

From: "Becky" <B.Holmes-Farley@comcast.net>
To: <mkrepelka@town.arlington.ma.us>
Cc: "Fran Reidy" <FReidy@town.arlington.ma.us>, <arlingtonculturalcouncil@gmail.com>
Date: Tue, 14 Jul 2020 09:07:25 -0400
Subject: Grants Committee of ACAC New Member

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July 14, 2020

ATTN: Ms. Mary A. Krepelka, Board Administrator
Office of the Board of Selectmen
Town Hall
730 Massachusetts Avenue
Arlington, MA 02476-4908

Re: Grants Committee of the Arlington Commission for Arts and Culture
(formerly known as the Arlington Cultural Council)

Dear Select Board,

Please be advised that at the July 13th meeting of the Grants Committee of the Arlington Commission for Arts and Culture (the Arlington Cultural Council), we voted on the membership of Andrew Conway, whose letter of interest and resume are attached. The vote to accept him as a member was unanimous.

If it is possible to put this matter on the agenda for the next Select Board meeting we would be grateful, as we are anxious to add him to the membership at this important time of year.

If you should have any questions, or require any additional information, please do not hesitate to contact me. I look forward to hearing back from you.

Very truly yours,

Becky
S. Rebecca Holmes-Farley
Co-Chair and Corresponding Secretary

Two Attachments

cc: Fran Reidy

To whom it may concern,

It is with great enthusiasm that I write to express my interest in becoming a member of the Grants Committee of the Arlington Commission for Arts and Culture.

My family and I (including my wife Kimberly and daughters going into 9th grade at AHS) are passionate about the arts. We support the arts (performing arts particularly) in Arlington and neighboring towns.

Here in Arlington, my daughters participate in every available choral and theatrical program at their schools; they've also been in productions by Menotomy Musical Theatre and Arlington Children's Theater.

My wife is also active locally, supporting tax override initiatives, and starting the recycling program at Brackett, which continues and has grown over the past several years.

As a musician, I have played in several groups here in Arlington, including the pit orchestra with the Arlington Children's Theater, Dan Fox's A-Town Brass Band, and the Arlington Philharmonic Society.

I would very much like to start supporting the local arts community in Arlington more directly, which is the basis of my interest in joining the Grants Committee.

I have attached my resume to this message; it focuses on my professional career, so I have called out some particularly relevant aspects of my background below:

- I served as President of the Chelmsford Community Band for several years, during which time I applied for and received funding for a concert featuring the band and several students from local schools
- I am now in my second stint on the board of trustees of the Sudbury Savoyards, a community theater group dedicated to producing the works of Gilbert & Sullivan; I serve as recording secretary and chair of the information management committee; I also participate on the development committee, which involves grant writing
- I have a Master of Science graduate degree in Environmental Decision Making, which included a significant amount of coursework in public engagement

Thank you very much for your consideration.

Andrew Conway

ANDREW CONWAY, MBA, MSc

on, MA

SENIOR TECHNICAL PROJECT LEADER

KEY STRENGTHS:

- A true **project leader**, not just a project manager
- **Complex project / program management** (including communication, meeting facilitation, budgeting, creating high-quality deliverables, communication, stakeholder engagement, timeline management, risk identification and mitigation)
- **Delivering projects on time, on budget**
- **Scope and change management**
- Equally comfortable with **Waterfall** and **Agile** (including acting as Scrum Master when appropriate)
- **Managing vendor relationships** and resources
- Working across **all levels of management, up to C-suite**
- Management of **diverse, geographically-dispersed project teams**
- Deep proficiency in **MS Office Suite** (including Project), **Jira** (including defining and configuring custom configurations), **Smartsheet**, and **Trello**
- Extensive **experience working abroad** (primarily Western Europe, also Eastern Europe, Africa, and Middle East)
- Personable and easy to work with

