

# Withdrawal/Redaction Sheet

## Clinton Library

| DOCUMENT NO.<br>AND TYPE | SUBJECT/TITLE                                                      | DATE     | RESTRICTION |
|--------------------------|--------------------------------------------------------------------|----------|-------------|
| 001. resume              | Michael A Skrebutenas; RE: address/phone number [partial] (1 page) | ca. 1999 | P6/b(6)     |
| 002. resume              | Shawna J Francis; RE: address/phone number [partial] (1 page)      | ca. 1999 | P6/b(6)     |
| 003. resume              | Shawna J Francis; RE: address/phone number [partial] (1 page)      | ca. 1999 | P6/b(6)     |

### COLLECTION:

Clinton Presidential Records  
Policy Development  
Lisa Green  
OA/Box Number: 20586

### FOLDER TITLE:

[Resumes] [loose]

2012-0043-S

ms260

### RESTRICTION CODES

Presidential Records Act - [44 U.S.C. 2204(a)]

Freedom of Information Act - [5 U.S.C. 552(b)]

P1 National Security Classified Information [(a)(1) of the PRA]  
P2 Relating to the appointment to Federal office [(a)(2) of the PRA]  
P3 Release would violate a Federal statute [(a)(3) of the PRA]  
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P5 Release would disclose confidential advice between the President and his advisors, or between such advisors [(a)(5) of the PRA]  
P6 Release would constitute a clearly unwarranted invasion of personal privacy [(a)(6) of the PRA]

C. Closed in accordance with restrictions contained in donor's deed of gift.

PRM. Personal record misfile defined in accordance with 44 U.S.C. 2201(3).

RR. Document will be reviewed upon request.

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b(9) Release would disclose geological or geophysical information concerning wells [(b)(9) of the FOIA]



DEPARTMENT OF THE TREASURY  
WASHINGTON, D.C. 20220

**JODI SAKOL**  
**DIRECTOR**  
**OFFICE OF BUSINESS & PUBLIC LIAISON**

1500 Pennsylvania Avenue, NW  
Room 3127

Washington, DC 20220

Phone: (202) 622-0087

Fax: (202) 622-7893

**FACSIMILE COVER SHEET**

Date: \_\_\_\_\_

NUMBER OF PAGES: 4  
(Including Cover Sheet)

TO: \_\_\_\_\_

ADDRESSEE'S FAX NUMBER: \_\_\_\_\_

ADDRESSEE'S PHONE NUMBER: \_\_\_\_\_

Per our discussion the other day, I think this person would be a great candidate!

THE WHITE HOUSE  
WASHINGTON

Lisa -

I can be reached at

x62937 -

Thanks,

Michelle Montet

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**MICHAEL A. SKREBUTENAS**

P6/(b)(6)

amieskreb@aol.com

[001]

John Fy/1

**EXPERIENCE**

**1999-Current Deputy Director**

White House Operations, The White House, Washington, D.C.

Fund Manager for the White House Office's \$52 million annual appropriation. Coordinate and approve all procurement actions and monitor all available funds. Manage the White House Office's facilities and grounds and the customer service hub for all White House staff. Approve all travel authorizations and personnel actions for White House staff. Direct immediate staff of five and supervise six Office Directors for a total of more than 55 employees and 250 interns. Subordinate Offices include: the White House Visitors Office, the White House Photo Office, White House Intern Program, the White House Conference Center, White House Telephone Office and White House Travel Office. Establish goals, assign projects and set deadlines for directors and teams. Conduct fiscal planning, budget preparation and execution. Chairman of the Business Continuity and Contingency Planning Task Force for the Executive Office of the President.

**1995- 1999 Project Manager**

The Community Builders, New Haven, Connecticut

Managed the financing and development of affordable housing for non-profit community development organizations and municipal agencies. Provided financial and legal analysis on site acquisition and debt financing issues. Served as local counsel on city regulatory matters. Performed regulatory due diligence for state and federal housing finance programs. Managed outside counsel on development issues. Negotiated with local and state officials and community leaders. Drafted and negotiated construction contracts. Closed on \$10,000,000 rental rehabilitation project with financing from National Equity Fund, Connecticut Housing Finance Authority and Department of Housing and Urban Development.

**1994-1995 Staff Attorney**

New York City Department of Finance, New York, New York

Advocate's Unit

Developed policy and drafted regulations for commercial real estate tax abatement programs to encourage economic development in New York, including Lower Manhattan Development Plan. Provide general real estate and municipal legal research for public and agency inquiry. Met and negotiated with Commissioner of Finance and Mayoral staff on tax policy matters. Negotiated tax abatement for high profile commercial building with outside counsel.

**1991-1993 Attorney**

Carmody & Torrance, Waterbury, Connecticut

Real Estate Practice Group

65-lawyer firm with two offices in Connecticut

Real estate associate with specialty in land use and utility condemnation. Performed legal research for general real estate and zoning matters. Litigated summary process claims; served as foreclosure committee. Closed commercial loans for local banks; closed numerous residential real estate transactions for buyers and sellers. Served as Assistant Corporation Counsel to Prospect and Woodbury, Connecticut. Served as collection attorney for major Connecticut utility company.

