

**STATE OF GEORGIA
CITY OF DUNWOODY**

RESOLUTION 2020-12-44

**A RESOLUTION APPOINTING A MEMBER OF THE URBAN REDEVELOPMENT
AGENCY OF THE CITY OF DUNWOODY**

WHEREAS, Chapter 61 of Title 36 of the Official Code of Georgia Annotated ("O.C.G.A."), entitled the "Urban Redevelopment Law," as amended (the "Urban Redevelopment Law"), creates in each municipality in the State of Georgia a public body corporate and politic to be known as the "urban redevelopment agency" of the municipality, for the purpose of exercising the "urban redevelopment project powers" defined in Section 36-61-17 (b) of the Official Code of Georgia Annotated; and

WHEREAS, by Resolution 2012-04-13, the Mayor and City Council activated the Urban Redevelopment Agency of the City of Dunwoody; and

WHEREAS, the City of Dunwoody is authorized by the City Charter to create boards, commissions and authorities as the Mayor and City Council deem necessary; and

WHEREAS, the Mayor and City Council previously adopted Chapter 2 ("Administration") of the City Code of Ordinances which provides for the appointment of a member to replace an outgoing member of any City Board; and

WHEREAS, the Mayor and City Council previously appointed Alan Wilson as a member of the Urban Redevelopment Agency of the City of Dunwoody, whose term expires on June 30, 2022; and

WHEREAS, the term of office of Alan Wilson has become vacant prior to the expiration of his term; and

WHEREAS, the Mayor and City Council wish to appoint Robyn Files as a member of the Urban Redevelopment Agency with the following term of office:

Robyn Files,expiring June 30, 2022

WHEREAS, this Resolution shall become effective upon its adoption.

NOW THEREFORE BE IT RESOLVED AND EFFECTIVE by the Mayor and Council of the City of Dunwoody while in regular session on November 29, 2021 at 6:00 pm, that Robyn Files is appointed as a member of the Urban Redevelopment Agency of the City of Dunwoody to fill the unexpired term of Alan Wilson.

Approved:

Lynn P. Deutsch, Mayor

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Attest:

Sharon Lowery, City Clerk
(Seal)

APPLICATION FOR APPOINTMENT

4800 Ashford Dunwoody Road | Dunwoody, GA 30338

Phone: (678) 382-6700 | Fax: (678) 382-6701

The Dunwoody City Council believes that citizens bring valuable insights and are a skilled resource in the community. The Council encourages all citizens to consider becoming involved in the city government by serving on a Board, Commission, or Committee. Applications are accepted throughout the year.

To be considered for an appointment to a municipal board, commission, or committee, please complete and submit the following application and send it with a resume to the City Clerk, Sharon Lowery. Applications and resumes may be submitted by e-mail to sharon.lowery@dunwoodyga.gov, by fax to (770) 396-4705, or by mail to 4800 Ashford Dunwoody Road, Dunwoody, GA 30338.

* Applicant Information

Name:		
Address:		
Phone:	Cell:	
Email:		
Place of Employment:	Occupation	
How long have you been a resident of Dunwoody?	Years	Months

* Board / Commission / Committee for which you would like to be considered

Alcohol License Review Board	Planning Commission
Audit Committee	Sustainability Committee
Board of Ethics	Urban Redevelopment Agency
Construction Board of Adjustment and Appeals	Volunteer Coordinating Committee
Convention and Visitors Bureau of Dunwoody	Zoning Board of Appeals
Design Review Advisory Committee	
Development Authority	
<input type="checkbox"/> No preference, I just want to volunteer!	

* Interest and Experience (*Please also attach or submit a resume*)

Why are you interested in serving on a board / commission / committee?
What experience do you possess that would be of benefit to a board / commission / committee?

* Terms & Conditions

<i>I hereby attest that all statements and information provided in this application are true to the best of my knowledge. I understand that I may be interviewed prior to consideration for appointment.</i>	
<i>I hereby agree that if appointed to serve as a member of a City of Dunwoody Board, Commission, or Committee, I will spend my time, skills, and energy on the goals and mission of the Board, Commission, or Committee including preparation for meetings. Furthermore I agree that, if appointed, my term will be governed by the By-laws of the Board, Commission, or Committee to which I am appointed.</i>	
<i>I understand that if appointed, I will make an effort to attend all meetings and must attend at least two-thirds of the scheduled meetings in order to remain a member in good standing.</i>	
Applicant's Name:	
Applicant's Signature:	Date:

Robyn Lee Files

4756 Ashford Club Dr. | Dunwoody, GA 30338 | Office 404.607.2647 | [REDACTED] | [REDACTED]

SUMMARY

A Green Belt certified manager with over 25 years of progressive and successful experience in all phases of project management. 24 years with Bank of America with key strengths in the areas of facilitating change while achieving goals in an ever-changing arena. Major experience includes:

- Project and Change Management Communications
- Training Development/Delivery
- Oral and Written
- Problem Analysis and Resolution Organization
- Strategy Marketing
- Business Liaison with Client

EXPERIENCE

BANK OF AMERICA

July 1996-Present

Transition and Conversions Project Management (11 years) Key projects include:

- CA/NW Checking and Savings Conversion to Model Bank Project Manager:
- GHR Countrywide and Merrill Lynch 401(k) Project Manager:
 - Converted the existing 401k Countrywide plans to the BAC 401k plans. Built new interfaces, manual processes, and system requirements for the ML Retirement 401k migration.
- MBNA Transition- Consumer and Small Business eCommerce Project Manager:
 - Converted the Consumer and Small Business projects combining Bank of America customers into the target MBNA Customer Systems
- Chicago Private Bank Conversion, Loans Servicing Project Manager:
 - Consulted with internal business clients to analyze, implement, and migrate Chicago existing loan systems and processes to the Model loan environment.
- Model Bank Conversion, CA Early Transition Initiatives (ETI) Project Manager:
- Barnett Equipment, and Training Coach, NHL Bubble Staff

Associate and Customer Communication Project Management (4 years) Key projects include:

- Merrill Lynch eCommerce/ATM Client Communications Lead: Managed aspects of client communications for ATM/ eCommerce products as well as the UST/RPS and Legacy BAI new website introduction. Worked with teams to develop content, managed review processes, worked with vendors to drive timelines and key deliverables for all written and online client communication that were shared with clients.
- LaSalle Integration Customer Communications: Change manager responsible for implementing the DDA/SAV customer communications mailed letters to customers impacted by the conversion of checking accounts, savings accounts, OLB users, SB accounts across IL, MI and IN.
- Fleet Transition, Associate Communications: Designed and created a website; Conversion Central on Site toolkit used as the transition related communication vehicle by Fleet associates and BC across nine states.
- Banking Center Standardization, Training Development:

Business as Usual (6 years) Key roles include:

- Small Business Strategy Marketing - Work closely with the LOB in developing comprehensive marketing plan for the strategic alliance and onboarding body of work. Manage timelines, creative and governance routines to ensure speed to market.
- Risk Manager for Checking, Fees and Debit Card in Retail Deposit Products-
- National Premier Incentive Redesign, Project Manager
 - Served as primary contact to six Premier Senior Executives for critical change initiative. Communicated, influenced and negotiated both vertically and horizontally to obtain or leverage necessary for consensus of decisions from Executives.
- Retail Banking Store Initiative, New Markets Analyst
 - Directed RBSI in opening new stores on time and within budget, developing standard processes to ensure profitability of a standard store design in one year.
- Banking Center Manager (2 years): Banking Center Management

OMNI OFFICES Atlanta, GA, Houston, TX, and Orlando, FL***Marketing Manager 8/93 – 4/96***

- Responsible for all marketing efforts, and educating commercial brokers in the area on Omni's office concept and referral programs.
- Coordinated leasing activities and managed office staff of 6 to provide client support for 72 executive office suites.

WAFFLE HOUSE Atlanta, GA***District Manager 91-11/92***

- Managed operations of a 24-hour, high volume district with accountability to maintain sales, P/L performance and revenue of \$1 million annually. Opened 2 new stores for the company.
- Recruited, supervised and trained 64 employees on positions and roles.
- Promoted from Manager to open 2 new stores in new market.

AT&T New Orleans, LA and Pensacola, FL***Marketing Manager 6/89 – 11/90***

- Conducted on-site evaluation of client's needs, provided cost/quality solutions to clients, created proposals and negotiated contracts.
- Coordinated installations and trained client personnel on the use of new systems, including follow up calls post installation.

EDUCATION: Louisiana State University, Baton Rouge, LA; Bachelor of Science, Marketing**COMPUTER EXPERIENCE:** Microsoft Word, Excel, PowerPoint, Outlook, Project, Visio, Discovery, SharePoint, ERIM, OP VAR, DSG, Green Belt Certified