.

**2/2003-3/2003 CUSHING-MARTIN GALLERY, Stonehill College, Easton, MA**

Guest Curator

- Show Title: *Marks Made: an exploration in 2 and 3 dimensional markmaking.*

**3/2002-5/2003 UNIVERSITY OF NEW HAMPSHIRE Lecturer**

- *Life After Art School* – approaching galleries with artwork and making career decisions as a working artist. Presented to BFA and MFA students.

**4/2002 MONTSERRAT COLLEGE OF ART, Beverly, MA**

Lecturer

- *Life After Art School* - Presented to BFA students.

# Noorulhuda (Nora) Ismael

83 Northeast Village Road, Concord NH 03301  
603-892-5875, [noraismael2013@gmail.com](mailto:noraismael2013@gmail.com)  
<https://www.linkedin.com/in/noorulhuda-ismael-592162a4>

## EDUCATION

**Walden University, Minneapolis, Minnesota**  
MHA, Master of Healthcare Administration, Concentrated in Organizational Leadership & Development **Nov 2018- Nov 2020**

**Colby-Sawyer College, New London, New Hampshire**  
BS, Health Care Management, Minors in International Studies and Business Administration,  
GPA: 3.5/4.0; Dean's List, Health Care Management Baccalaureate Award for Excellence in  
Major, and Exemplary Leadership and Dedication Award **Sept 2014 – May 2018**

## EXPERIENCE

**Talent Acquisition Coordinator (Provider and Executive Recruitment), Dartmouth-Hitchcock, Lebanon, NH** **July 2018- Present**

- Manage physicians', associate providers', and executives' onboarding process and trainings for Dartmouth-Hitchcock Health System.
- Assist with all phases of recruitment and various projects within Human Resources Division.

**Administrative Assistant/Project Assistant (Intern), Baird Health and Counseling Center, New London, NH** **Aug 2017- Dec 2017**

- Coordinated and conducted key administrative functions involving project management and independent decision-making.
- Managed and coordinated various department marketing activities/events, including arranging for all necessary facilities, staffing, scheduling, and advertising/promotion.

**Human Resources Intern, Elliot Health System/Hospital, Manchester, NH** **May 2017- June 2017**

- Assisted Human Resources Department on recruitment, onboarding, employee development & training, compensation, benefits, and HRIS activities.
- Worked on numerous projects related to Human Resources functions.

**Liaison Officer, Greater Sullivan County Medical Reserve Corps, Newport, NH** **Nov 2015- April 2016**

- Managed communication system between MRC club and MRC main facility while serving as the marketing officer for club activities/trainings and recruited MRC members from community.
- Increased general MRC membership rates while developing strategic plans for the organization.

**Concord Hospital Emergency Department Volunteer, Concord Hospital, Concord, NH** **July 2016**

- Served as a companion for patients in ER department, connected patients with their nurses if needed, assisted patients and their families by doing various tasks and checking in with all parties.

**Wellness Fair/ Campaign Coordinator, Colby Sawyer College, New London, NH** **March 2015-2018**

- Developed plans for the event/campaign while advertising it on campus and in communities.
- Coordinated and supervised all campaign activities while increasing the attendance rates and serving as the liaison between trainers, guests, and the club/organization officers.

## LEADERSHIP

**Ambassador /Member of Presidential Blue Key Society, Colby-Sawyer College** **Oct 2015- April 2018**

**Academic Tutor, Colby-Sawyer College Student Learning Collaborative Center** **Jan 2016- April 2018**

**Peer Mentor/Network, Colby-Sawyer College Student Success and Retention Department** **May 2015- Dec 2017**

**Vice-President, CSC (MRC) Club, Greater Sullivan County Medical Reserve Corps** **May 2015- April 2016**

**President, CSC (MRC) Club, Greater Sullivan County Medical Reserve Corps** **April 2016- May 2017**

**Vice-President, Alpha Chi National Honor Society Chapter at Colby-Sawyer College** **Sept 2016- Jan 2017**

**President, Alpha Chi National Honor Society Chapter at Colby-Sawyer College** **Jan 2017- Dec 2017**

## HONORS, CERTIFICATIONS & SPECIAL SKILLS

**Honors & Certifications:** Incident Command System, National Incident Management System, Psychological First Aid Training, Youth Mental Health First Aid USA Training, Sigma Beta Delta International Honor Society, Alpha Chi National Honor Society, Who's Who Among Students in American Universities and Colleges.

**Languages:** Fluent in English and Arabic