

A RESOLUTION TO APPOINT MEMBERS OF THE ALCOHOL LICENSE REVIEW BOARD FOR THE CITY OF DUNWOODY, GEORGIA

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 calls for the creation of the Alcohol License Review Board; and

WHEREAS, Resolution 2009-06-38 created the Alcohol License Review Board for the City of Dunwoody, GA. with five members; and

WHEREAS, the Mayor and City Council previously appointed Bona Allen, Jim Roberts, and Ryan Schwartz to serve as members of the Alcohol License Review Board of the City of Dunwoody, with their terms expiring on June 30, 2020; and

WHEREAS, the Mayor of the City of Dunwoody is authorized, with confirmation from the City Council, to appoint Bona Allen, Andrea Hirsch, and Suzanne Melan to serve as members of the Alcohol License Review Board for the City of Dunwoody, and to add the following term of office:

- Bona Allen, 3 year term.....expiring June 30, 2023**
- Andrea Hirsch, 3 year term.....expiring June 30, 2023**
- Suzanne Melan, 3 year term..... expiring June 30, 2023**

WHEREAS, this Resolution shall become effective upon its adoption.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dunwoody while in regular session on December 14, 2020 at 6:00 p.m. that Bona Allen, Andrea Hirsch, and Suzanne Melan are appointed as members of the Alcohol License Review Board for the designated terms.

Approved:

Lynn P. Deutsch, Mayor

Attest:

Sharon Lowery, City Clerk
(SEAL)

APPLICATION FOR APPOINTMENT



41 Perimeter Center East, Ste 250 | Dunwoody, GA 30346
 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 41 Perimeter Center East, Suite 250, Dunwoody, GA 30346.

*** Applicant Information**

Name: Andrea Solomon Hirsch	
Address: 1108 Santa Fe Station, Dunwoody, GA 30338	
Phone: [REDACTED]	Cell: [REDACTED]
Email: [REDACTED]	
Place of Employment: Herman Gerel, LLP	Occupation: Attorney
How long have you been a resident of Dunwoody?	15 Years 1 Months

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

<input type="checkbox"/> Alcohol License Review Board	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Audit Committee	<input type="checkbox"/> Sustainability Committee
<input type="checkbox"/> Board of Ethics	<input type="checkbox"/> Urban Redevelopment Agency
<input type="checkbox"/> Construction Board of Adjustment and Appeals	<input type="checkbox"/> Volunteer Coordinating Committee
<input type="checkbox"/> Convention and Visitors Bureau of Dunwoody	<input type="checkbox"/> Zoning Board of Appeals
<input type="checkbox"/> Design Review Advisory Committee	
<input type="checkbox"/> Development Authority	<input checked="" 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?
I want to get more involved with my local community. Now that my children are getting more independent and don't need me as much, I have more time to committ to other endeavors.
What experience do you possess that would be of benefit to a board / commission / committee?
As an attorney, I previously clerked for a state court judge, was an assistant attorney general in the Public Safety Division. I also previously worked at Freeman Mathis & Gary where I specializd in municipal law and defended numerous cities in Georgia. I believe my legal background would be a good fit for any board.

*** Terms & Conditions**

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 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 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.

Applicant's Name: Andrea S. Hirsch	
Applicant's Signature:	Date: 4/26/2017

Submit!

ANDREA SOLOMON HIRSCH

1108 Santa Fe Station, Dunwoody, GA 30338 | [REDACTED]

EDUCATION

University of Georgia, Athens, GA

J.D. *cum laude*

1997

University of Michigan, Ann Arbor, MI

B.A. with Honors in Political Science

1994

LEGAL EXPERIENCE

Herman Gerel, LLP

Partner

2006-present

Specialize in complex consumer class action and mass tort litigation.

Freeman Mathis & Gary, LLP

Associate

2001-2006

Defended numerous municipalities in zoning litigation as well as sheriff and police departments in §1983 litigation.

Georgia Attorney General

Assistant Attorney General in the Public Safety Division

1999-2001

Represented P.O.S.T., Department of Public Safety and the Department of Corrections

Gwinnett County State Court

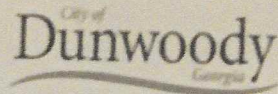
1997-1999

Law clerk for the Honorable David M. Fuller

MEMBERSHIPS

Georgia Trial Lawyers Association

American Association for Justice



APPLICATION FOR APPOINTMENT

4800 Ashford Dunwoody Road | Dunwoody, GA 30338
Phone: (678) 382-6700 | Fax: (678) 382-6701

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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: Suzanne Melan		
Address: 4676 Kings Down Rd, Dunwoody GA 30338		
Phone: [REDACTED]	Cell: [REDACTED]	
Email: [REDACTED]		
Place of Employment: Self-Employed / ^{A+ Pleasure} Consultants	Occupation	Instructional Designer
How long have you been a resident of Dunwoody?	7 Years	10 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	<input checked="" type="checkbox"/> Volunteer Coordinating Committee
Convention and Visitors Bureau of Dunwoody	Zoning Board of Appeals
Design Review Advisory Committee	
Development Authority	

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?
I'd love to get involved with the city of Dunwoody. I am already involved as of Troop leader in Dunwoody, as well as other non-prof. orgs.

What experience do you possess that would be of benefit to a board / commission / committee?
Volunteerism is near and dear to my heart. I am a member of Jack & Jill (Dunwoody-Atl) - I've been on the other end of partnering w/ the city and see how partnerships can benefit all of our Dunwoody citizens.

