

Fred Vella  
2458 4<sup>th</sup> PL  
Vero Beach, FL 32962  
(863) 801-3084

City of Bunnell  
Ms. Sandi Bolser,  
City Clerk  
1769 E. Moody Blvd.  
Bunnell, FL 32110

Dear Ms. Bolser,

I am applying for the city manager position being offered by the City of Bunnell. My resume is enclosed.

My background and experience extend to all areas of public administration. Writing a balanced budget has always been a priority of mine and was always successful. I was responsible for many CDBG and Economic Development grants resulting in over a million dollars in much needed money for the improvement of the infrastructure.

Once I take a position I work on building a strong relationship with council and the public so that I can start the process of implementing the wishes of those who were elected.

I would like the opportunity to meet with council to further discuss my ideas. Please feel free to call me at 863-801-3084.

Sincerely,

Fred Vella



# Fred Vella

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Vero Beach, FL 32962

(863) 801-3084  
pizzaitalia101@yahoo.com

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## Summary

Financial Operations & Budget  
Media Relations  
Department Supervision  
Economic Development

Project Management  
Regional Planning  
Grant Application  
Labor Relations

An innovator in local government, possess analytical and communication skills. Years of experience in obtaining public support. Dedicated to getting the job done.

## Professional Experience

### City Councilman, Mingo Junction, OH

- ❖ Elected to City Council for two terms.
- ❖ Committees served: Service, Chairman of the Water and Sewage. Responsible for obtaining a 2.5 million federal grant for new water plan along with various Community Development Block Grants
- ❖ Senior level experience
- ❖ Outstanding communication skills
- ❖ Maintaining a balanced budget
- ❖ Personnel/human resource management
- ❖ Community/business development
- ❖ Excellent public works/safety administration

### Internship: Representative Douglas Applegate, Washington, D.C.

Lyndon Baines Johnson Congressional Intern

- ❖ Responsible for a variety of casework and correspondence with constituents.
- ❖ Researched and drafted legislative issues.
- ❖ Wrote articles for the Congressional Record.
- ❖ Areas of expertise: Education, labor, defense issues, public works, customer protection, and healthcare

### J.C. Penney, OH, PA, & FL

- ❖ Various responsibilities include Customer Service, Catalog, & Cash Office
- ❖ Highest credit referrals in the store

### **The Vitamin Shop**

- ❖ Assistant Store Manager.
- ❖ Responsible for all store operations, including bookkeeping, opening and closing of the store, and inventory control.
- ❖ Worked with staff on assigning their daily job duties

### **Diocese of Palm Beach County, West Palm Beach, FL**

- ❖ Taught Social Studies & Religion at St. Marks School
- ❖ Advisor for That's Not Fair Program" a program that teaches social justice

### **Palm Beach County Schools, Palm Beach County, West Palm Beach, FL**

- ❖ Boca High School (9 –11 grades). Taught World History and Geography.
- ❖ West Tech. Taught Career Placement. Assisted Junior High with resume writing, leadership and interviewing skills; received a grant to attend the College of William and Mary.  
Course Name: Economic Forces in the U.S. History, sponsored by the Foundation for Teaching Economics.
- ❖ Participated in the Palm Beach County Schools Holocaust Studies Program in Washington, DC.

### **May Department Stores, Virginia, Pennsylvania, Florida**

- ❖ Associate / Trainer.
- ❖ Managed and advised customers on their account status; including collections, credit lines increases, accounts receivable and payable & trained new employees

## **EDUCATION**

University of Steubenville, Steubenville, OH; Teaching Certificate & BA Political Science  
Duquesne University, Pittsburgh, PA; Graduate Studies, Political Science

### **Additional Qualifications**

Managed & organized city budget of \$100M dollars  
Oversaw a water and sewage department, maintained by EPA standards  
Obtained a \$2.5M federal grant through EDA to build a water plant  
Obtained various CDBG and HUD grants  
MS Office: Power Point.

### **Former Professional Organizations**

- . **Jefferson County Regional Planning Commission (Secretary).**
- . Ohio Mid Eastern Government Association.
- . Brooke, Hancock, Jefferson Metropolitan Commission.
- . Local chairman of the Bicentennial of the United States Constitution and Northwest Ordinance.
- . Workforce Development (job retention & future forum participant).
- . Participant in the first annual Florida-Japan Summit.
- . Workforce Development.
- . Palm Beach County School Boundary Executive Committee

## Professional References

Mr. Michael Durbin  
1356 Victoria Drive  
West Palm Beach, FL 33406  
(561) 965-3407  
[Durbin910@bellsouth.net](mailto:Durbin910@bellsouth.net)

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