

STATE OF OHIO

2020 AUG 11 AM 10:05

JP

Executive Department

OFFICE OF THE GOVERNOR

Columbus

I, Mike DeWine, Governor of the State of Ohio, do hereby appoint Arlindo Ahmetaj, from Fairview Park, Cuyahoga County, Ohio, as a Member of the Cleveland State University Board of Trustees for a term beginning July 27, 2020 and ending at the close of business May 1, 2022, replacing Beauxerykah J. Betterson, whose term expired.



IN WITNESS WHEREOF, I have hereunto subscribed my name and caused the Great Seal of the State of Ohio to be affixed, at Columbus, this 27th day of July in the year of our Lord, Two Thousand and Twenty.

Mike DeWine

Mike DeWine
Governor

Arlindo Ahmetaj

Fairview Park, 19450 Lorain Rd, 44126 • (216) 820-8869
arlindo.ahmetaj@gmail.com • <https://www.linkedin.com/in/arlindo-ahmetaj-bb4713137/>

EDUCATION

Bachelor of Arts in Business Economics, Cleveland State University, Cleveland, OH **2016 – 2019**
Double Minor in Finance and Health Care Management **GPA: 3.56**

Attended Economics College of Tirana University, Tirana, Albania **2008 – 2011**

EXPERIENCES AND ACHIEVEMENTS

City of Cleveland City Hall, Cleveland, OH

August 2019 – Present

Staff Accountant

March 2020 – Present

- ♦ Develop and implement financial control plans
- ♦ Preparing financial statements
- ♦ Reconciling accounts
- ♦ Closing monthly records and reports
- ♦ Ensuring efficiency and accuracy of records

Assessments Analyst

August 2019 – March 2020

- ♦ Perform all aspects of the county certification process and special assessments
- ♦ Perform and execute all accounts payable, receivables, and refunds
- ♦ Perform monthly analyzed and reporting
- ♦ Assist in special projects and aid in the implementation of new processes

Cleveland Clinic, Education Institute, Cleveland, OH **January 2018 – December 2019**

Finance Intern

- ♦ Update and reconcile expenses' workbook for activities and conferences
- ♦ Prepare journal entries accordingly for the reconciled activities
- ♦ Prepare analyses from reports ran in Lawson accounting software
- ♦ Deposit checks and update the cash ledger and post them in Ungerboeck event software
- ♦ Solutions for Value Enhancement (SolVE) 4-month program

Cleveland State University, Cleveland, OH

July 2018 – June 2019

Student Government Association (SGA) Treasurer

- ♦ Represent SGA & CSU Student Body on University Committees
- ♦ Serve as the Chair of the SGA Finance Committee
- ♦ Oversee and manage a department budget of \$332,000
- ♦ Prepare fiscal year budgets for all accounts, in consultation with other SGA Officers
- ♦ Propose updates and changes of the Finance Bylaws to the Senate

Hyatt Regency Cleveland at The Arcade, Cleveland, OH

June 2015 – May 2017

Guest Services, Bell Attendant

- ♦ Welcome guests and assist them with luggage delivery and storage
- ♦ Arrange transportation and restaurant reservations for guests
- ♦ Coordinate with the Front Desk in delivering different guest requests

Trainer, Volunteer, Population Activities Tirana, Albania

2007 - 2011

- ♦ Trainer in several projects to raise awareness about drug abuse and reproductive health
- ♦ Advanced Trainer of Trainers (ToT) for Youth Peer Education Network (Y-PEER)
- ♦ Volunteer in awareness activities about Suicide, International Aids Day, and alcohol consumption
- ♦ Participant in Summer School organized by British Council for Teamwork and Leadership

PERSONAL ATTRIBUTES AND ACCOMPLISHMENTS

- ♦ Dean's list – Spring 2016, Fall 2016, Spring 2017, Fall 2017, Spring 2018
- ♦ Multilingual: Albanian, Italian, and English
- ♦ All – Star Employee of the Second - Quarter 2016 at Hyatt Regency Cleveland
- ♦ President (2018/9) and treasurer (2017/8) of Tau Sigma National Honor Society
- ♦ Assoc. Chair Board of Elections at the Cleveland State University year 2016

GOVERNOR'S APPOINTMENTS TO BOARDS AND COMMISSIONS

Date: 7/27/2020

Name of Appointee: Mr. Arlindo Ahmetaj
Address: 1940 Lorain Rd., Apt. 309W
Fairview Park, OH 44126
Cuyahoga County
(H) -
(W) -
(M) - 2168208869

Name of Commission: Cleveland State University Board of Trustees
Contact: Heather Link, Chief of Staff
Office of the President
216-523-7359 (direct)
216-533-2172 (cell)
2121 Euclid Avenue, AC 316
Cleveland, OH 44115
(216) 523-7359

Term Begins: 5/2/2020
Term Ends: 5/1/2022
Party Affiliation: Independent
Senate Confirmation: Appointed by the Governor, confirmed by the Senate

Vice: Beauxerykah J. Betterson