

Application

Profile

If you have any questions or difficulty submitting this application, please reach out to Alex Guzhnay at aguzhnay@newhavenct.gov or call 203-946-7670.

Julia

First Name

Fraivillig

Last Name

Middle
Initial

julia.fraivillig@gmail.com

Email Address

42 Hubinger St

Home Address

Suite or Apt

new haven

City

CT

State

06511

Postal Code

What ward do you live in (optional - please select ward if you know)?

☒ Ward 24

Mobile: (267) 885-4038

Primary Phone

Alternate Phone

Are any of the above number a cell phone number?

☒ Yes ☐ No

If so, which? Also, is it okay to send a text message?

yes

Are you currently employed by the City of New Haven or the New Haven Public School System?

☐ Yes ☒ No

Yale university

Employer

senior admin asst

Job Title

To see our list of Boards and Commissions please click here: <https://newhaven-ct.granicus.com/boards/w/976a34cad711af7c/boards>

Which Boards would you like to apply for?

City Plan Commission: Submitted
Commission on Affirmative Action: Submitted
Cultural Affairs Commission: Submitted
Development Commission: Submitted
Fair Rent Commission: Submitted
Historic District Commission: Submitted
Livable City Initiative Board: Submitted
New Haven Parking Authority: Submitted
Redevelopment Agency: Submitted
Greater New Haven Transit District Board of Directors: Submitted

Is this an appointment or reappointment request? *

☒ Appointment

Interests & Experiences

Please tell us about yourself and why you want to serve. Please attach any of the follow:

Resume, Curriculum Vitae (CV), Professional Bio, or a Statement of Interest.

[Julia_Fraivillig_-_Copy.docx](#)

Upload a Resume

If not submitting a Resume or CV, please submit a ~150 word Statement of Interest as to why you are interested in serving on your selected boards/commissions. If you have uploaded a resume OR you are seeking reappointment, you can write n/a.

see below

Question applies to Fair Rent Commission

Are you a landlord, renter, or homeowner? Or someone who works with either landlords or renters? If so, please explain.

Renter

Why are you interested in serving on a board or commission?

I've lived in New Haven for more than 5 years now. I got to know and love the city for its community strength, cultural diversity, and dedication to the wellbeing of its citizens. I wish to give back with my time, because that's one way I can contribute. I have volunteered with New Haven Reads and (soon) with the NHPS Science Fair. To serve on a board or commission would give me a chance to serve as a different sort of volunteer. I wish to contribute to my city in an administrative capacity like this, because it aligns with my ideals as well as my skills.

Why do you believe you would be a good fit for your selected board and commission(s)?

I see the city from many different perspectives: as a young professional, as a cyclist and pedestrian, as a community member. The boards/commissions I selected revolve around equity and resource distribution, whether through person-to-person interaction or infrastructure planning. Those ideals have guided me in all my ventures, and I wish to bring that experience to the city through a board or commission. I received a BA from a liberal arts college, so I have a well-rounded knowledge base. I am also skilled in critical thinking and creative problem solving. I learn quickly and can work together with all sorts of people and personalities.

Do you have any time commitments that would prevent you from participating in board/commission meetings? Meeting times can be found by visiting newhavenct.gov/boards, but most are usually once a month for 1-2 hours.

No

Demographics

Some boards and commissions require membership to be politically proportionate, per State Statute on minority party representation (CGS § 9-167a). What is your political affiliation on your voter registration (i.e Democrat, Republican, Unaffiliated, Independent, etc)?

Democrat

In order to stay compliant with our city's charter, are you registered to vote in New Haven?

☒ Yes ☐ No

We strive to maintain diversity in all of our Boards and Commissions. These questions are optional and if you volunteer the information we will only use it to ensure that our boards and commissions are diverse.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Nonbinary or third gender

How did you hear about serving on our Boards & Commissions?

Elias Estabrook and Jaime Myers-Mcphail are two of my friends who have served on boards/commissions.

