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JAMES J. FIORENTINI
MAYOR

**CITY OF HAVERHILL
MASSACHUSETTS**

CITY HALL, ROOM 100
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December 2, 2011

City Council President Michael J. Hart
& Members of the City Council

RE: Gary Ortiz to Educational Fund Committee

Dear Mr. President and City Council Members:

Please be advised that I hereby appoint Gary Ortiz of 59 Bellevue Ave., Haverhill, to the Educational Fund Committee.

This appointment is effective immediately and does not require Council approval.

Very truly yours,


James J. Fiorentini
Mayor

JJF/lk

Cc: Gary Ortiz

Gary A. Ortiz
59 Bellevue Ave., Haverhill, MA 01832
(978) 390-2864 | garyaortiz@gmail.com

SUMMARY OF SKILLS:

- Data Entry, Tax Reports, Purchase Requisitions and Payment Approvals
- Three plus years experience in customer service and tax preparation
- MS-Office, SAP, Oracle, Windows XP-Vista-7, Freehand and Corel Draw
- Bilingual Professional: (English/Spanish)
- Notary Public Commonwealth of Massachusetts
- Individual Income Tax Certification

EDUCATION:

Associate of Science Degree, Accounting
Hesser College, Salem, NH

Enrolled March 2011

Northern Essex Community College, Haverhill, MA
English as Second Language coursework

2004-2005, 2010

Bachelor Degree, Marketing

2000

Universidad Catolica Tecnológica del Cibao, Dominican Republic

PROFESSIONAL EXPERIENCE:

Tax Professional Specialist III (tax seasons)

2009–2011

H&R Block, Lawrence, MA

- Accurately advised and filed taxes for individuals and small businesses using the following forms: 1040, Schedule A, E, C, D, and other tax forms. Also tax planning and recommendations were offered to clients according to their needs as well as other tax related services (Peace of Mind, Loans, Emerald Card, Second Look, etc.)

Achievements: More than 90% customer satisfaction and more than 95% tax return accuracy

Environmental Health and Safety Engineer Technician (2008-2011)

2003–Nov. 2011

Entegris Inc., Billerica, MA

- Secure a safe work environment for employees, contractors and the community
- Assure safe management of all chemicals and equipment in compliance with federal, state and local regulations
- Responsible for safety training (HazCom, New Employee Orientation, Fork Lift, Formaldehyde Orientation, and others)
- Responsible for creating and managing the purchase requisition in SAP and approved payments for most of the EHS department invoices (Over \$600,000.00 dollars purchase order per year)
- Data collection for TURA, Tier II, and chemical inventory for fire department, injury reports, OSHA logs, NPDES and other reports
- Waste Water Operator, responsible for shipping and collection of the hazardous waste
- Responsible for the maintenance of the Ph system, probes calibration and cleaning pumps
- Order and change acid and caustic levels to manage the waste water treatment plant
- Take samples for Discharge Monitoring Reports (DMR's), prepare and mail the DMR report to the EPA
- CPR, AED, and First Aid Certified
- **Financial Clerk (2007-2008)** Responsible for entry and close of all the work orders into SAP, made sure that all products coming from work center were charged to the correct departments, managed the warehouse daily circle count, if any missing parts search to find parts to reconcile issue
- **Material Handler III (2005-2007)** Responsible for daily receiving of products from UPS, FedEx and other carriers, make labels and put away the inventory products, responsible for drop shipments, processing of returns, place over 50 drums of different chemicals in the chemical storage room and connect them to the production lines on a daily basis
- Janitorial duties (2003-2004), promoted to material handler

Gary A. Ortiz

p.2

VOLUNTEER EXPERIENCE:

City of Haverhill, Redistricting of Precincts	February 2011-present
City of Haverhill, Community Advisory Board (Voting Member)	September 2010-present
City of Haverhill, Assistant Coach Baseball Little (Summers) 2009-2011	(Summers) 2009-2011
City of Lawrence, Voting Member of the Conservation Board	February, 2009-present

CERTIFICATIONS/TRAINING:

- Lean Six Sigma (Entegris, Inc.)
- Industrial Waste Water Operator 1 (Commonwealth of Massachusetts)
- DOT Ground Transportation (Hazmateam)
- IATA Air Transportation (Hazmateam)
- Hazardous Waste Regulation Seminar (Mabett & Associates)
- TRI and TURA Training Seminar (MA DEP)
- Lift Trucks Train the Trainer (NITCO)
- 24 Hour Emergency Response Technician (OSHA 29 CFR 1910.120q) (Hazmateam)
- 8 Hour OSHA Industrial Safety (Hazmateam)
- RCRA (Hazmateam)