



# APPLICATION FOR EMPLOYMENT



**Empire State  
Development**

We are an equal opportunity employer and we do not discriminate on the basis of age, race, color, religious creed, national origin, non-disqualifying handicap, veteran status, marital status, sex, sexual orientation or upon any other unlawful basis.

(Please print below)

Last Name <b>BOYLAN</b>	First <b>LINDSEY</b>	Middle <b>C</b>	Date <b>MARCH 8, 2015</b>
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Home Address: \_\_\_\_\_ Number/Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Primary Telephone [REDACTED]	Secondary Telephone: <input type="checkbox"/> Cellular ( ) _____	E-mail address [REDACTED]
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Position Applied For: <b>VP BUSINESS DEV.</b>	Date Available <b>MARCH 27</b>	Salary Desired: <b>120K</b>
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Have you previously applied here for employment? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date _____	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time	Referred By:
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If you are not a U.S. Citizen, are you legally permitted to work in the U.S. on a regular, full-time job without restriction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>N/A</b>	If hired, can you provide an alien registration card? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Are you available to work occasional overtime? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>EMPLOYMENT BY THE CORPORATION IS CONDITIONED ON THE COMPLETION AND COMPLIANCE WITH IMMIGRATION AND NATURALIZATION SERVICE FORM I-9.</b>
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Have you ever been convicted of a crime?  Yes  No Date \_\_\_\_\_ EXPLAIN:

**IMPORTANT:** The existence of a criminal record does not constitute an automatic bar to employment.

NAME	ADDRESS	Years attended	Did you graduate?	Degree and/or Major Field
High School <b>ROBINSON SECONDARY</b>	<b>5035 SINKER LN. FRY, VA</b>	<b>1998-2002</b>	<b>Y</b>	<b>HS DIPLOMA</b>
College <b>WILLIAMSBURG</b>	<b>106 CENTRAL STREET WILLIAMSBURG VA 23187</b>	<b>2002-2006</b>	<b>Y</b>	<b>B.S. POLI SCI.</b>
College/Grad School <b>COLUMBIA BUSINESS SCHOOL</b>	<b>3022 BROADWAY NY, NY 10027</b>	<b>2010-2012</b>	<b>Y</b>	<b>MBA</b>
Other Schools				

What plans do you have for further education?  
**NONE**

List specific subjects taken in other schools, correspondence or extension courses which are applicable to this position.

Active Military Duty	From	To	Branch of Service	Type/Specialty	Rank at discharge
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**PLEASE INDICATE YOUR LAST THREE (3) POSITIONS, EMPLOYERS AND ATTACH RESUME.**

DATES From To Mo/Yr Mo/Yr		NAME AND COMPLETE BUSINESS ADDRESS OF EACH EMPLOYER	SALARY	JOB TITLE	SUPERVISOR'S NAME AND TELEPHONE NO.	REASON FOR LEAVING
JAN 13	FEB 15	[REDACTED]	[REDACTED]	VP CLIENT SOLUTIONS MANAGER	[REDACTED]	[REDACTED]
AUG 07	<del>SEPT</del> NOV. 12	[REDACTED]	[REDACTED]	DIRECTOR BUSINESS AFFAIRS	[REDACTED]	[REDACTED]
SEPT 06	SEPT 07	[REDACTED]	[REDACTED]	PROJECT MANAGER	[REDACTED]	[REDACTED]

Software, computer applications and other skills:

EXCEL, PPT.

**ALL CANDIDATES:** Please read this statement carefully.

I certify that all information given on this application is true and correct. I understand that any misrepresentation or omission of information may result in refusal of employment or immediate termination.

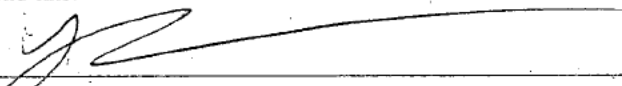
I understand that the Empire State Development Corporation may investigate my work and personal history and I authorize all persons, schools, companies, corporations, credit bureaus and law enforcement agencies to supply any information concerning my background and release them from any liability and responsibility arising from their doing so.