1987-1988      **Clerk of the Committee**  
Connecticut General Assembly, Hartford, Connecticut  
Planning and Development Committee  
Formulated policy for legislative committee in housing and economic development. Coordinated floor debate for House and Senate Chairmen.  
Researched legislative proposals for committee deliberation.

## EDUCATION

1993 - 1995      Columbia University  
School of Architecture, Planning and Preservation  
Degree: M.S. in Urban Planning  
Honors: Kinne Traveling Fellowship, Riga, Latvia  
Guided study with local officials of housing and infrastructure of Riga  
Master's Thesis: *A Modest Proposal: Expanding Municipal Annexation Powers for Bridgeport, Connecticut*

1988-1991      University of Connecticut School of Law  
Degree: J. D.  
Honors: William Starr Fellowship  
Project PREPARE Fellow, National Trust for Historic Preservation

1982-1986      Columbia University  
Degree: A.B., Political Science  
Honors: Leo L. Brown Prize for Public Service  
Columbia College Class Marshall  
Dean's List

## PUBLIC OFFICE AND COMMUNITY AFFAIRS

1998-1999      **Commissioner, Fair Rent Commission**  
New Haven, Connecticut

1993- 1995      **Executive Committee, Broadway Democrats**  
Upper West Side reform Democratic Club  
New York, New York

1987-1991      **Member, Town Council**  
Two Term elected member of the Town's Legislative and Financial Board  
Prospect, Connecticut

## BAR MEMBERSHIPS

Connecticut Bar  
Federal District Court, Bridgeport, Connecticut

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**Shawna J. Francis**

[002]

P6/(b)(6)

SFran38122@aol.com

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## EXPERIENCE

- 11/1997 - 03/1999      **James Bell Associates & Johns Hopkins University**      Arlington, Va  
Research Assistant  
Assisted with an evaluation for the U.S. Department of Labor of the High Wage Demonstration Program, an employment and training program for dislocated workers. Assisted in design of the site visit discussion guide, conducted site visits, and written site visit summaries. Provided assistance on two other U.S. Department of Labor Studies: (a) a short term assessment of labor shortages for production workers in the shipbuilding industry and (b) an analysis of effective strategies for coordination of workforce development and economic development activities.
- 03/1995 - 08/1997      **United States Senator J. Robert Kerrey**      Washington, DC  
Legislative Assistant  
Part of domestic policy team including labor, education, environment, social and energy issues; facilitated special interest groups and lobbyists; provided a written and/or oral analysis and recommendation on current legislation. Conducted meetings and public forums; spoke with press regarding assigned issues; and led issue negotiations as Senator's surrogate. Researched and replied to large numbers of constituent inquires regarding domestic policy.
- 09/1993 - 02/1995      **Community Services Agency, MWC, AFL-CIO**      Washington, DC  
Assistant Executive Director  
Provided program development and administration for distressed union members. Position required fund-raising and grant writing, financial management, staff supervision. Provided human services assistance to union members and general population. Developed and maintained youth services program for agency. Developed and maintained over 200 labor accounts for the United Way Campaign as a loaned labor executive. Instrumental in raising over \$350,000 for the labor division for the National Capital United Way. Provided job skills training program for substance abusers. Other duties included attending meetings, handling correspondence, liaison with Board of Directors and representing labor on boards and committees. Testified before the city council on the behalf of labor.
- 09/1992 - 09/1993      **American Federation of Teachers**      Washington, DC  
Bayard Rustin Fellow  
Year fellowship studying the legacy of Bayard Rustin and public interest. Provided research and program development assistance. Represented the AFT at national and local meetings and

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 Research Assistant  
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conferences. Developed and maintained a network of community based organizations and national civil rights groups; researched and developed national sexual harassment manual.

## **EDUCATION**

**Johns Hopkins University**  
Masters of Arts- Public Policy

Baltimore, MD

**Howard University**  
BA - Political Science (major), Economic (minor)

Washington, DC

## **EXTRACURRICULAR ACTIVITIES**

Special Assignment - Democratic Senatorial Campaign Committee (DSCC) - 5/96 - 9/96

Senator J. Robert Kerrey, Chairman

Finance Assistant - Provided assistance to Finance Director for the DSCC efforts at the Democratic National Convention. Assisted with the planning of events for major donors of the DSCC and United States Senators. Supervisor of staff and volunteers of the DSCC office at the Democratic National Convention in Chicago, Illinois.

Campaign Consultant - Roger Bedford for US Senate Campaign (Alabama)- 10/96- 11/96

Greater Washington Urban League Thursday Network - Executive Board Member

Executive Board Member of the Greater Washington Urban League Coca-Cola Football Classic

Fundraising Chair - Citizens To Elect Darryl Wiggins- The District of Columbia School Board

Jerusa Carl Wilson for School Board - Fundraising Committee -

Citizens To Elect Keith Perry - District of Columbia School Board

Donald Temple for US Congress Campaign

### **Honors/Achievements**

Bayard Rustin Fellowship - \$25,000 fellowship

Tomorrow's Leaders Today - Honoree - Youth who have demonstrated outstanding community service and are interested in public service and public policy, presented at the White House by Hillary Rodham Clinton

Student President of the Political Science Department, Howard University

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