

Form Name:
Submission Time:

Citizens Commission
February 14, 2019 2:14 pm

Name	Tamar Wallace
Address	[REDACTED] [REDACTED]
Phone	[REDACTED]
Email	[REDACTED]
Citizenship Affirmation	I am a U.S. Citizen
Residency Affirmation	I am a resident of the Commonwealth of Massachusetts
Statement of Intent	I intend to comply with and advance the policy established by this Act.
Statement of Interest	<p>I'm just an ordinary single mom of a teenage boy, living and working in Waltham, MA. I genuinely believe that single parents lack a voice in government, which is a shame, as so many political decisions effect us and other residents that live paycheck-to-paycheck. While I have no previous political experience, I ran my own graphic design business for 13 years, and was very involved in the Waltham Community. Whether I was coaching my son's soccer team, volunteering my design services to local organizations including Healthy Waltham or helping get local businesses (including Cafe on the Common) on social media, I enjoyed being a part of my community. I am extremely interested in joining this commission not only to help give the average person (and single parents) a voice, but also because this commission's purpose is something that I strongly believe in and support. I believe that the integrity of our democracy has been compromised, the current administration is rife with corruption and only an extremely small portion of this country is being represented, while the rest of us are at the mercy of large corporations and the people who give the largest contributions. I think the current system is broken, and I'd very much like to be a part of finding a solution that benefits everyone, rather than just a select few. Thank you very much for your consideration.</p>
Résumé or Summary of Qualifications Upload	https://s3.amazonaws.com/files.formstack.com/uploads/3282862/71887710/478080900/71887710_tamarwallaceresume.pdf
Political Party Affiliation, if any, over the previous five years	Democratic
City or Town where you reside	WALTHAM
Employment Status	Employed

Occupation	Office Manager/Graphic Designer
Employer	Applied Marketing Science

TAMAR WALLACE

SUMMARY

A driven, award-winning professional with over 20 years experience in both print-based and web design, and office management. Excellent verbal and written communication skills. Very detail-oriented and able to manage multiple projects and schedules.

PROFESSIONAL EXPERIENCE

APPLIED MARKETING SCIENCE • Waltham, MA

Office Manager/Graphic Designer • February 2013-Present

- Responsible for the day-to-day operation and management of multi-million dollar company.
- Responsible for maintaining inter-office calendar for both PTO and office events.
- Responsible for coordinating on-site and off-site events.
- Assisting both accounting and HR departments.
- Providing graphic design and project support when needed.

STUDIO CROSSINGS • Waltham, MA

Community/Office Manager • December 2011-May 2013

- Responsible for the day-to-day operation and management of a co-working space with multiple members.
- Responsible for creating, marketing and managing social, business and networking events.

RESOLVE of New England • Waltham, MA

Marketing Coordinator • March 2009-June 2011

- Design and implementation of visual identities throughout all print collateral and online spaces.
- Design and management of multi-page print publications, including quarterly newsletters and the annual directory.
- Responsible for maintaining and increasing membership.
- Responsible for various logistics for annual conference including design of conference program and registration form, checking in guests and processing on-site payments, etc.

TD+M • Waltham, MA

Creative Director • May 1999-December 2012

- Design and implementation of visual identities throughout all print collateral and online spaces.
- Design and management of multi-page websites, both built from the ground-up as well as modifying existing templates and themes.
- Design and management of multi-page print publications, including newsletters, directories, magazines, books and brochures, for multiple clients.
- Management of print projects, from concept to final output, including working with various vendors.

EDUCATION

Northeastern University • BS Candidate in Graphic Design • 2007-2008

English: Writing concentration • Marketing Certificate Program

ADDITIONAL SKILLS

InDesign • Photoshop • Illustrator

HTML • CSS • PHP • WordPress • Excel • Word • Sharepoint