Cross-Functional Team Leadership • Strategic Planning • Change Management • Global Program Management
Business Process Improvement • New Business Development • IT Project Management • P&L Management
Cloud Computing • Big Data • CRM • SaaS • Agile • Waterfall • Vendor Management • Workflow Management
Sustainability • Business Intelligence • Interim General Management • Strategic Alliances & Partnerships

PROFESSIONAL EXPERIENCE

NUANCE COMMUNICATIONS

Burlington, MA

2019-Present

SENIOR PROGRAM MANAGER

Responsible for managing business-critical technical projects. Recent projects include enterprise-wide major Oracle ERP upgrade, automating order management process with Robotic Process Automation software, implementing Ceridian Payroll solution for UK operation, and integrating new data service with Salesforce.com instance.

BLUE CROSS BLUE SHIELD OF MASSACHUSETTS (Contract)

Boston, MA

2018-2019

TECHNICAL PROJECT MANAGER

Managed several workstreams within major CRM migration program. Was responsible for managing full software development lifecycle with a geographically dispersed team of over 50 business analysts, technical analysts, developers, testers, and subject matter experts across multiple vendors. Was responsible for tracking progress against plan relative to scope, schedule, and cost and reporting at multiple levels of management up to program steering group. Was also responsible for tracking risks, issues, changes, and decisions for program along with other technical project managers.

KNOWLEDGENT GROUP
 Boston, MA

2015-2018

PROGRAM MANAGER

Partnered with global clients in improving outcomes through strategic data initiatives, including enterprise-wide data store and high-capability data warehouse incorporating sales, marketing and core procedure information. Served as a "bridge" between technical and business, successfully deepening client relationships while building a high-performance in-house development team leveraging standardized practices. Served as Agile Scrum Master on multiple projects and mentored colleagues and clients in Agile methodology.

- Established a track record of innovation and excellence in managing large-scale data and IT projects for Healthcare and Financial Services clients, including package selection, design, implementation and post-launch support for business-critical Operational Data Store.
- Managed selection, specification, design, and implementation of a Data Lake for Excellus Blue Cross Blue Shield.
- Led ground-up efforts for data warehousing initiative for leading vision care company requiring seamless integration of sales, marketing and appointment/procedure information. Worked directly with management team to design BI dashboards, managed implementation in Tableau.
- Served as a trusted resource in enhancing PMO of International Data Corp. (IDC). Noted for ability to drive progress within highly regulated environments.
- Brought clarity to complex requirements definition meetings via visual models enabling CIO understanding and engagement, as well as usage by data warehouse and ETL developers as a reference.
- Championed the development of a positive, values-aligned development group within IDC, complete with standardized work intake and prioritization process using customized Jira workflow, frequent calls with executives and sales teams to advocate for team members and priorities, and dedicated support of multiple offshore teams. Achieved increased operational transparency, staff morale, and efficiency.

CORNERSTONE HEALTHCARE CONSULTING
 Boston, MA

2012-2015

PROGRAM MANAGER/CONSULTANT

Leveraged cloud-based technology and expertise in defining strategies and scoping projects within the Healthcare industry to successfully complete engagements with major payer and provider organizations. Noted for agile leadership and the ability to "switch gears" at a moment's notice across EHR implementation, vendor management, the creation of customized workflow system, clinical trials data management, and fulfilling regulatory tech requirements under Affordable Care Act (ACA).

- Played key role in operationalizing new cloud-based information management system initiative by Ophthalmology Unit of Tufts Medical Center. Guided development of business and operational plans, established core software requirements, and managed the RFP process. Developed customized training materials for diverse stakeholder groups and executed training sessions.
- Guided highly complex Affordable Care Act compliance initiative on behalf of Tufts Health Plan, particularly with regards to technology used in both a state and federal level. Built a new level of trust between state and payer organization. Built and managed a 20+ person team of developers, tester and analysts on the development side.

CICLISMO CLASSICO
 Boston, MA

2008-2011

INTERIM MANAGING DIRECTOR

- Spearheaded U.S. market entry of family-owned Italian bike tour operator, achieving double-digit YOY growth in a challenging market.

