

## **Application of Nyzinga Patterson**

Your name: Nyzinga Patterson

**Section 3. Questions for you to complete. (If you need more space, you may attach additional pages.)**

**A. Please review the following requirements from the Home Rule Charter for serving on the Commission on Parks and Recreation. How do you meet those qualifications?**

"Qualifications. The members shall have demonstrated experience or skills relevant to the powers and duties of the Commission including, but not limited to: sports, recreation and athletic programming; natural lands management, watershed management, and environmental protection; tourism, marketing and public relations; business and finance; neighborhood revitalization; community leadership; historical and architectural preservation; landscaping and horticulture; and fundraising. The Commission shall also be reflective of the geographic, racial, ethnic, and gender diversity within the City."

Your name: Nyzinga Patterson

**B. In these difficult economic times, what do you think the Commission on Parks and Recreation should do to support, promote, and invest in the City's park and recreation system?**

I think the Commission should source additional funding for to improve services and offerings and effectively communicate with the community the need for a collective effort to help in maintaining all public spaces.

**As a member of the Commission, what would you do to assist the Commission in achieving these goals?**

I would actively recruit young volunteers and engage them in community beautification projects across the city. I would also work with other city services to ensure the efforts are not redundant and enable the City of Philadelphia to improve its image as it relates to Parks and Recreation. I would like for every park to be like the Garden of Eden – Beautiful.

**C. Please review the role and responsibilities of the Commission, which are set forth in Part I of this application. Then, please attach a statement of no more than 500 words explaining why you want to serve on the Commission Parks and Recreation and why you believe you should be nominated to do so.**

Quite simply, I want to make a difference in my city. At 32 years of age, I am not getting any younger and this would be a great opportunity for myself to do something I love to do – clean up something. Parks and Recreation is a perfect opportunity for someone like myself.

**Section 4. Resume:** Please attach to this application an up-to-date resume. Include your name, but do not include any personal contact information (street address, phone number, e-mail address) that you do not wish to be publicly available. On the resume, please provide the following information:

- Your employment history – employers, job titles and responsibilities, and dates of employment. If you have been self-employed, include that information.
- Your education or training – schools attended, degrees attained, and dates.
- Your community and professional organizations, affiliations, and activities.
- Optional: Any additional information that you consider relevant to this application.

## **NYZINGA L. PATTERSON**

### **PROFILE**

An experienced and reliable manager with a proven record of success in office administration and human resources. Able to interact effectively and efficiently with corporate directors, board members, committees, and executive representatives and external partners at all levels. A self-motivated, reliable, with experience in coordinating daily operations in a fast-paced environment. Meticulous in document preparation, record keeping, database maintenance, and client communications. Excellent prioritization skills developed through handling multiple tasks simultaneously.

Software Skills: Proficient in People Soft, QPR Balance Scorecard Software, Crystal Reports, and MS Office, Access, Outlook, Finance and Investment Software, Bloomberg training.

### **PROFESSIONAL HISTORY**

***William Penn Foundation, Philadelphia, PA***

***Manager, Investment Operations, November 2010 – Present***

- Provide back-office operational support for the Foundation's endowment and investment operations.
- Monitor investment portfolio to ensure investment objectives are realized.
- Performs and oversees others on calculating returns and validating asset value.
- Liaison with custodial bank, external auditors, investment committee, finance, and other internal depts.
- Oversees Interns in support of operational activities.

***Investment Assistant, March 2006 – November 2010***

- Provide administrative support to the Chief Investment Officer
- Perform financial research, data gathering, and entry-level financial analysis
- Effectively coordinated and managed investment due diligence schedule
- Effectively handled all aspects of the CIO's daily portfolio of meetings and calls
- Responsible for ensuring managers report on all foundation funded investments

***Administrative Assistant, March 2004 – August 2006***

- Provide administrative support to the president, directors, chairs, officers, committees, and grant managers; serve as backup to the receptionist and information assistant
- Assemble meeting packets, schedule and coordinate meetings, set up conference calls with internal and external clients, and make travel arrangements
- Prepare weekly proposals for funding review packets; process proposals and letters of inquiry from organizations seeking funding
- Process board of directors, investment committee, and family small gift recommendations as well as matching gifts for board members, the investment committee, family, and staff

**AMERICAN RED CROSS - SOUTHEASTERN PENNSYLVANIA, PHILADELPHIA, PA**

***Executive Assistant, January 2002 – March 2004***

- Scheduled and organized executive-level meetings; coordinated activities involving multiple departments, members of the community, the board, and committees
- Facilitated monthly, quarterly, and year-end statistical reporting
- Performed filing, desktop publishing, report formatting, and telephone reception
- Handled travel and schedule arrangements and preparation and maintained expense records

### **EDUCATION**

**UNIVERSITY OF PHOENIX, PHILADELPHIA, PA**

- Bachelor of Science in Business - Management, 2008

**COMMUNITY COLLEGE OF PHILADELPHIA, PA**

- Associate of Arts in Business, 2004

**COMPUTER LEARNING CENTER, CITY / PHILADELPHIA, PA**

- Network Technology, Fall 2000

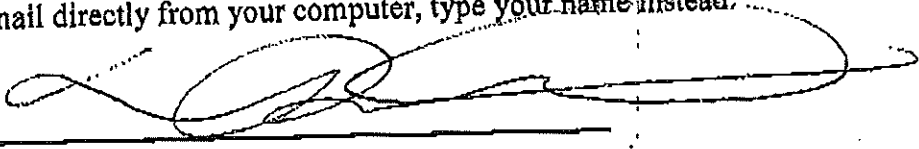
### **AWARDS**

- Greater Philadelphia Chamber of Commerce Paradigm Scholarship for Working Women, Two-Time Recipient, 2003 / 2005

Your name: Nyzinga Patterson

**Section 5. Optional supporting materials.** You are invited to submit up to three letters of recommendation. You may submit them along with your application or separately. If you have not submitted them by the time that Council holds its public hearing for applicants, please bring the letters with you and submit them when your name is called.

**Section 6. Signature.** Please sign on the line immediately below. If you are submitting your application by e-mail directly from your computer, type your name instead.

  
\_\_\_\_\_

**Section 7. Date.** Indicate the date that you are submitting this application:

4/10/2012

If you are selected to serve on the Commission on Parks and Recreation, you will be required to file the City's annual financial disclosure form. You will also be subject to ethics laws applicable to City boards and commissions (and to the jurisdiction of the Philadelphia Board of Ethics). In addition, the Mayor's Executive Order No. 3-10 requires that appointees to City boards and commissions be in compliance with tax laws and all City fines and fees; in that connection, you will be required to complete a "Tax Clearance Application," which will authorize the City's Department of Revenue to confirm that you are in compliance (or have entered into a voluntary payment agreement).

If you have questions about the application process, please contact  
Theresa Brunson at 215-686-3424 or  
Hal Fichandler at 215-686-7667.

This is the last page of the application.