

**STATE OF GEORGIA
CITY OF DUNWOODY**

RESOLUTION 2020-11-XX

A RESOLUTION TO APPOINT A MEMBER OF THE DISCOVER DUNWOODY BOARD

WHEREAS, the City Charter gives the City the authority to provide for the structure, operation and management of Discover Dunwoody, (formerly known as the Dunwoody Convention and Visitors Bureau; and

WHEREAS, Discover Dunwoody for the City of Dunwoody serves as an autonomous Board and Non-profit organization pursuant to Section 501(c)(6) of the Internal Revenue Code which may expend Hotel/Motel Tax Funds as limited by state law and an Agreement between the City and the Board and other available resources; and

WHEREAS, the City Council of the City of Dunwoody is authorized to make appointments of some members of Discover Dunwoody; and

WHEREAS, Discover Dunwoody is composed of nine (9) members, three (3) appointed by the City Council, one (1) member per each District and chosen by the two representatives of that District (the appointed member would not be required to be a resident of that District), and if the two district representatives are unable to agree on a person, the decision shall go to the Mayor.

WHEREAS, the term of office of Ricardo Gonzalo has become vacant prior to the expiration of the term on December 31, 2022; and

WHEREAS, the Mayor of the City of Dunwoody is authorized with confirmation from the City Council to appoint Zoe Franciscus as the designated District 3 member of the Discover Dunwoody Board to fill the unexpired term for the designated term:

Zoe Franciscus, 3-year termexpiring December 31, 2022

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 November 30, 2020 at 6:00 p.m. that Zoe Franciscus is appointed as the District 3 representative member of the Discover Dunwoody board for the designated term.

Approved:

Lynn P. Deutsch, Mayor

Attest:

Sharon Lowery, City Clerk
(SEAL)



APPLICATION FOR APPOINTMENT

4800 Ashford Dunwoody Road | Dunwoody, GA 30338
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 4800 Ashford Dunwoody Road, Dunwoody, GA 30338.

* Applicant Information

Name: Zoe Franciscus		
Address: 4520 Sudbury Rd, Dunwoody, Georgia, 30360		
Phone: [REDACTED]	Cell: [REDACTED]	
Email: [REDACTED]		
Place of Employment: Perform International	Occupation: Managing Director of Boutique Tour Company	
How long have you been a resident of Dunwoody?	14 Years	4 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 checked="" 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 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?
See cover letter for details
What experience do you possess that would be of benefit to a board / commission / committee?
See cover letter for details

* 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: Zoe Franciscus	
Applicant's Signature:	Date: 11/3/2020

Submit

ZOE FRANCISCUS

Dunwoody, GA • [REDACTED]

MANAGING DIRECTOR & DIRECTOR OF OPERATIONS

International business executive with 25 years of experience in the Travel & Leisure sector on both sides of the Atlantic. Wide experience in Business Planning, Experiential Travel, Event Planning, Marketing, Start-up Ventures, Sales and Operations. I thrive in challenging environments where entrepreneurial spirit, leadership, decision-making, effective team & project management is required.

Core competencies include:

Business Development – Event Management – Revenue Generation – Strategic Planning – Program Management – Hiring and Recruitment – Project Coordination – Social Media Marketing – Client Relations and Customer Service – Team Leadership

PROFESSIONAL EXPERIENCE

PERFORM INTERNATIONAL LLC, Chamblee, GA 2013 – Present

Co-founder and Managing Director

- Managing Director and Co-Founder of Perform International LLC, established in 2013
- Hired, trained and led sales and consultant team of 10 staff for all divisions of the Perform Group and helped develop them as leaders in their role to the organization
- Established employee operations guidelines to standardize processes
- Curated 50+ unique choral/orchestral events in Europe, Asia, Australia and America, managing all details from inception to execution
- Developed marketing strategies to capitalize on trends and changing market
- Work collaboratively and proactively as owner to develop and implement key cost savings initiatives and process improvements
- Manage supplier relationships for travel partners, including partner management, negotiating and managing contracts with travel suppliers/partners, RFPs etc.

Q-EVENTS AND DESTINATION MANAGEMENT, Dunwoody, GA 2009 – 2013

Deputy Managing Director & Director of Operations

- Managed sales and operations for tour company with sales of 10+ million dollars
- Designed programs and bespoke tours specializing in Performing Arts and Education
- Product development, including site visits and program management for companies such as Adventures by Disney, Holland America Cruise lines, Princess Cruises.
- Planned and managed tours for large scale pilgrimage events such as Oberammergau and World Youth Day
- Hired and trained an operations team and oversaw their management of customized tours

KUONI TOURS, Dunwoody, GA 1999 – 2009

Director of Operations

- Managed operations team of 20 staff in US branch office of Swiss Tour Operator
- Improved the operational systems, processes and policies.
- Supported company staff in their professional development and growth through regular meetings and annual performance reviews
- Oversaw customer service to ensure customer satisfaction and implemented plans for continuous improvement

(Kuoni Tours, continued)

- Served as the primary liaison between the Account Manager and the operational staff; ensuring all client needs are met
- Provided active oversight of the suppliers including key operational issues, management reporting

GULLIVERS TRAVEL AGENCY, London, UK

1997-1999

Operations Executive and Account Manager

- Managed tour programs for business groups coming from Japan to Ireland and the UK for the purpose of factory and ad-hoc visits
- Completed administrative operational tasks including processing rooming lists, customizing tours, preparing invoices in different currencies
- Worked directly with suppliers such as hotels, venues, charter coach companies and tour guides to ensure touring program was executed perfectly

CAREER NOTES: Held the position of English Teacher for THE JET PROGRAM in Nagasaki, Japan from 1995 to 1997.

EDUCATION

BA in International Marketing and Languages, Dublin City University, Dublin, Ireland

- Completed a 1-year Study Abroad program in International Marketing and Japanese at Kanazawa University, Kanazawa City, Japan

ADDITIONAL INFORMATION

Technical Skills: MS Office, Office 365, Salesforce, Dropbox, Evernote, WebEx, Zoom

Languages: English, Japanese and French