ANDREW CONWAY

- Refined business strategy and placed a strong emphasis on high-ROI sales and marketing. Built strategic alliances and partnerships. Instituted a range of new professional management services removing roadblocks and boosting staff morale and performance.
- Implemented cloud-based reservation management system, integrated with CRM system and consumer-facing website.

COLLECTIVE NEXT LLC

Boston, MA

2006-2008

PRINCIPAL CONSULTANT

- **Worked heavily on Fortune 50 client engagements, with a strong focus on enterprise-wide learning, workforce optimization, and new product development.**
- Introduced a new learning program for Top 1000 executives of a leading financial services company.
- Launched a game-changing collaborative learning program on innovation spawning hundreds of ideas for new products and operational improvements, many of which implemented successfully.
- Supported the design and operational "go live" of a strategic facilitation center at one of Boston's foremost financial services organizations.

INDEPENDENT CONSULTING FOR PUBLIC, PRIVATE AND HEALTHCARE SECTOR BUSINESSES

London, UK/New York, NY

1996-2006

CONSULTANT

- **Managed global engagements and demonstrated a talent for leveraging cross-industry insights. Built a customized software tool for implementing HIPAA standards within medical practices.**
- Crafted an interactive information management system to support a dedicated collaboration center at a large New York health system.
- Formulated a series of prototype health record portals as part of bid to privatize UK National Health Service, presented successfully to a wide range of senior executives and government officials.

CAP GEMINI ERNST & YOUNG

New York, NY

1998-2001

SENIOR CONSULTANT/MANAGER-HEALTHCARE PRACTICE

- **Managed high-visibility client engagements in U.S. and Europe. Led ground-up creation of new business units for strategic facilitation and large-scale web development.**
- Played integral role on design team for "Accelerated Solutions Environment" facility. Designed and executed dozens of workshops with leading payer organizations on topics such as ERP, CRM, strategy development, product development and innovation. Built information architecture for an integrated series of consumer-facing websites on behalf of major hospital system.

Prior Experience: Served as **Director of Publishing** for Organizational Dynamics Europe in London, UK. Built a high-performance team from scratch spanning 12 European countries to translate and localize over 5K pages of training manuals and facilitator guides.

EDUCATION

- Master of Science in Environmental Decision Science - Open University, UK (2006)
- Master of Business Administration - London Business School, UK (1996)
- Bachelor of Arts in English Literature (Creative Writing Focus) - Trinity College, CT (1987)

SPECIAL INTERESTS

- Avid cyclist and cycling advocate
- Authored over a dozen business school teaching case studies for institutions such as MIT, London Business School, and Polytechnic University
- Semi-professional trombonist, playing regularly with community bands, musical productions, and jazz bands
- Orchestra manager for several Boston-based community theater groups
- Treasurer for London Business School Alumni Association- New England Group (2012-Present)
- President of Chelmsford Community Band (2014-2017)
- Board Member of Sudbury Savoyards theatre company (2015-2016 and 2020-present)

OFFICE OF THE SELECT BOARD

JOHN V. HURD, CHAIR
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STEPHEN W. DECOURCEY
LENARD T. DIGGINS



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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

July 14, 2020

Andrew Conway
Arlington, MA 02474

ahconway@gmail.com

Re: Appointment: Grants Committee of the Arlington Commission for Arts and Culture (formerly Arlington Cultural Council)

Dear Mr. Conway:

As a matter of the standard appointment procedure, the Select Board requests that you attend a virtual meeting of the Select Board conducted by remote participation, on Monday, July 20th at 7:15 p.m.

It is a requirement of the Select Board that you join this virtual meeting. This will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Information which includes the link to the meeting will be available at the bottom of the Select Board Agenda as well as on the Town Calendar when the meeting is posted Thursday, July 16th by 7:00 p.m.

Please contact this office by e-mail, lcosta@town.arlington.ma.us, if you have any questions.

Thank you.

Very truly yours,
SELECT BOARD

Marie A. Krepelka
Board Administrator