

Volunteer Profile

Name: Virian E. Rutherford

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Circle preferred method of contact: phone, mail, email, or fax.

Preference on which commission you would like to serve: Peoria Public Library Board

Community Volunteer Experience: see Attached (Resume)

Have you previously served on a City Commission? Circle YES or NO
If YES, state commission and date of service: _____

Professional and Employment Background: See Attached (Resume)

Educational Background: See Attached (Resume)

State briefly why you wish to be considered for a City Volunteer Commission and what you would hope to accomplish if appointed: I have always been interested promoting reading and building on the technology of the Library System.

Previously Tuted student at the primary level a few years back.

Would your service on a City commission be a conflict of interest for you? Please circle YES or NO

Signature: Virian E. Rutherford Date: 05/12/2020

Please Note: If you are selected for appointment to a City commission, a copy of this form will be attached to the public Council Communication requesting your appointment.

**City of Peoria
Commission Volunteer Interest Sheet**

Committed volunteers play an important part in shaping Peoria's future. Commission members assist the City Council and administration in developing policies and services which reflect the needs and values of the entire Peoria community. As a member of a City committee, you serve as a respected community advisor to the City Council and Administration.

While volunteer involvement requires time and effort, it also provides an opportunity for genuine public service. In addition, you gain knowledge about the role of City government and its day-to-day operations.

If you are interested in joining over 400 Peoria citizens currently serving as volunteer commission and committee members, please complete this volunteer interest sheet/profile and return it to:

Office of the Mayor
City of Peoria
419 Fulton Street, Suite 207
Peoria, IL 61602

Questions about the purpose of, or volunteer commitment required for any of the commissions can be directed to the Assistant to the Mayor, Michelle King, at mking@peoriagov.org or 309-494-8558.

I am interested in serving on the following committees:

- | | |
|--|---|
| <input type="checkbox"/> Advisory Commission on Human Resources | <input type="checkbox"/> Police Pension Fund Board of Trustees |
| <input type="checkbox"/> Advisory Committee on Police-Community Relations | <input type="checkbox"/> Public Arts Advisory Commission |
| <input type="checkbox"/> Board of Examiners Stationary and Hoisting Engineers | <input type="checkbox"/> Public Building Commission |
| <input type="checkbox"/> Board of Local Improvements | <input type="checkbox"/> Riverfront Program and Policy Advisory Committee |
| <input type="checkbox"/> Constitution Garden Advisory Committee | <input type="checkbox"/> Sister City Commission |
| <input type="checkbox"/> Construction Commission | <input type="checkbox"/> Solid Waste Disposal Committee (Landfill) |
| <input type="checkbox"/> Downtown Advisory Commission | <input type="checkbox"/> Springdale Cemetery Management Authority |
| <input type="checkbox"/> East Village Growth Cell Tax Increment Financing | <input type="checkbox"/> Tourism Reserve Fund |
| <input type="checkbox"/> Economic Development Advisory Committee | <input type="checkbox"/> Transportation Commission |
| <input type="checkbox"/> Fair Employment | <input type="checkbox"/> Zoning Board of Appeals |
| <input type="checkbox"/> Fair Housing | |
| <input type="checkbox"/> Fire and Police Commission | |
| <input type="checkbox"/> Firemen's Pension Fund Board of Trustees | |
| <input type="checkbox"/> Greater Peoria Mass Transit District Board of Trustees | |
| <input type="checkbox"/> Historic Preservation Commission | |
| <input type="checkbox"/> Liquor Commission | |
| <input type="checkbox"/> Mayor's Advisory Committee for Citizens with Disabilities | |
| <input type="checkbox"/> Metropolitan Airport Authority of Peoria Board of Commissioners | |
| <input type="checkbox"/> Municipal Band Commission | |
| <input type="checkbox"/> Peoria Area Convention and Visitors Bureau Board of Directors | |
| <input type="checkbox"/> Peoria Housing Authority | |
| <input checked="" type="checkbox"/> Peoria Public Library Board of Trustees | |
| <input type="checkbox"/> Peoria Urban Forestry Advisory Board | |
| <input type="checkbox"/> Planning/Zoning | |

Vivian E. Rutherford
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OBJECTIVE To obtain a position that will utilize previous work experience, education and technical training.