Julia Fraivillig
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New Haven, CT 06511

EDUCATION

Smith College, Northampton, MA

May 2020

Bachelor of Arts: Major, Linguistics; Minor, Mathematics

EXPERIENCE

Yale School of Management, New Haven, CT

August 2021-present

Senior Administrative Assistant, Faculty Support

- Provides dedicated support by conducting advanced historical research online and in libraries, managing calendars, creating presentation slides, and communicating with visiting lecturers
- Facilitates instruction for up to nine sections a semester: sourcing and downloading educational materials, hiring teaching assistants, initiating Zoom links, and distributing information with mail merge
- Coordinates logistics for a weekly seminar with guest lecturers that draws dozens of invited guests: setting dates, creating itineraries, arranging travel and accommodations, preparing reimbursements, distributing invitations
- Uses Workday to process faculty expenses, including card charges, vendor imbursements, and travel expenditures according to Yale policies and procedures
- Collaborates with the faculty support team to initiate new staff and redistribute tasks

Nationalities Service Center, Philadelphia, PA/remote

October 2020-December 2020

English Tutor

- Coordinated services with participant's case worker
- Created, implemented, executed, and evaluated weekly private lessons with adult population
- Provided lessons in grammar, vocabulary, conversational English, and American culture

Smith College, Northampton, MA

September 2019-March 2020

Administrative Assistant, Classics & Philosophy Departments

- Tracked travel materials and visa applications for international academic tour participants (members of Five College Consortium)
- Downloaded electronically transferred email files and converted to required file type
- Transferred approximately 1,000 Google Drive documents for a limited project to a secure Windows drive
- Formatted and printed five readings a week using Adobe Acrobat
- Restocked printers and supply closets daily

Brown University, Providence, RI

May 2019-August 2019

Residential Assistant, Pre-College Program

- Welcomed and confirmed registration of up to 5,000 “Summer@Brown” program participants
- Provided 24/7 supervision and fostered community for 24 high school students over two summer sessions: created bonding activities, attended medical emergencies, and enforced programmatic guideline and rules
- Planned and executed weekly supportive and educational programming for LGBT students and their allies; represented said programming at three introductory activities fairs
- Collected and entered data to track demographic information on attendance and curfew violations (Google Sheets and Google Forms)

Smith School for Social Work, Northampton, MA

May 2018-May 2019

Office Assistant, Admissions

- Entered recruitment and admissions data into Banner database
- Crafted individual and blast emails to automatically generated lists of recipients using Banner
- Maintained applicants’ documentation and materials in physical and electronic files; communicated need regarding deadline submissions
- Acted as point of first contact for visitors and callers to admissions office
- Updated, edited, and indexed community resource binder; inventoried and stocked supply closet
- Gathered and boxed requisite materials for college fairs for two traveling recruiters
- Tracked research articles and authors’ information submitted to *Smith College Studies in Social Work* through ScholarOne

Young Science Library at Smith College, Northampton, MA

May 2018-August 2018

Circulation Desk Assistant

- Served as first response to patron questions in person, over email, and over the phone
- Checked out books and media materials for patrons
- Organized materials for interlibrary drop-off and pick-up
- Assisted patrons with library research resources

OTHER EXPERIENCE

P&M Market, New Haven, CT

January 2021-July 2021

Deli Server

- Greeted and served approximately 200 customers per shift
- Accurately filled orders for individual sandwiches, salads, and hot food orders
- Maintained prep-line ingredient items and container supply levels
- Executed full breakdown of steam table, maintained sanitation per health department guidelines

Acme Markets, Doylestown, PA

October 2020-December 2020

Deli Clerk

- Served approximately 100 customers an hour
- Under commercial food safety standards, sliced, packaged, and labeled 30 pounds of meats and cheeses in a variety of “grab & go” sized bags per shift; sliced meats and cheeses for preparation of fifty sandwiches per shift
- Washed and sanitized dishes using a three-basin sink