



WARWICK CITY COUNCIL
LEGISLATIVE DEPARTMENT
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL (401) 738-2000, ext. 6475
JOANNE.M.COURNOYER@WARWICKRI.COM

October 22, 2019

TO THE HONORABLE STEVE MEROLLA, COUNCIL PRESIDENT
AND
THE HONORABLE MEMBERS OF THE WARWICK CITY COUNCIL:

Pursuant to Public Laws Chapter 2000-060

Entitled

“LAND TRUST COMMISSION”

I hereby appoint:

Caroline Ceceri

73 Castle Rocks Road
Warwick, RI 02886

VICE: Timothy Twohig

Term to expire April 1, 2020


Appointments Chairman James McElroy

10/23/19

Date

CAROLINE S. CECERI

73 CASTLE ROCKS ROAD, WARWICK, RHODE ISLAND 02886

(401) 419-1912, Caroline.ceceri@verizon.net

PROFESSIONAL EXPERIENCE

KELLER WILLIAMS REALTY, Cranston, RI
Licensed Realtor

Jun 2007 - Present

ZEICHNER, ELLMAN & KRAUSE, New York, NY
Paralegal Supervisor

Nov 1991 - Sept 1999

- Responsible for all aspects of foreclosure process from summons to foreclosure auction.
- Supervised department of nine paralegals.
- Trained all new employees in the foreclosure process and department standards and policies.

VOLUNTEER EXPERIENCE

CROSSROADS RI

- Furnish apartments for the homeless

January 2018-

HUNTINGTONS DISEASE SOCIETY OF AMERICA (HDSA)
Committee Member

Oct 2007 - June 2014

- Conceived the 1st Annual Carnival for a Cure that raised over \$15,000. Responsible for all marketing, advertisement, solicitation from local businesses, mailings, and entertainment.
- Part of team that organized Walkathon at Colt State Park and raised over \$25,000

KENT COUNTY HOSPITAL GALA
Committee Member

Dec 2005 - Nov 2006

PROVIDENCE CHILDREN'S MUSEUM ANNUAL FUNDRAISER
Committee Member

Nov 2004 - Nov 2005

RHODE ISLAND JUNIOR WOMEN'S LEAGUE
Committee Member

Oct 1999 - Oct 2004

- Chaired Annual House Tour to raise money for St. Mary's. Responsibilities included; obtaining ten houses for touring, decorators, organizing the Welcoming Party, and overseeing the sale and distribution of tickets.

EDUCATION

1985 - 1989 B.A., Speech Communications, University of Rhode Island, Kingston, RI
1990 - 1991 Paralegal Certificate, Katherine Gibbs, Providence, RI
2007 Three months Realtor training classes.