

# City of Revere, Massachusetts



## City Hall

281 Broadway  
Revere, MA 02151  
(781) 286-8160

### Joanne McKenna

Ward One Councillor

Office of the City Council

**To: The Honorable Members of the Appointments Sub-Committee  
Appointee(s) Listed Below**  
**From: Councillor Joanne McKenna, Chair  
Committee on Appointments**  
**Re: Committee Meeting**  
**Date: November 8, 2024**

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Please be advised that the Appointments Sub-Committee will hold a meeting on **Monday evening, November 25, 2024 from 5:45PM – 6:00PM** in the City Councillor Joseph A. DelGrosso City Council Chamber, Revere City Hall, 281 Broadway, Revere, MA 02151, at which time the committee will consider the following appointment(s):

**24-\*\*\*** Appointment of Sara Hawes to the Public Art Commission.

**\*\*\*APPOINTEES MUST ATTEND THE APPOINTMENTS SUB-COMMITTEE  
MEETING TO BE CONSIDERED BY THE CITY COUNCIL.\*\*\***



**CITY OF REVERE**  
**PATRICK M. KEEFE JR.**  
Mayor

November 7, 2024

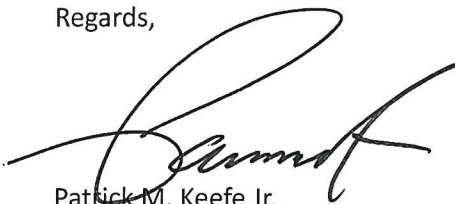
Honorable Revere City Council  
Revere City Hall  
281 Broadway  
Revere, MA 02151

Dear Members of the Honorable Revere City Council,

I write to inform you of my appointment of Sara Hawes to the Public Art Commission, in accordance with Revere Ordinance Chapter 2.89.020 and MGL Chapter 41 Section 82. I am appointing Ms. Hawes to a two-year term, effective the date of the Oath of Office.

Ms. Hawes will bring a wide skillset to the Public Art Commission, including a degree in Art Education and prior experience as an Art Teacher. I believe she would be a valuable addition to the Public Art Commission.

Regards,




Patrick M. Keefe Jr.

# SARA K HAWES

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## Contact

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(978) 979-7890 

sarakhawes@gmail.com 

REVERE, MA 02151 

## Objective

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After a rather circuitous journey, and a fated return home, I'm looking to get involved with my immediate community in ways that highlight all the interdisciplinary research I've carefully curated over the years. Meeting Laura Christopher with Mass Development's TDI program through a colleague at The BSA was a stepping stone to do just that.

## Experience

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### EXECUTIVE ASSISTANT TO THE INTERIM ED/OFFICE MANAGER

August 2023

BOSTON SOCIETY OF ARCHITECTS— Boston, MA

- Oversees the day-to-day business operations of the BSA office.
- Provides calendar management and administrative support to the Executive Director.
- Serves as the primary point of contact for all visitors, vendors, and building facilities management.
- Organizes Board Meetings and materials.
- Collaborates with CFO on all accounting matters.
- Implements efficient systems, creating standard operating procedures.
- Partners with HR consultant to stay up to date on labor laws.
- Coordinates with IT Vendor and facilitates onboarding of new hires.
- Solely responsible for bringing annuity into the chapter through rental revenue.
- Net the highest rental revenue The BSA has seen to-date in FY24
- Filled in for Program Managers during staff restructuring.

**REALTOR ®**

**May 2021 - Present**

**COLDWELL BANKER REALTY — Beverly, MA**

- Networks and develops strong partnerships with community leaders, vendors, attorneys, appraisers, inspectors, and fellow colleagues.
- Coordinates appointments with prospective buyers to showcase homes.
- Drafts and negotiates contracts, ultimately introducing parties.
- Adheres to time-sensitive deadlines.
- Trusted with clients' largest asset.
- Resolves issues and conflicts during purchase and sale of real estate property with utmost care and consideration.

**EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO**

**Feb 2013 - Feb 2020**

**ARKTOS ENTERTAINMENT GROUP, WAR Z — Beverly Hills, CA**

- Provided a bridge for smooth communication and coordination of multi-leg international travel arrangements and managed a complex calendar.
- Displayed a high degree of discretion with a sophisticated ability to recognize and handle sensitive and highly confidential information.
- Collaborated with organizers of gaming conferences; arranged conference attendance, appearances, and activities surrounding promotion of company's flagship product.
- Liaised with company investors on behalf of the Executive Office to communicate project updates.
- Completed ad hoc projects and served as central point of contact for any/all needs.

**HIGH SCHOOL ART TEACHER**

**Jan 2009 - Dec 2013**

**ESSEX HIGH SCHOOL — Essex Junction, VT**

- Implemented curriculum to encourage active participation, involvement, and teamwork.
- Guided students in developing a sense of self-expression through art medium(s).
- Instilled optimism, providing both positive feedback and constructive critique.
- Collaborated with other departments and administration to accommodate the needs of my students.

**OFFICE MANAGER**

Oct 2007 - Jan 2009

THE HEALING CENTRE — Montpelier, VT

- Oversaw daily office procedures at an alternative healthcare practice specializing in chiropractic and massage therapy.
- Performed duties ranging from administrative to those of a physician's assistant.
- Answered Incoming calls, scheduled appointments, kept detailed inventory, and provided an extension of care to the doctor's patients.

**Education**

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**BACHELOR OF SCIENCE (B.S.) IN ART EDUCATION**

UNIVERSITY OF VERMONT — Burlington, VT