



00-C-2083

CITY OF ATLANTA

BILL CAMPBELL
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
(404) 330-6100

November 29, 2000

President Robert Pitts &
Members of Atlanta City Council
55 Trinity Avenue, SW
Atlanta, Georgia 30335

Re: Appointment to the Keep Atlanta Beautiful Commission

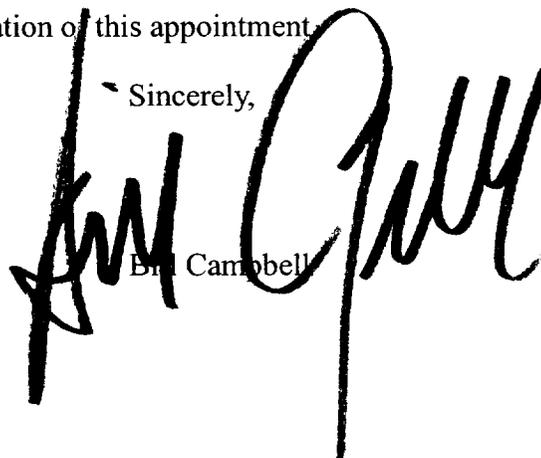
Dear President Pitts and Members of Council:

It is a pleasure for me to accept Councilmember Vern McCarty's recommendation of **Ms. Lydia Holmes** to serve as a member of the **Keep Atlanta Beautiful Commission**. This appointment is for a term of two (2) years, scheduled to begin on the date of Council confirmation.

I am certain that Ms. Holmes will serve the City of Atlanta with distinction.

I respectfully urge confirmation of this appointment.

Sincerely,



Bill Campbell

Enclosures

LYDIA D. HOLMES

1357 Jonesboro Road * Atlanta, Georgia 30315 * (404)524-2564

EDUCATION

Clayton College and State University, January 1997 – June 1999
August 1988-June 1990
Major – Business Management

DeVry Institution, August 1990 - June 1991
Major - Computer Sciences

SKILLS

Managing employees, Internal / external communication, Administrative, General Office Duties, Data Entry, Computer Knowledge: Office 97, Excel, Access, Lotus, Word for Windows 98, Word Perfect, Ami Pro, Raiser's Edge, TicketMaster PCI and Classic TicketMaster, Book Keeping

WORK EXPERIENCE

Ticket Services Manager; *The Atlanta Opera*; Atlanta, Georgia
February 1999-Present

Responsibilities include: Set up and implement policies and procedures for Ticket Services Office; Supervise, hire and train Ticket Services staff, interns and volunteers; Manage subscription ticketing process; Satisfy patron ticket problems and request; Maintain Opera database of over 8000 subscribers; Receive and process all internet orders; Receive and respond to all general opera email; Oversee the daily operations of the telemarketing campaign; Serve as liaison with Ticketmaster and the Fox Theatre Box Office for setting up events, discounts and equipment maintenance; Edit printed materials directed at ticket buyers; Assist in coordinating special promotions and events for subscribers and single ticket buyers; Manage all merchandise sales and promotions

Box Office Associate, *Atlanta Ballet Company*, Atlanta, Georgia
February 1995 – February 1999

Responsibilities included: Building of season accounts in Ticketmaster; Assisted in the processing of season, single and complimentary ticket orders; Trained and supervised all part-time and seasonal employees; Tracked account receivable records and payments; Receiving of all monies donated to the Atlanta Ballet and recording accordingly; Recorded daily credit card transactions; Completed all daily reports

Box Office Clerk; *Fox Theatre*; Atlanta, Georgia
October 1996 – September 1999

Verified ticket accounts; Distributed prepaid tickets; Prepared reports for show settlement; Assisted in problem solving; Answered incoming calls

Body Shop Office Assistant; *Southlake Mitsubishi*; Morrow, Georgia
October 1994 - February 1995

Scheduled appointments; Arranged for rental cars; Assisted manager with auto estimates and insurance claims; Calculated and processed all shop employees payroll; Performed general office duties

Customer Service Representative; *TicketMaster Southeast*; Atlanta, Georgia
April 1991 - August 1994

Assisted customers with advance ticket sales; Answered customers inquires regarding orders; Completed daily reports regarding credit card verification and fraudulent accounts; Printed and mailed tickets

ACTIVITIES

Henry M. White United Methodist Women; Vacation Bible School Teacher; Youth Tutor; United Methodist Youth Fellowship Leader; South Atlanta Civic League Secretary

REFERENCES

Available on request

RCS# 2500
1/02/01
2:38 PM

Atlanta City Council

Regular Session

MULTIPLE

Items 1-4 2079; 2080; 2081; 2083

CONFIRM

YEAS: 14
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 2
EXCUSED: 0
ABSENT 0

Y McCarty	Y Dorsey	Y Moore	Y Thomas
Y Starnes	Y Woolard	Y Martin	Y Emmons
Y Bond	Y Morris	Y Maddox	NV Alexander
Y Winslow	Y Muller	Y Boazman	NV Pitts

MULTIPLE

00-C-2083

(Do Not Write Above This Line)

A COMMUNICATION BY MAYOR BILL CAMPBELL
A COMMUNICATION TO APPOINT MS. LYDIA
HOLMES TO SERVE AS A MEMBER OF THE
KEEP ATLANTA BEAUTIFUL COMMISSION FOR
A TERM OF TWO (2) YEARS

CONFIRMED BY
JAN 0 2 2001
COUNCIL

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2nd READ & REFER
- PERSONAL PAPER REFER

Date Referred 12/4/00

Referred To: City Utilities & Committee

Date Referred
Referred To: Council

Date Referred

Date Referred

Referred To:

First Reading

Committee _____
Date _____
Chair _____
Referred to _____

Committee _____
Date _____
Chair _____
Action: _____
Fav, Adv, Hold (see rev. side)
Other: _____
Members _____
Refer To _____

Committee _____
Date 12-12-00
Chair Chair Dudley
Action: _____
Fav, Adv, Hold (see rev. side)
Other: _____
Members _____
Refer To _____

Committee _____
Date _____
Chair _____
Action: _____
Fav, Adv, Hold (see rev. side)
Other: _____
Members _____
Refer To _____

Committee CUC
Date 1/2/01
Chair Chair Mabe
Action: _____
Fav, Adv, Hold (see rev. side)
Other: _____
Members _____
Refer To _____

FINAL COUNCIL ACTION
 2nd 1st & 2nd 3rd
Readings
 Consent V Vote RC Vote

CERTIFIED

CERTIFIED
JAN 2 2001

ATLANTA CITY COUNCIL PRESIDENT

[Signature]

CERTIFIED

MAYOR'S ACTION