If employed, I agree to provide any additional information required for the Corporation's records and to comply with all Corporation rules and regulations.

I understand that at the conclusion of my employment with the Corporation, I will be responsible for the repayment of any outstanding debts, leave credits used over the maximum, or any other obligations incurred through travel advances, loans, petty cash disbursements and any other monies borrowed, taken or advanced. I understand and authorize any outstanding obligations to be deducted from my final accruals and/or final paycheck.

I understand and I agree that my employment with the Corporation is for no definite period and may, regardless of the time and manner of the payment of my wages and salaries, be terminated at any time by the Corporation with or without cause and without prior notice. I understand that this application for employment and/or any other Corporation document or manual is not a contract of employment. I also understand and agree that I must, in all respects, abide by the rules, regulations and policies of the Corporation. I recognize that the Corporation may change, amend, rescind or add to any policies, benefits or practices from time to time, at its sole and absolute discretion, without prior notice. I understand, however, that I am free to resign at any time with proper notice. I further understand that no supervisor or manager has any authority to guarantee or promise employment in any way, nor do I rely upon any such oral or written representations or statements.

I have read this:

  
Signature

March 8, 2015  
Date

## LINDSEY BOYLAN

cell: [REDACTED]

email: [REDACTED]

### PROFESSIONAL EXPERIENCE

January 2013 – Present

New York City, NY

#### Vice President, Municipal Finance Client Strategy

- Oversees all brand promotion and client strategy for [REDACTED] Municipal Finance Group, one of the largest practices in the country covering 31 offices with 350 professionals nationwide
- Manage all key partnerships and sponsorship relationships
- Develop all unique content for [REDACTED] Municipal Finance including: Video Content, Thought Leadership Industry calls, one-off events, all printed collateral, and all client emails and newsletters for the 20,000-strong contact list of municipal issuers, institutional investors and other firm friends
- Coordinate strategy for giving from the [REDACTED] Foundation to meet business needs

September 2007 - December 2012

[REDACTED]  
(Business Improvement Districts managed by a single umbrella organization) New York City, NY

#### Director of Business Affairs

- Orchestrated [REDACTED] Business Improvement District Expansion. Negotiate with existing stakeholders on terms and areas for inclusion. Garner buy-in from property owners in the expansion area as well as the relevant governmental stakeholders
- Oversaw departmental budgeting with an emphasis on cost control and increasing event revenue with corporate sponsorships, concessions, and one-off event fees
- Managed corporate and political relationships, including contract negotiations, operations logistics, and branding guidelines
- Created and manage a young professionals group for [REDACTED] to generate significant revenue, garner political support, and increase social awareness of the public space amongst young professionals

#### Associate Director of Operations

- Managed staff of 45+ workers in Bryant Park, Herald and Greeley Square Parks, and Broadway Boulevard spaces. (Including hiring, staff reviews, and termination when necessary)
- Direct daily maintenance, horticulture, and amenities operations at [REDACTED]
- Present and market the company to real estate developers, academics, and political figures interested in learning about public space management

#### Operations Manager

- Created the Parks Hospitality Crew, modeled after the Disney brand model. Developed a manual for the crew, a training process, and a protocol for employees to interact with the public
- Coordinated logistics for regular and special events at Bryant Park, Herald and Greeley Squares including HBO Summer Film Series, The Pond at Bryant Park (ice rink and holiday shops), Good Morning America in Bryant Park, Broadway in Bryant Park, and Mercedes-Benz Fashion Week
- Oversee day-to-day management of central lawn

