

City of Memphis



A C WHARTON, JR.
MAYOR

TENNESSEE

July 30, 2010

The Honorable Jim Strickland, Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Strickland:

Subject to Council approval, it is my recommendation that:

Thomas Nolan

be reappointed to the Memphis City Beautiful Commission with a term expiring June 30, 2012.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink, appearing to read "A C Wharton". The signature is stylized with many overlapping strokes.

A C Wharton
Mayor

ACW/lar

c: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Memphis City Beautiful
BOARD/COMMISSION

Name: Thomas Nolan Race Afri/Amer M F

E-Mail Address: Thomas.Nolan@Memphistn.gov Fax _____

Profession/Employer: Memphis Fire Fighter / City of Memphis

Business Address: 60 S. Front Street Zip 38103 Phone: 527.1400

Education: B.A.

Name of Spouse: Shambria Nolan Number of Children: 2

Home Address: 768 Velma Street Phone: 901.857.3607

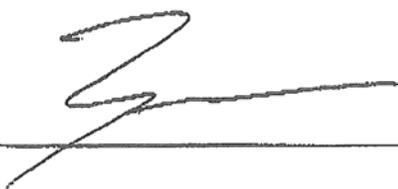
City: Memphis State: TN Zip: 38104

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes or No If yes, how long? 45 yrs.

Professional Organization/Associations:
I.A.F.F.

Other Organizations/Association:
Kappa Alpha Psi Fraternity, Inc.

Other Interests:
Artist

Signature  Date 7.29.10

Thomas E. Nolan

Experience 1995–Present City of Memphis Memphis, TN

Fire Fighter / EMT- IV

- Attending emergency incidents: fires; road accidents; floods; bomb incidents; spillages of dangerous substances; and rail and air crashes.
- Rescuing trapped people and animals.
- Minimizing distress and suffering, including giving first aid before the ambulance crew arrives.
- Ensuring your own and others' personal safety at all times,
- Dealing with unforeseen circumstances as they arise; thinking and responding quickly.
- Cleaning up and checking the site after dealing with an incident.
- Taking the time to become familiar with local streets, roads and buildings around your own and nearby fire stations in order to respond to emergency calls with the utmost speed and efficiency.
- Inspecting and maintaining your appliance (fire engine) and its equipment, assisting in the testing of fire hydrants and checking emergency water supplies.
- Doing drills, physical training and taking part in training sessions on techniques, use of equipment and related matters.
- Maintaining a level of physical fitness necessary to carry out all the duties of a firefighter.
- Educating and informing the public to help promote fire safety, giving talks in schools and to local organizations.
- Respond to all citizens medical emergency calls, perform CPR if needed on medical response calls and provide ACLS medical care.

2009 – Present Courtyard By Marriott Downtown Memphis, TN

Guest Service Representative

- Greet, register and assign rooms to guest of the hotel
- Checks guests out of the hotel, processes customer payments according to established policies and procedures.
- Advise housekeeping or maintenance staff when guests report problems
- Arrange tours, taxis and restaurants for customers.
- Make and confirm reservations.
- Performed all other related duties as assigned.
- Maintain security and the private of the hotel guest.

1998-2000 Marriott Hotel Memphis Downtown Memphis, TN

Hotel Front Office Clerk

- Accommodate hotel patrons by registering and assigning rooms to guests
- Checks guests out of the hotel, processes customer payments according to established policies and procedures.
- Advise housekeeping or maintenance staff when guests report problems
- Arrange tours, taxis and restaurants for customers.
- Make and confirm reservations.
- Transmit and receive messages using PBX telephone system or switchboards and entering wake-up calls for guests.
- Follows up on requests to ensure guest satisfaction.

1997-1998

Homewood Suite

Memphis, TN

Hotel Front Desk Clerk

- Maintain security and the private of the hotel guest.
- Greet, register and assign rooms to guest of the hotel.
- Checks guests out of the hotel, processes customer payments according to established policies and procedures.
- Arrange tours, taxis and restaurants for customers.
- Responds to guest requests and complaints in a friendly manner and appropriate action is taken.
- Transmit and receive messages using PBX telephone system or switchboards and entering wake-up calls for guests.
- Maintain security and the private of the hotel guest.
- Performed all other related duties as assigned.

1992-1995

Residence Inn Memphis East

Memphis, TN

Hotel Front Office Clerk

- Registers guests into the hotel in a prompt and courteous manner using up selling techniques to maximize room rates
- Prepares group check in and out and VIP arrivals;
- Coordinates group check-in events/functions in the hotel during the shift.
- Arrange tours, taxis and restaurants for customers.
- Advise housekeeping or maintenance staff when guests report problems
- Make and confirm reservations.
- Checks guests out of the hotel, processes customer payments according to established policies and procedures.
- Provides guests with information such as local attractions and directions to increase guest satisfaction.
- Responds to guest request satisfaction follow ups and complaints in a timely friendly appropriate manner.

Education	2001-2003	LeMoyne-Owen College	Memphis, TN
		Batchelor of Arts	
	1982-1986	Memphis State University	Memphis, TN
Reference	Upon request.		

Thomas E. Nolan (H) (901) 857-3607 ©

Thomas.Nolan@MemphisTn.gov

City of Memphis



TENNESSEE

A C WHARTON, JR.
MAYOR

July 30, 2010

The Honorable Jim Strickland, Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514
Memphis, TN 38103

Dear Chairman Strickland:

Subject to Council approval, it is my recommendation that:

Valesa S. J. Wells

be reappointed to the Memphis City Beautiful Commission with a term expiring June 30, 2012.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink, appearing to read "A C Wharton". The signature is stylized and cursive, with a long, sweeping line extending upwards and to the right from the end of the signature.

A C Wharton
Mayor

ACW/lar

c: Council Members