

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: October 17, 2005

SUBJECT: Employment—Linda Luthringer, RCTC Part-time Secretary

CATEGORY: Personnel

INITIATED BY: Aldo Jackson

DESCRIPTION:

With the addition of an alternative education clerical position and the transfer of Trish Hodas from the RCTC secretarial position to the alternative education position, it becomes necessary to employ new personnel for the RCTC secretarial position.

RECOMMENDATION:

Motion to employ Linda Luthringer as a part-time secretary (S-3) in the Regional Career & Technical Center at the probationary rate of \$11.57 per hour. Employment conditioned on Ms. Luthringer submitting appropriate clearances.

LINDA LUTHRINGER

**5540 Sebago Drive
Fairview, PA 16415
(814) 838-0140**

EDUCATION: Medical Office Management Certificate, two-year program, 1993
Mercyhurst College, Erie, Pennsylvania

Commonwealth of Pennsylvania Diploma, Fairview High School,
Fairview, Pennsylvania

CAREER

SUMMARY: Experienced secretary/medical transcriptionist with strong
organizational skills. Company minded individual, conscientious,
and dedicated.

WORK

EXPERIENCE

Volt Services 06/00 – present
Achievement Center – Transcription for psychology, occupational
and physical therapy.

Fran-Tran 04/01 – present
Transcriptionist
Internal Medicine/Pain Clinic transcription at home.

Millcreek Community Hospital 05/00 – 04/01
Medical Transcriptionist
Hospital transcription including radiology, laboratory, physical
therapy, neurology, podiatry, orthopedics, pain clinic, cardiology,
gastroenterology and surgery.

Healthsouth Rehab Hospital 09/96 – 09/99
Medical Transcriptionist
Hospital transcription for doctors, outpatient physical therapy,
neurology, psychology, podiatry, orthopedics, pain clinic,
OB/GYN, cardiology, gastroenterology, ophthalmology and
surgery.

Pleasant Ridge Manor 05/95 – 09/96
Secretary to the Assistant CEO, Medical Transcription, and
secretarial work in Human Resource Department, per diem.
Performed secretarial duties for the Assistant CEO and the CEO.
Answered phones, typed correspondence, mail, light shorthand,
and heavy Dictaphone work.

**WORK
EXPERIENCE (CONT'D)**

Lamberton, Johns, and Mingey Associates 04/92 – 09/97
Medical Transcriptionist
Transcribed for three Internal Medicine doctors. Typed chart notes and letters for the doctors. Filled out medical insurance forms and helped on the front desk when needed. Part-time mornings.

Medicor Associates 03/92 – 05/95
Medical Transcriptionist
Transcribed for eight Cardiologists, one Electrophysiologist, and Four Internal Medicine doctors. Typed letters and various correspondence. Worked on the front desk for both the Cardiologists and Internal Medicine doctors when needed. Part-time afternoons.

References upon request.