* Terms & Conditions

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 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 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.

Applicant's Name: Suzanne Melan

Applicant's Signature: Suzanne Melan Date: 11/23/20

Suzanne Melan

4676 Kings Down Road • Dunwoody, GA 30338 • [REDACTED] •
a.plearningconsultants@gmail.com

Strategic Planner • Modern Adult Learning Expert • Blended Learning Solutions
 Team Leader • Consultant • Relationship Manager • Influencer • Marketing

SPECIAL SKILLS & EXPERTISE

Process Improvement Consulting	Team Mentoring & Collaboration
Project Management	Learning & Development Methodologies
Business Analysis	Strategic Planning & Execution

EDUCATION

M.A., Instructional Systems, University of Central Florida, Orlando, FL	1997
B.A., Psychology, Rollins College, Winter Park, FL	1994

Professional Experience

Freelance Designer and Developer – SYMTRAIN, LLC (5/20 – Present)

Develop simulations to support mastery of skills for new hires.

- Develop simulations using a proprietary tool to create real-life scenarios
- Record and edit audio files to support simulations
- Develop storyboards and content strategies
- Conduct Train-the-Trainer sessions

Freelance Instructional Designer – The VO Collective (3/20 – 4/20)

Provided Instructional design and development support for live virtual learning events.

- Worked directly with the founder to conduct a needs analysis for the ongoing virtual learning events
- Developed project timeline, storyboards, virtual workshop slides, and supporting resources

Operations Project Consultant – Bank of America Merrill Lynch (3/11 – 4/18)

Provided strategic vision to simplify processes and enhance design elements to improve the client experience.

- Designed, developed, and implemented micro-learning solutions to support talent development initiatives
- Designed, developed, and implemented custom learning solutions to enhance the client experience and increase self-service
- Designed and developed training materials which included quick-reference cards, quick start guides, Online workshops, participant guides, and application simulations for corporate clients
- Implemented team processes to increase job efficiency and eliminate bottlenecks
- Developed project plans, cost estimates, and resource requirements
- Redesigned all documentation templates to streamline content which reduced the overall page-count of our published materials by over 1,000
- Analyzed client behavior data to provide strategic direction to team members
- Analyzed needs based on impact assessments and technical help desk top client issues

Instructional Systems Specialist – Macy’s Systems and Technology (3/02 – 3/11)

Lead project teams in blended training solutions for developing core competencies of internal employees.

- Developed training and learning strategies for on-site and remote employees
- Designed and developed web-based and instructor-led training programs (process includes needs analysis, storyboarding, development in authoring or simulation tool, graphics and audio editing, and evaluation strategies)
- Developed user support web sites and student guides to support learners
- Developed internal guidelines for process improvement within the department
- Mentored team members in instructional design principles and development tools
- Reviewed team members work and provide feedback for quality assurance
- Worked with Managers and Director of the department to set goals for our team
- Conducted User Analysis for sites developed in Microsoft SharePoint

Instructional Systems Designer III – Anteon Corporation (2/01 - 1/02)

Designed and developed instructional approaches for 508-compliant web-based and computer-based training courses.

- Conducted analysis of training and media requirements
- Developed appropriate training objectives and test methods
- Developed narrator scripts and visual scripts for marketing video

Instructional Designer – I.C.E.S Limited - The Multimedia Group (7/1999 – 2/01)

Executed all training development efforts to include stand-up, computer-based, and web-based training.

- Developed project plans, lead training projects, and set deadlines
- Assisted in the writing and development of proposals to potential customers
- Designed and developed scripts for instructional videos and satellite broadcast

Product Education & Training Specialist II – First Data Corporation (7/1998 – 7/1999)

Maintained 56-hour Instructor-led training course which included PowerPoint slides, participant guides, role-plays, and job aids.

- Designed and developed refresher training modules based on observed needs
- Conducted Train-the-Trainer sessions

Instructional Designer – Carley Corporation (5/1997 – 7/1998)

Designed computer-based training modules for military clients.

- Responsibilities include lesson design, generating flow diagrams, storyboarding, and authoring.
- Assisted in the development of 250 hours of print-based instructor and student materials to include training support packages, student guides, test packages, and PowerPoint slides.

Multimedia Production Assistant- Learning Applications (5/1994 – 2/1997)

Developed interactive multimedia presentations and tutorial modules for Psychology majors.

- Captured and edited video
- Prepared feedback and design alternations document from field tests
- Authored developer and user manuals for proprietary authoring system

VOLUNTEER EXPERIENCE

Jack and Jill of America, Inc

Program Director (9/2017 – Present)

- Collaborate with the Chapter President to establish, communicate, and execute the vision of the chapter's programming learning goals
- Provide guidance for quality learning activities for children starting in PreK to High School
- Design and develop leadership and financial literacy activities
- Develop and deliver financial literacy virtual learning workshop
- Design, develop, and execute learning resources (simulations and job aids)
- Planned and executed a full day of STEAM workshops for children ages 5-12 years of age on a limited budget

Adobe Captivate • Adobe InDesign • Articulate • Adobe Creative Suite • Sound Forge • Audacity • TechSmith SnagIt • Canva • Microsoft Office • Microsoft SharePoint • Adobe Acrobat • RoboHelp

PROFESSIONAL AFFILIATIONS

Association for Talent Development, The E-Learning Guild, LEAD for Women