

10-0917

(Do Not Write Above This Line)

A COMMUNICATION BY COUNCIL PRESIDENT CEASAR C. MITCHELL:

RE-APPOINTING KEENA R. EDDINGTON TO SERVE AS A MEMBER OF THE ATLANTA COMMISSION ON WOMEN. THIS RE-APPOINTMENT IS FOR A TERM OF TWO (2) YEARS, RETROACTIVE TO JULY 18, 2009.

CONFIRMED

CONSENT REFER

REGULAR REPORT REFER

ADVERTISE & REFER

1st ADOPT 2nd READ & REFER

PERSONAL PAPER REFER

Date Referred: 5/17/10

Referred To: Comm on Council

Date Referred: _____

Referred To: _____

Date Referred: _____

Referred To: _____

First Reading

Committee _____

Date _____

Chair _____

Referred To _____

6/17/10

Committee: C&C

Date: 6/17/10

Chair: _____

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: _____

6/21/10

Committee: C&C

Date: 6/21/10

Chair: [Signature]

Action: Fav, Adv, Hold (see rev. side)

Other: _____

Members: [Signature]

Refer To: _____

Committee _____

Date _____

Chair _____

Action: Fav, Adv, Hold (see rev. side)

Other: _____

Members: _____

Refer To: _____

FINAL COUNCIL ACTION

2nd 1st & 2nd 3rd

Readings

Consent V Vote PRC Vote

CERTIFIED

CERTIFIED

JUN 21 2010

ATLANTA CITY COUNCIL PRESIDENT

[Signature]

CERTIFIED

JUN 21 2010

[Signature]

MUNICIPAL CLERK

MAYOR'S ACTION



RECEIVED
OFFICE OF
MUNICIPAL CLERK
10-C-0917
2010 MAY 12 PM 2:23

ATLANTA CITY COUNCIL

CEASAR C. MITCHELL
PRESIDENT
ATLANTA CITY COUNCIL

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May 12, 2010

Councilmember Felicia A. Moore
Committee on Council Chair
55 Trinity Avenue, S.W.
Second Floor East
Atlanta, Georgia 30303

RE: Atlanta Commission on Women

Dear Councilmember Moore,

Attached is the resume for Ms. Keena Eddington and it is my pleasure to reappoint her to serve as a board member for the Atlanta Commission on Women. This appointment is for a **term of two (2) years** on the date of Council confirmation.

Ms. Eddington has unselfishly served on the Commission in the past and has assured me, she will continue to do so going forward.

Sincerely,

Cesar C. Mitchell

Cc: Rhonda Dauphin Johnson, Municipal Clerk

Keena R. Eddington

Professional experience

Corporate and Customer Service experience in both the Legal and Hospitality industries, working independently as a self-starter, and a team player, wherever needed, multi-tasking for efficiency and effective management of time, with a mature work ethic and commitment to excellence.

March 2008 present

Contractual Paralegal/ Administrative Support
Sparlin Healthcare, Atlanta, Ga.

Sept. 2004 - March 2008

Receptionist / Office Service Support, Smith, Gambrell & Russell, Atlanta, Ga.

- Administrative and Paralegal support
- PBX trained to answer multi-line phone system (Avaya and Cisco)
- Receiving and routing, incoming and outgoing mail , UPS, FedEx, and Courier packages
- Records Indexing , opening and closing using Legal Key software

Dec. 2000- Sept. 2004

Paralegal / Office Manager - William P. Keenan, Esq., Atlanta, Ga.

- Management, day to day operations
- Case Research
- Opening and Closing case files
- Interviewing clients and witnesses for case assessment
- Scheduling appointments and Maintaining Calendars
- Document creation for court filings

April 1998 - August 2000

Club Concierge – Ritz Carlton, Buckhead

- Guest Registration and Reservations
- Event Planning and Set-ups

Feb. 2002- July 2004

Advocate - Women's Crisis Center, College Park, Ga.

- Crisis Counseling
- Safety Planning
- Advocating for families leaving shelters

Dec. 2001 – May 2004

Certified Advocate, Temporary Protective Order Program
Municipal Court Atlanta, Ga.

Education

1977 -1980 Oakland University, Royal Oak, Michigan

Business Administration and Marketing

2000 – 2002 Continuing Education in Paralegal Studies

**Volunteer
2000 - 2004**

Certified Temporary Protective Order Program
Atlanta Municipal Court, Atlanta, Ga.

Victim's advocate working in collaboration with existing social service agencies.

**Community
Service**

I am a board member with the Atlanta Commission on Women

References Upon Request

RCS# 322
6/21/10
3:07 PM

Atlanta City Council

REGULAR SESSION

MULTIPLE 10-C-0608,0612,0618,0916,0917,1054,1055
10-C-1056
CONFIRM

YEAS: 13
NAYS: 0
ABSTENTIONS: 0
NOT VOTING: 3
EXCUSED: 0
ABSENT 0

Y Smith	Y Archibong	Y Moore	Y Bond
Y Hall	NV Wan	Y Martin	Y Watson
Y Young	Y Shook	Y Bottoms	NV Willis
Y Winslow	Y Adrean	Y Sheperd	NV Mitchell

MULTIPLE