

**ERIE COUNTY TECHNICAL SCHOOL
PROPOSED AGENDA ITEM**

DATE: October 17, 2005

SUBJECT: Employment—Susan J. Tatalone, 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 Susan J. Tatalone 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. Tatalone submitting appropriate clearances.

SUSAN J. TATALONE

2027 Cook Ave. ❖ Erie, PA 16510 ❖ Phone: (814)899-6995

OBJECTIVE Secretarial Position

SUMMARY Proficient in Microsoft Word, Excel, Access, PowerPoint, and FrontPage
Excellent organizational skills.
Disciplined, conscientious worker who works well independently or as part of a team.

EDUCATION

2003-Present Erie Business Center, Erie, PA, Associate in Specialized Business Degree,
GPA 4.0, (Projected Graduation: May, 2006)
1982-1983 Certificate of Training, German Language, Air Training Command, United
States Air Force
1979-1980 Certificate of Training, Chinese Mandarin, Air Training Command, United
States Air Force

CERTIFICATIONS AND AWARDS

Top Secret Security Clearance SCI, USAF (1979, renewed 1984)
Named a "Professional Performer" by the Air Force Electronic Security
Command's Inspector General Team (1985)
Air Force Commendation Medal (1986)
Dean's List, Erie Business Center, 2003-2004
Appointed Student Ambassador, Erie Business Center, May, 2004

EXPERIENCE

2005 Clerk Typist, Domestic Relations, Erie County Courthouse
Accepted and processed payments, answered phone inquiries from
clients, processed forms and reports, performed decision-making,
processed requests for information, updated computer data bases,
attended court proceedings in order to take notes and provide payment
information
2005 Clerk Typist II, Erie County Assistance Office
Located case files, filed case records in closed files, photocopied
materials, verified incoming mail and forms and routed them throughout
the office, typed narratives, typed and sent verification forms to financial
institutions, processed incoming energy applications
2004 Office Assistant (volunteer), Erie Family Life Skills
Answered phones, scheduled appointments, assisted office bookkeeper
by entering data in Excel and QuickBooks, prepared weekly bank
deposits, created PowerPoint presentations

- 1993-2002** **Homeschool Teacher**
Wrote lesson plans, taught as many as three students in grades K-9, corrected and graded work assignments and tests, maintained student records and compiled student portfolios of work to be turned in to the local school district.
- 1999** **Test Proctor, Assessment Systems Inc.**
Administered computerized qualification and licensing exams, maintained computer data files, and compiled computer-generated reports for submission to home office.
- 1985-1986** **Chief of Operations Support, Berlin, West Germany, United States Air Force**
Managed a three-person office responsible for providing personnel, administrative and logistic support to an Air Force operations site. Duties included special projects, development of new programs, word processing, filing and maintenance of computer data files. Developed and administered site management self-inspection program, planned and conducted inspections, generated reports and provided follow-up on deficiencies.
- 1979-1986** **Cryptologic Linguist, United States Air Force, Berlin, West Germany and Okinawa, Japan.**
Transcribed voice communications of highly perishable information of high interest to national-level security agencies. Operated word processing, radio receiving, recording and auxiliary equipment. Performed quality control to insure high quality of transcripts and data files. Trained newly assigned personnel.