

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: May 22, 2008

SUBJECT: Pupil Services Secretary, RCTC S-2

CATEGORY: Operations: Policy: Information: Personnel: **X**

INITIATED BY: Natalie Fatica, Coordinator of Human and Quality Resources

DESCRIPTION:

It is the recommendation of ECTS Administration to hire Tiffany Neely as Pupil Services Secretary in RCTC, S-2 beginning on or after June 1, 2008 pending clearances. The rate of pay is \$14.25 for the probationary period per the contract.

RECOMMENDATION:

Motion to hire Tiffany Neely, as S-2 Pupil Services Secretary for RCTC effective on or after June 1, 2008 at the rate of \$14.25, per hour pending clearances.

Tiffany L. Neely
4106 Bird Drive
Erie, PA, 16510
(814) 746-7549

OBJECTIVE: To obtain a position in which my education, experience, and knowledge are useful.

EDUCATION

June, 2000 **Youngstown State University**
Business Management

EMPLOYMENT

May 2007 to present **PNC Bank**
Teller
Assists in opening new accounts
Refers sales activity to platform personnel
Cash management

Teller Supervisor
Supervises and reviews the work of personnel
Manages and reviews individual training of employees
Performs monthly and quarterly audits on employees
Vault control
Maintains branch currency balance

2005-2006 **Citizens Bank**
Assistant Manager
Plans and supervises monthly and quarterly quotas for personnel
Prepares and reviews personnel and administrative reports
Manages and reviews individual training of employees
Vault control
Maintains branch currency balance

Traveling Manager
Recruits, hires, and trains branch personnel

2001-2005 **David's Bridal**
Receiving Manager
Orders, and receives, and ships merchandise for customers
Coordinates two bridal events a year

1998-2001 **Leather Limited**
Assistant Manager/Assistant to District Manager
Opens new stores in assigned district
Establishes sales goals for district
Recruits, hires, and trains personnel