

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: October 25, 2007

SUBJECT: Accounting and Administrative Assistant, S-3

CATEGORY: Operations: Policy: Information: Personnel: X

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

DESCRIPTION:

In order to adequately address the needs of Erie County Technical School and the Regional Career and Technical Center the ECTS Administration recommends hiring DeVona Henderson as an S-3 secretary beginning on or after October 25, 2007.

RECOMMENDATION:

Motion to hire DeVona Henderson, as S-3 Secretary, Accounting and Administrative Assistant effective on or after October 25 at the rate of \$12.05 per hour pending clearances, per the Classified Unit bargaining agreement.

DeVonna R. Henderson
2051 West 25th Street
Erie, PA 16502
(814) 461-0648

Objective: To obtain a challenging position in administration that best utilizes my skills & experience, promotes professional growth & increased responsibility.

Education: 1983-1988 Diploma Obtained: Harborscreek High School (Business Administration)
1989-1990 Diploma Obtained: JH Thompson Academy (Medical Assistant)

Experience:

2006 – Current	<i>Schaffner, Knight, Minneagh & Company, P.C.</i> <i>Receptionist/Administrative Assistant</i> •Answer all incoming calls. Process all financial statements into document management system, provide administrative support •Maintain postage meter and outgoing mailings including certified letters and special mailings
2002 – 2006	<i>Erie Insurance</i> <i>Policy Processing Specialist – Commercial Lines</i> •Process applications and endorsements, enter data from source documents apply rates, various coverage's, premiums, codes and forms •Verify data processed make corrections of invalid or inaccurate data and contact Agents & field personnel by telephone for additional processing information that may be needed
2001 – 2002	<i>Imaging Records Specialist – Policyholders Records Department</i> Prepared documents for imaging, verified quality of scanned documents also entered indexing information into the image storage system •Verified data entries of other terminal operators through sight verification and on-line editing
1995 – 2006	<i>Rentway, Inc</i> <i>Sr. Warranty Specialist</i> •Responsible for Account Receivable reconciliation for warranty revenue •Negotiation/administration of manufacturer warranty labor rates •Renewal of service agreements with manufacturers •Monthly submission of non-recoverable warranty claims to Accounting •Staff training, conduct presentations about warranty procedures •Data entry of all claims per month for warranty revenue reimbursement •Responsible for developing a Warranty Procedures Manual
1995 – 1999	<i>Administrative Assistant</i> •Responsible for coordination of Annual & Divisional meetings/related functions •Write, edit, proofread, publishing of all correspondence, reports, P & L distribution and other documents •Process warranty claims for several different manufacturers as well as coordinate reconciliation of warranty reimbursement •Create & maintain spreadsheets & generate monthly reporting •Conduct presentations in accordance with Warranty Procedures Manual at Product Service Meetings •Responsible for submitting Product Service personnel timecards to payroll

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2

- 1994 – 1994 *Cambridge Springs Correctional Institution*
Administrative Assistant
- Supervisor of Medical Records Clerk
 - Responsible for coordinating inmate infirmary records
 - Submission of inmate doctor bills
 - Generated necessary Reporting
- 1993 – 1994 *Albion State Correctional Institution*
Administrative Assistant/Human Resources Coordinator
- Administrative Assistant to Director of Human Resources
 - Coordinated new hire submissions
 - Setup new hire training & attendance
 - Processed drug screenings for new hire
- 1991 – 1994 *Stairways, Inc*
Receptionist/Administrative Assistant
- Assistant to Human Resources Director
 - Answered all incoming calls
 - Assisted Human Resources in setting up training & coordination of new hire paperwork