#### Alex Garvin & Associates, Inc., Planning & Design

September 2006 - September 2007

Project Manager, New York City, NY

- Developed the basic staff and board structure for a non-profit conservancy to maintain and operate a 4,500 acre world-class public park at Shelby Farms in Memphis, Tennessee
- Coordinated the Request for Proposals (RFP) and defined the timeline for staging of the Master Planning process of the Shelby Farms Project
- Managed scheduling and responsible for the financial performance against budget for the project
- Developed the marketing plan for the startup company including the creation of promotional materials, coordination of the office opening celebration, and day-to-day management of the company website

## **COMMUNITY ENGAGEMENT**

### **Citizens Union**

**2014-Present**

#### *Board of Directors*

- Serving on Local Candidates Committee and Municipal Affairs Committee of New York's preeminent good government group
- Co-chaired annual fundraising event for the organization

### **USA Cares**

**2013-Present**

#### *Board of Directors*

- Guiding this national nonprofit's growth as it continues to provide post-9/11 military families with financial and advocacy support in their time of need

### **Guggenheim Museum**

**2011-Present**

#### *Acquisitions Committee*

- Participate in bi-annual acquisitions committee meetings where major pieces are purchased for the Guggenheim

### **Wellesley College Alumnae Association**

**2006-Present**

#### *National and New York Friends of Art Committees, The Durant Society*

- Serve on the planning committee for the Wellesley Friends of Art, which fundraises and promotes the Davis Museum for the Arts at Wellesley College

### **Community Board Membership**

**2008-2011**

#### *Public Member on NYC Community Board 5 and Appointed Member for NYC Community Board 7*

Advised policy makers and developers on land use, transportation, and public space issues in Manhattan's central business district

### **Wellesley College**

**2007-2010**

#### *Board of Trustees*

- Served on the Wellesley College Board of Trustees via election from among peers. Committee Assignments: Landscape and Buildings, Governance, Admissions and Financial Aid, and Student Life

## **EDUCATION**

**Masters - Business Administration, Columbia University**

**2012**

**Bachelor of Arts in Political Science, Wellesley College**

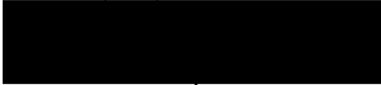
**2006**

*President of the Student Body (2006)*



Eileen Mason  
Vice President  
Human Resources

March 4, 2015

Lindsey Boylan  


Dear Lindsey:

This letter will confirm your acceptance of the position of Vice President, Business Development, at an annual starting salary of \$120,000. I want to take this opportunity to welcome you and sincerely hope that your employment will be a rewarding and satisfying experience.

**Enclosed, please find several forms that must be completed and returned on or before your first day of work.** The Human Resources Department requests the complete address (including zip codes) of your last three employers and of the school(s) from which you most recently graduated. Please include this information on the enclosed forms when you return them.

Under the Immigration and Naturalization Act of 1986, all new employees are required to supply documentation proving their identity and their authorization to work in the United States. Therefore, please bring the necessary documents indicated on the enclosed I-9 form along with a copy of your social security card to the Human Resources Department on your first day of work. In addition, bring proof for health insurance enrollment eligibility of spouse, domestic partner and/or dependent child(ren). In order to enroll you and or your dependents in our benefit plans we require copies of birth certificates, social security cards and your marriage certificate.

You will have access to an on-line copy of the employee handbook, and if you have any questions regarding the enclosed forms, the benefits package or any aspect of your employment, please do not hesitate to call Maria Gately at (212) 803-3203. She will be happy to assist you.

Please be advised that your employment is contingent upon satisfactory references and background check plus your compliance with the documentation and information request contained in the I-9, background check and other employment forms.

Your first day of work is Monday, March 23, 2015. Please come to the Human Resources Department on the 34<sup>th</sup> Floor at 9a.m. for your orientation on Thursday, March 12<sup>th</sup>. We are pleased with your decision to join ESD.

Sincerely,

Eileen Mason

Enclosures

Cc: J. Gilstrap  
File, Payroll