To The Select Board,

It would be a great privilege to be selected as a volunteer on the newly formed Adaptive Reuse Building Committee. As a Boxford resident of four years (a toddler by Boxford standards) I have developed a great appreciation for the town's commitment to community, its history, and the potential of its people.

Walking from our home with our two little boys in tow, we head to Paisleys for some fresh local vegetables. We stop, and look across the street musing about the possibilities for the old West Library before heading to Bensons for an ice cream on our walk home. In similar fashion, I can't help but wonder what will be the next chapter for the current Council on Aging building as the Center at 10 Elm prepares to open its doors to the community.

My work in operations (hospitality & now the renewable energy sector, to be specific) would lend well to this committee. I value collaboration, seek input, and bring an analytical approach to my work. Project management, financial stewardship, personnel management, and familiarity in partnering with local AHJs are a few of the skills that I would bring to this committee. I am looking forward to this potential opportunity as another step towards creating the robust, sustainable community that our village deserves.

Thank you for your consideration,

# DANIEL ANASTOS

#### **EXPERIENCE**

OPERATIONS COORDINATOR, REVISION ENERGY; NORTH ANDOVER, MA - SEPTEMBER 2021-PRESENT

- Drive employee engagement, customer satisfaction, and financial success through:
  - Managing lifecycle of projects from contract signing through completion
  - Scheduling installations that best align with teams- maximizing their quality of life
  - Coordinate electrical, building, fire inspections with local jurisdictions while ensuring compliance with varying regulations and requirements
  - Realize efficiencies that harness the power of CRM, and provide greater time for customercentered responsibilities
  - Collaborate with co-owners within various departments to ensure the smooth operation of the North Andover Branch

PATIENT ENROLLMENT, VERTEX PHARMACEUTICALS; BOSTON, MA- APRIL 2021- AUGUST 2021

 Contract role: Liaised between healthcare providers and Vertex's Guidance and Patient Support Team to accurately enroll patients to Vertex support program

SENIOR MANAGER OF ROOMS OPERATIONS, MARRIOTT INT.; BOSTON, MA - JUNE 2018 - APRIL 2021

- Department head: Lead a team of 45+ associates focused on the guest experience
- Hotel's CRM (Salesforce) expert- 5+ years experience:
  - Created hotel-wide culture around CRM use- drove understanding of customer preferences
- Managed department's P&L, ordering, and revenue creation throughout front office
  - Monthly controllable budget in excess of \$200,000
- Worked with external vendors on contract creation & manage partnerships
- Oversaw weekly payroll- ensuring accuracy, and resolving any issues

FRONT DESK MANAGER, MARRIOTT INT.; BOSTON, MA - JUNE 2016 - JUNE 2018

- Managed daily inventory of 1,147 guest rooms
- Compiled & utilized data to create staffing models ensuring seamless guest check-in/checkout process: improved productivity 3.4% & decreased negative guest "wait time" verbatim 40%
- Leader of Associate Relations Committee: implemented sustainable initiatives within hotel

PERSONAL TRAVEL; 7 COUNTRIES IN 6 MONTHS- SEPTEMBER 2015- MARCH 2016

## FRONT OFFICE MANAGER, MARRIOTT INT.; PEABODY, MA - MARCH 2014 - SEPTEMBER 2015

• Breakthrough Leadership Champion: Formulated and shared strategy with executive committee to drive managerial self-awareness and improve hotel's KPI's

FRONT DESK AGENT & FRONT DESK SUPERVISOR, MARRIOTT INT.; PEABODY, MA – SEPTEMBER 2011 - MARCH 2014

## **EDUCATION**

SALEM STATE UNIVERSITY, SALEM, MA - COURSE IN INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY, JANUARY 2014 - JUNE 2014

HARVARD UNIVERSITY, CAMBRIDGE, MA - COURSE IN OPERATIONS MANAGEMENT, 2012

• Consultation work for Massachusetts restaurant: improved financial performance \$50,000 YOY

# BRANDEIS UNIVERSITY, WALTHAM, MA, 2011

- Bachelor of Science: Neuroscience, 2011
- Bachelor of Science: Psychology, 2011
- Cross Country & Track Captain: Lead teams that qualified for three national championships

#### **VOLUNTEER**

Great Strides Boston I Back on My Feet Boston I Northeast Animal Shelter: Dog/Cat Foster Family