

City of Memphis



TENNESSEE

A C WHARTON, JR.
MAYOR

January 31, 2011

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

Dear Chairman Collins:

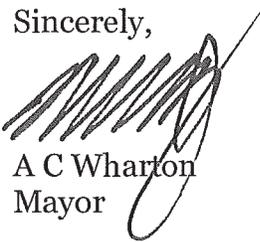
Subject to Council approval, it is my recommendation that:

Joyce A. Cox

be appointed to the Memphis Landmarks Commission with a term expiring June 30, 2013.

I have attached biographical information.

Sincerely,


A C Wharton
Mayor

ACW/lar

c: Council Members



City of Memphis

BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

BOARD/COMMISSION

Name: Joyce A. Cox Race African Am M F

E-Mail Address: Joyce.Cox@memphistn.gov Fax 901-523-9388

Profession/Employer: City of Memphis Housing and Community Development

Business Address: 619 N. Seventh Zip 38107 Phone: 901-576-4238

Education: Master of Science in Leadership

Name of Spouse: N?A Number of Children: 1

Home Address: 922 Biggs Street Phone: 901-324-8283

City: Memphis State: Tn Zip: 38108

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? 49

Professional Organization/Associations:

1989 Principles of Real Estate Certification
2002 United States Department of Housing & Urban Development Home Certification (PHH)
2001 Grambling State University Graduation Certificate
2002 Tennessee Housing Development Authority Housing Consultant Certification (PHH)
2004 National Development Council Housing Program Certification

Other Organizations/Association:

Other Interests:

Singing, traveling, coordinating events

Signature Joyce Cox Date 1/28/10

Joyce A. Cox

922 Biggs Street
Memphis, Tennessee 38108
Home Phone: 901-324-8283
Work Phone: 901-576-4238
Fax: 901-523-9388
E-mail: joyce.cox@memphistn.gov

Objective

To obtain a position in management or related field

Education

2009-2010	Belhaven University Master of Science in Leadership
2007-2009	Belhaven University Major – Bachelor of Science in Management
1979-1983	University of Memphis Major - Communication, Radio/TV Broadcasting Minor - Business Administration
1977-1979	Northside High School 1212 Vollintine Memphis, Tennessee 38107 Graduated with Diploma.

Continuing Education

1989	Principles of Real-Estate Certification
2002	United States Department of Housing & Urban Development Home Certification (HUD)
2001	Chattanooga State University Construction Certification
2003	Tennessee Housing Development Authority Housing Counselor Certification (THDA)
2005	National Development Council Housing Program Certification

Professional Experience

1999-Present	Community Housing Development Organization (CHDO) Coordinator City of Memphis' Housing and Community Development Non-Profit Housing Department 619 North Seventh Street Memphis, Tennessee 38107
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Manage Community Housing Development Corporations (CHDOs) in the development of housing for low income families through the use of HUD HOME funds. Facilitate the development of Capacity for CHDO in the City of Memphis by for non-profit organizations. Review project/administrative files, and legal documentation such as deeds, restrictive covenants, real-estate contracts and HUD I settlement statements to approve transactions. Assess/approve funding applications through the City of Memphis Strategic Community Investment Funds (SCIF) process. Conduct workshops for board development, construction process (new construction and rehabilitation of housing development) as well as property marketing. Assist Manager in marketing the CHDO Program by conducting tours of projects, producing videos, creating brochures and quarterly newsletters. Facilitate meetings with

Joyce A. Cox

City Council Representatives and CHDOs as well as other government entities (e.g., US Department of Housing & Urban Development lenders) and attorneys in helping to promote homeownership. Assist in annual CHDO financial and program audits.

1995-1999

Down payment Assistance Analyst
City of Memphis Housing and Community Development
Down payment Assistance Department
701 North Main Street
Memphis, Tennessee 38107

Prepared loan documents, approved loans, provided pre/post counseling to applicants. Report on loan loss for DPA program to Director. Facilitate down payment assistance program workshops to inform lenders, real-estate agents and attorneys about the loan program for the City of Memphis..

1983-1995

Installment Loan Asset Management Officer
First Tennessee Bank
300 Court
Memphis, Tennessee 38101

Managed Real estate Owned (REO) statewide for retail credit division. Filed various forms on foreclosed properties, marketed property modified loan terms, lowered interest rates and allowed extensions. Negotiated real-estate contracts, attended closings and signed on behalf of FTB in Memphis, Mississippi, Georgia, Texas and New York. Hired foreclosure attorneys and real estate agents in the Western Region. Maintained records for OCC review, prepared monthly reports of loan loss for regional president, and managed statewide Home Equity line of credit (HELOC) portfolios.

Strengths

I am a competent, reliable and committed professional with a proven record of success. I am a dedicated, hard working, detail oriented, team player who possesses good computer skills and superior oral and written communication skills.

Reference

References will be furnished upon request.

LANDMARKS COMMISSION

9 Member Board

Oath of Office Required

5 Year Term

Suzanne Askew	F/W	08-31-13	5yr. Term
Elise Frick	F/W	07-14-10	5yr. Term
Verna Hawkins-Lambert	F/B	05-26-13	5yr. Term
Keith Kays	M/W	10-31-12	5yr. Term
William S. 'Bill' Nixon	M/W	07-14-10	5yr. Term
William Scarbrough	M/W	06-30-08	5yr. Term
Earlice Taylor	F/B	08-31-09	5yr. Term
James Toles LUCB REP	M/B	07-14-10	5yr. Term
Hyland, Stanley E.	M/W	08-13-13	5yr. Term