CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

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

02-C-1057

May 17, 2002

President Cathy Woolard and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell Street SW
Atlanta, Georgia 30335

RE: Appointment to Supplemental Environmental Projects (SEP) Advisory Committee

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint **Ms. Buszeda Hudson** to serve as a member of the **Supplemental Environmental Projects (SEP) Advisory Committee** of the City of Atlanta. This appointment is for a **term of one (1) year and does not require Council Confirmation**, and thus, is scheduled to begin on the abovementioned date.

I am confident that Ms. Hudson will serve the Supplemental Environmental Projects (SEP) Advisory Committee with distinction.

Sincerely,

Shirley Franklin

Shirley Franklin

Enclosures

RESUME

BUSZEDA B. HUDSON
2783 HEDGEWOOD DRIVE, N.W.
ATLANTA, GEORGIA 30311
(404) 691-2511 (H) or (404) 853-5644 (W)

EXPERIENCE: ***SOUTHTRUST BANK***

2000 to Present

Commercial Credit Files - Supervisor
Supervise the Credit File functions so that credit information supplied to the department is easily used and retrieved. Responsibilities: Responsible for all Credit File personnel matters, including, interviewing and hiring new employees; training and cross-training all employees. Knowledgeable of all Credit File department functions, responsibilities and procedures. Assign job responsibilities or create positions, as needed, within the department so that all work is completed in a timely manner with maximum production for each employee. Handle routine personnel functions, such as bi-weekly time sheets and vacation schedules. Develop and communicate performance standards and annual goals for each employee.

1993 to 2000

Credit Administration/Commercial Credit Dept. - Administrative Assistant/Systems Administrator
Duties: Answering the telephones; ordering of all office supplies; scheduling of vacation and processing weekly time sheets; xerox copying of all credit analyses done by the analysts; type weekly Loan Committee Minutes for loan packages to be filed; process monthly reports of analyses completed by each analyst and tracking reports of analyses; responsible for daily computer network system tape back-up, maintenance and servicing of all equipment for department. Required to complete any and all "special" projects and reports and enter data into computer. Process expense reports for department and staff. Process requests for new equipment, furniture, telephones, etc. Organize and circulate all departmental reading material; also update departmental reference library. Assist Appraisal Review and Credit Files departments in whatever capacity necessary.Computer software used: WordPerfect (Corel) 6.1, Lotus 1-2-3 Release 5, Microsoft Windows 3.1. and Windows 95.

1989-1993

Asset Based Lending Dept. - Secretary
Duties: Typing for 4 Loan Officers and 2 Auditors; opening and distributing the mail daily; xerox copying of all Committee Loan packages to be approved weekly; opening and closing of commercial checking accounts for new and existing customers; daily customer contact to balance collateral accounts, make wire transfers for the customers, and to debit and credit their operating accounts; typing all Corporate Resolutions for all account changes; use of CRT Terminal for looking up customer information and inquiries on their accounts; assisted the Office Clerks in their day-to-day duties with the customers'

accounts. Use of a Xerox Memorywriter on a daily basis. Answering of telephones, ordering of all office supplies; scheduling of vacation and processing of weekly time sheets.

NATIONAL BANK OF GEORGIA
FIRST AMERICAN BANK OF GEORGIA
SOUTHTRUST BANK OF GEORGIA
(Two acquisitions occurred during my employment)

1980-1989 ***Commercial Credit Dept. - Secretary***
Duties: Typing for 13 Credit Analysts; answering the phones; opening and distributing the mail daily; xerox copying of all credit analyses; ordering of all office supplies and forms for the department; trained new credit analysts on the use of current computer software being used by the department. Software used at that time was: SAMNA, and Lotus 1-2-3.

EDUCATION: ***Henry McNeal Turner High School***
Atlanta, Georgia

1963-1968 Received high school diploma with 3.0 grade average. ROTC for 2 years. Orchestra for 3 years. Business courses taken in Food Management and Career Education.

1968-1970 ***Atlanta Business College***
Atlanta, Georgia

Secretarial school for 2 years. Developed office skills for placement on jobs with the companies that financially supported the school.

January/June 1996 ***ExecuTrain (Company Training)***

Completed training courses for Custom 1-2-3, WordPerfect, Windows 6.1. Attended and completed Fred Pryor Seminar, "The Exceptional Assistant".

January, 1997 ***Executrain (Company Training)***

Completed training course for Netware 3.12 SAA

REFERENCES: References furnished upon request.

02-C -1057

(Do Not Write Above This Line)

A COMMUNICATION
FROM MAYOR SHIRLEY FRANKLIN

A COMMUNICATION FROM MAYOR SHIRLEY FRANKLIN APPOINTING BUSZEDA HUDSON TO THE SUPPLEMENTAL ENVIRONMENT PROJECTS (SEP) ADVISORY COMMITTEE. THIS APPOINTMENT DOES NOT REQUIRE COUNCIL CONFIRMATION.

Council
Filed 6/3/02
w/o objection

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

Date Referred
Referred To:
Date Referred
Refferred To:
Date Referred
Referred To:

First Reading
Committee
Date
Chair
Referred To

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

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

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

CERTIFIED

CERTIFIED
JUN 03 2002
ATLANTA CITY COUNCIL PRESIDENT
Cathexa M. Woolard

CERTIFIED
JUN 03 2002
Rhonda Dauphin Johnson
MUNICIPAL CLERK

MAYOR'S ACTION