City of Memphis

TENNESSEE

DR. W. W. HERENTON
MAYOR

November 6, 2007

The Honorable Brent Taylor
Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514

Dear Chairman Taylor:

Subject to Council approval, it is my recommendation that:

Ivette Monzon

be appointed to the Alcohol Commission with a term expiring December 31, 2010.

I have attached biographical information.

Sincerely,

Dr. Willie W. Herenton

WWH:jd

c: Council Members

Ivette Monzón, Assistant to Shelby County Mayor on Hispanic Affairs, Shelby County Government

Native of Costa Rica, she came to the United States 28 years ago, graduated from the University of Memphis with a degree in Arts and Sciences Mayor in Spanish and a Minor in Business Economics. She is also a graduate of the 2007 Leadership Memphis Executive Class. Certify Interpreter and Translator

In 1990 Mrs. Monzon created The Tennessee Language Institute, along with instructors from the National Association of Judiciary Interpreters and Translators (NAJIT) from Texas, she trained the first 10 (ten) Certified Legal Bilingual Interpreters and Translators for General Session Criminal Court system. Mrs. Monzon has being a Certify Interpreter and Translator for 17 years.

As the Assistant to Shelby County Mayor A C Wharton on Hispanic Affairs, she acts as a liaison to cultivate ongoing communication between Shelby County Government and the Hispanic community; establish and maintain collaborative outreach efforts with other programs/agencies with similar goals.
Ultimately, the position is charged with educating Hispanics citizens how to ascertain county services designed to improve the quality and safety of life and to assure that the Hispanic Community is not denied from participating in Federal programs and Grants.

Prior to working for Shelby County she worked at AutoZone Inc, as Program Administrator for the Training and Development Department were she was responsible for translating all data and technical training materials, along with her team she translated into Spanish WITJR the AutoZone parts search engine.

Mrs. Monzon plays a big role in the Community she serves as a Board member in the Hispanic Business Alliance or Hispanic Chamber of Commerce, Lebonhuer Children and Parents Board, Latino Memphis, Hollywood Healthy Community, Moses Coalition in Infant Mortality She is a volunteer Interpreter Ronald Mc Donald House.

City of Memphis

TENNESSEE

DR. W. W. HERENTON
MAYOR

November 6, 2007

The Honorable Brent Taylor
Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514

Dear Chairman Taylor:

Subject to Council approval, it is my recommendation that:

Martavius D. Jones

be reappointed to the Alcohol Commission with a term expiring December 31, 2010.

I have attached biographical information.

Sincerely,

Dr. Willie W. Herenton

WWH:jd

c: Council Members

Martavius D. Jones

Home:
1398 Worthington Circle
Memphis, TN 38114
(901) 289-8594

Business:
280 Hernando Street, 2nd Fl.
Memphis, TN 38126
(901-)312-9166

Email: martavius@bellsouth.net

Profile

- NASD Series 7, 24, 63, 65, 66 and Tennessee Insurance License
- Entered investment field in 1994 and financial services industry in 1990
- Effective working independently and collaboratively in a team environment
- Exceptional analytical, problem solving, oral and written communication skills
- Dedicated and committed to excellence
- Excellent presentation skills

Experience

Jones Wealth Management Group, Memphis, TN
Financial Advisor/President, May 2001-present

- Providing retirement, financial, and estate planning advice and establishing retirement plans for self-employed individuals, small businesses and non-profits (401(k), SEP-IRA, SIMPLE IRA, 403(b), Profit Sharing, etc.) through First Union Securities Financial Network (2001-2002) and Kovack Securities (2002-present) as an independent (contractor) financial advisor.
- Rendering investment advisory and asset management for individuals and families, and non-profit organizations through Kovack Securities and affiliates.
- Engaged as an independent insurance producer in life, health, and disability insurance sales.

AmSouth Investment Services, Nashville & Memphis, TN
Investment Services Representative, April 1998-April 2001

- Providing retirement planning advice and establishing retirement plans for self-employed individuals, small businesses and non-profits (SEP-IRA, SIMPLE IRA, 403(b), Profit Sharing, etc.).
- Rendering financial and estate planning advice for individuals and families, and non-profit organizations.
- Leading the sales efforts and development of 15 fixed annuity sales representatives achieving one of company's Top 10 selling groups.
- Developed and conducted educational investment seminars for current and prospective clients.

