

5.2.1



JAMES J. FIORENTINI  
MAYOR

CITY OF HAVERHILL  
MASSACHUSETTS

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December 6, 2011

City Council President Michael Hart  
& Members of the City Council

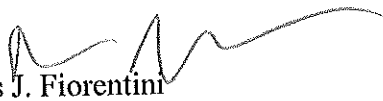
**RE: Tara C. Salvi**

Dear Council President & Members of the City Council:

I hereby appoint Tara C. Salvi of 18 Currier Ave. to the Downtown and Waterfront Master Planning Committee.

This is a non-confirming appointment which will take place immediately.

Very truly yours,

  
James J. Fiorentini  
Mayor

JJF/lk

cc: Tara Salvi  
William Pillsbury

# Tara C. (Conte) Salvi

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## PROFILE

- Detail-oriented, intelligent and inquisitive MBA with natural leadership capabilities.
- Selected for and completed highly competitive two-year Financial Leadership Development Program at Raytheon Company.

## EXPERIENCE

### **COPYRIGHT CLEARANCE CENTER, Danvers, MA**

April 2011 – present

#### Senior Financial Analyst

- Partner with various Vice Presidents for the financial management of their departments
- Provide detailed analysis of financial performance and recommendations for future decisions on the department, cost center, and project level
- Support quarterly forecast and annual budget processes
- Maintain Cognos budgeting and forecasting systems

### **CHILDREN'S HOSPITAL, Boston, MA**

October 2008 – April 2011

#### Budget Analyst II

- Produced various reports for the monthly and quarterly financial presentations to Senior Management and the Board of Directors
- Coordinated custom reports for department managers
- Analyzed and processed budget conversions within PeopleSoft Position Management and the General Ledger
- Implemented \$57M operational improvement budget reduction during the FY2010 process
- Received multiple Exceptional Care Exceptional Service Awards for demonstrated teamwork in supporting various business areas and managers.

### **TERADYNE, North Reading, MA – *Leading Supplier of Automatic Test Equipment to the world's leading semiconductor, electronics and automotive companies***

June 2008 – October 2008

#### Financial Analyst

- Coordinated weekly revenue forecasting and recognition activities with sales, marketing, operations and finance stakeholders
- Tracked departmental spending weekly
- Prepared documents for and attend weekly update meetings with senior division management
- Updated quarterly forecast files and prepare quarterly forecast upload for Corporate

### **MASSACHUSETTS GENERAL PHYSICIANS ORGANIZATION, Charlestown, MA**

May 2006 – June 2008

#### Senior Budget Analyst

- Promoted from Budget Analyst in February 2008
- Managed the FY09 Budget Process for over 30 hospital practices

# Tara C. (Conte) Salvi

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- Partnered with internal business groups and IT consultants to integrate new financial reporting software. Coached individual Administrative Directors (and groups) in understanding totally new budget process and using it effectively
- Assisted with creation of Business Objects Planning budget templates for annual budget submission process
- Trained new users and provided on-going support for Business Objects end users during budget submission process
- Provided clear and concise monthly salary and FTE analysis for presentation to Senior Management Team
- Created quarterly forecasts
- Compiled multi-year forecasts as related to Physician Compensation

**DIGIMARC CORPORATION, Burlington, MA** – *Leading Supplier of Secure Identity and Media Management Solutions*  
September 2005 – May 2006

## Financial Analyst

- Worked with other financial analysts and Senior Management to develop new budget process
- Assisted with weekly, monthly, quarterly & annual performance vs. plan analysis for distribution to senior management
- Proactively investigated variances to provide analysis and explanations for multiple programs
- Assisted with the creation and distribution of monthly management reporting packages
- Provided financial support to business managers

**RAYTHEON COMPANY, Various Locations**

June 2003 – June 2005

## Financial Leadership Development Program

- Operations Proposals (Andover, MA) January 2005 - June 2005
- Corporate Administration and Services (Waltham, MA) July 2004 - January 2005
- Program Financial Control (Tewksbury, MA) February 2004 - July 2004
- Manufacturing Operations Finance (Portsmouth, RI) June 2003 - January 2004
- Raytheon 6 Sigma Specialist
- Various training sessions as part of LDP curriculum and Raytheon Learning Institute
- Secret Government Security Clearance

## EDUCATION

**SIMMONS COLLEGE, Boston, MA**

Graduated August 2008

- Masters of Business Administration (MBA)
- Overall GPA - 3.5/4.0

**PROVIDENCE COLLEGE, Providence, RI**

Graduated Cum Laude May 2003

- Bachelor of Science Degree in Finance
- Overall GPA - 3.4/4.0
  - President - Circle K
  - Member - Pep Band and Concert Band

# **Tara C. (Conte) Salvi**

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- Campus Ministry Council member - Chairperson of Eucharistic Minister Committee

## **WORK-RELATED SKILLS**

- Microsoft Office, including advanced Excel skills; PeopleSoft; Business Objects Planning; Hyperion; SmartView; Cognos 8

## **LEADERSHIP & COMMUNITY SERVICE**

- Girl Scout Gold Award Recipient
- Circle K – Chartering Member
- Active Girl Scout Volunteer
- Extraordinary Minister of Holy Communion at All Saints Church, Haverhill, MA
- Pen Pal with the Promising Pal Program at Timilty Middle School, Roxbury, MA