EDUCATION University of Illinois – School of Medicine, Peoria, IL
Currently pursuing Master Degree in Social Work

Bradley University, Peoria, IL
Bachelor of Social Work, December 2004

Illinois Central College, East Peoria, IL
Associate in Liberal Arts, December 2000

Field Related Experience

Hospital Services Proctor Hospital	Peoria, IL 1981 – 2005
<ul style="list-style-type: none">▪ Performed detailed cost accounting for department heads and board members▪ Routinely prepared work scheduled for an average of ten (10) employees▪ Monitored employee work progress to determine levels of production▪ Developed Profit and Loss reports for staff supervisors, department heads and board members	
Social Work Internship Proctor Hospital	Peoria, IL AUG 2004 – DEC 2004
<ul style="list-style-type: none">▪ Assisted in counseling all parties during the adoption process of newborn babies▪ Assisted in facilitating the referral process for patients transitioning to nursing homes▪ Assisted during the Smoking Cessation counseling sessions▪ Assisted patients in completing the necessary forms for Advanced Directives	
Social Work Department Proctor Hospital	Peoria, IL DEC 2004 – MAR 2005
<ul style="list-style-type: none">▪ Providing informational pamphlets in support of the grief and loss process▪ Performed Smoking Cessation counseling sessions▪ Facilitated the referral process for patients transitioning to nursing homes	
PE Instructor Peoria Schools District 150	Peoria, IL AUG 2005 – MAY 2006
<ul style="list-style-type: none">▪ Tutored students in reading and spelling▪ Scheduled physical and sporting activities for students ages 5-11▪ Actively maintained student participation while monitoring overall interaction, attitude, conduct and physical skill levels	

- Children's Program Coordinator Peoria, IL
 Illinois Mentor JUL 2006 – 2008
- Prepared, submitted and attended Administrative Case Reviews to advocate for individuals served
 - Coordinated and supervised sibling and biological family visits
 - Assessed referred individuals and developed a comprehensive client service plan
 - Provided placement stabilization services and management of disruptions

Work Experience

- Guest Services Representative East Peoria, IL
 Embassy Suites Hotel OCT 2008 – OCT 2014
- Assisted guest by making and confirming reservations, securing payments; verifying and adjusting billing
 - Issues room keys; transmitted and received messages; kept records of occupied rooms and guests' accounts
 - Organized, confirmed, processed and conducted all guest check-ins/check-outs
 - Processed payments, adjustment vouchers, pay-outs, correction vouchers and miscellaneous charges

- Marriott Hotel Peoria, IL
 Front Office Manager OCT 2014 – AUG 2017
- Assisted guest by making and confirming reservations, securing payments; verifying and adjusting billing
 - Ran and reviewed daily reports and logs
 - Accommodated hotel patrons by registering and assigning rooms to guests
 - Assisted patrons with reservation changes and cancellations

- Marriott Hotel Peoria, IL
 Operations Manager AUG 2017 - Current
- Manage daily operations to include but not limited to maintaining required records and reports
 - Create and maintain employment schedule and process payroll
 - Ensure outstanding requests, problems, complaints and/or issues received priority attention and are swiftly resolved

Volunteer Work Experience

- Salvation Army Spring 2004
- Assisted homeless women in finding housing
 - Assisted as a trainee in counseling for homeless women
- Lutheran Social Services Fall 2004
- Assisted as a trainee with the Foster Care Program
 - Assisted as a trainee with the Home Health Care Program
- Peoria Schools District 150 1999-2004
- Tutored students in reading and spelling
 - Assisted in chaperoning students for field trips