A.G. Edwards & Sons, Inc., Nashville, TN
Investment Broker, March 1994-March 1998

- Developed and managed client portfolios through the sale of equity and fixed-income oriented investments, including individual stocks and bonds, mutual funds, and unit investment trusts.
- Developed and maintained retail securities customer base through prospecting methods that included cold-calling, direct-mail, and referrals.

Aetna Life & Casualty
Coordinator, Nashville, TN, February 1993-March 1994;

- Recruited primary care physicians, specialists and other healthcare providers for participation in managed healthcare programs.
- Negotiated and reviewed physician and facilities contracts for profitability and cost analysis.

Pathways Associate, Middletown, CT, September 1990-February 1993

- Prepared actuarial analysis for group health and life insurance and pension products.
- Provided sales support for sales force of group health and life insurance.
- Completed requests for proposals and marketing presentations for new business development and retention.

Education

Howard University, Washington, D. C.
Bachelor of Business Administration, Finance (1990)

Memphis Central High School, 1986

Additional Experience

Commissioner, Memphis Alcohol Commission (November 2003 – present)
Commissioner, Memphis City Schools Board of Commissioners (January 2006 – present)
Budget Chair (2006)
Guest Contributor, **Money Matters**, Fox 13 Memphis WHBQ-TV
H&R Block Income Tax Course (1991)
Tax Clerk, Arthur Andersen & Company (1989)

City of Memphis

TENNESSEE

DR. W. W. HERENTON
MAYOR

November 6, 2007

The Honorable Brent Taylor
Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514

Dear Chairman Taylor:

Subject to Council approval, it is my recommendation that:

Marsha Jenkins

be reappointed to the Alcohol Commission with a term expiring December 31, 2010.

I have attached biographical information.

Sincerely,

Dr. Willie W. Herenton

WWH:jd

c: Council Members

Resume
Of
MARSHA C. JENKINS

2397 Lowell Avenue
Memphis, TN 38114

(901) 744-7902

EDUCATION

1974 Master of Arts in Teaching
Interdisciplinary Interdepartmental Program
School of Education
University of Pittsburgh
Pittsburgh, Pennsylvania

1972 Bachelor of Arts
Major: History Minor: Speech and Theatre
Graduated Cum Laude
Eureka College
Eureka, Illinois

1968 Hamilton High School
Memphis, TN

QUALIFICATIONS

Extensive experience in higher education
Proven skills in grant writing and management
Experience in budgeting, strategic planning and management
Experience in course development and training programs
Ability to work well with people from diverse backgrounds

PROFESSIONAL EXPERIENCES

Counselor, Financial Aid
Southwest Tennessee Community College
2001 – 2005

Provided financial aid services to prospective and current students

Dean, Student Affairs
Shelby State Community College
1998 – 2001

Responsible for the management and operation of all activities and programs related to Student Affairs. Services included Admissions and Records, Financial Aid Testing, Counseling and Advising, Student Activities, Job Placement, Recruitment, Veteran Affairs, Upward Bound Program and Families First Program, Disabled Student Services.

Director, Recruitment, Orientation and Special Services
Shelby State Community College
1994 – 1997

Responsible for the development and administration of the student recruitment program, including identification of strategies that attract a diverse student body; and orientation for new students. Provided direct supervision for Veterans Affairs Program and the Upward Bound Program, which is a federally funded grant. The department employed 7 professionals and 3 support personnel. Prepared and monitored budgets to support departmental functions. Participated as a member of the President's Council, Strategic Planning Committee, Enrollment Management Committee and Marketing and Public Relations Committee.

From July 1991 to July 1994, the department was known as Enrollment Management. Responsibilities were essentially the same.

Director, Counseling and Student Development
Shelby State Community College
1988 – 1991

Responsible for the administration of counseling services including pre-admissions, financial aid, career and personal counseling. Shared supervision of institutional testing.

Director, Career and Job Placement
Shelby State Community College
1984 – 1988

Responsible for the administration of career planning, college work-study program and job placement. Developed interview screening process and job readiness training.

Director, Special Services Program
Shelby State Community College
1979 – 1984

Directed the federally-funded Special Services Program, Title IV. Duties included grant writing, program development, monitoring and evaluating, budgeting and supervision.

Coordinator, Community Services
Shelby State Community College
1975 – 1979

Developed short courses, workshops and seminars of community interest. Conducted needs assessments, developed and implemented training programs. Duties included negotiating facilities, proposal writing, selection and coordination of a variety of instructors at multiple sites.