

APPOINTMENTS



Design Review Commission

Melissa DeVito
837 Washington Street

The Design Review Commission has recommended the appointment of Melissa DeVito to serve as a member of the Design Review Commission with an expiration of June 30, 2019.

MOTION to ratify the appointment by the Town Administrator of Melissa DeVito to serve as a member of the Design Review Commission.

DATED: _____, 2018

VOTED:

UNANIMOUS _____

A True Record Attest:

YES _____ **NO** _____

Teresa M. Burr
Town Clerk

ABSTAIN _____

ABSENT _____

Glenn Jones, Clerk
Franklin Town Council



Town of Franklin MA

355 East Central Street

Franklin, MA 02038

Phone: 508-520-4949

Volunteer Form

Good Government Starts with You

Date Submitted: August 24, 2017

Name: Melissa L DeVito

Home Address: 873 Washington St
FRANKLIN, MA 02038

Mailing Address: 873 Washington St
FRANKLIN, MA 02038

Phone Number(s):

Email Address:

Current Occupation/Employer: Realtor

Narrative: I am lucky to have a pretty flexible schedule as well as a background in education, construction and real estate. I am a business woman, wife and mother.

Board(s) / Committee(s): ☐ Council on Aging
☐ CULTURAL DISTRICT COMMITTEE
☐ Design Review Commission



MELISSA DEVITO

RE/MAX Executive Realty

308 W Central Street – Franklin, MA 02038

www.melissadevitofineproperties.com



OBJECTIVE:

To service my clients with the highest levels of professionalism, aptitude, and advocacy to facilitate real estate transactions in as smooth and seamless a manner as possible

PROFILE:

- Results-driven and detailed-oriented
- Excellent communicator and negotiator
- Adept in case/client account management
- Knowledgeable in residential real estate buying and selling

PROFESSIONAL EXPERIENCE:

RE/MAX Executive Realty – Franklin, MA

2016-current

- Team Member – The Todaro Team
- Licensed Real Estate Salesperson
- Specific expertise – marketing and sales of residential properties
- Relationship cultivation

Real Estate Agent - Century21 Commonwealth

2016

Next Generation Childcare Centers

2007-2011

- Office Administrator
 - Managed client accounts, payroll
 - Coordinated billing for center

Rosangela Contracting Company, Inc.

2000-2006

- On site coordination, vendor relationship management
- Accounts payable/receivable, payroll coordination

EDUCATION/CERTIFICATIONS:

- Wheelock College, Waltham, MA – Associates Degree (Early Childhood Education)
 - Teacher Certification (Preschool 5 and under)
 - Early Childhood Certification (PreK-3)
- American Real Estate Academy, Waltham

2015