

August 1, 2011

Erie County Technical School
Attn: Human Resources Department
8500 Oliver Road
Erie, Pa 16509

Re: Cafeteria Aide Position

Dear Manager:

I would like to apply for the Cafeteria Aide position that you advertised in the Erie Times on Sunday, July 31st.

Enclosed is my completed application and resume. I just recently applied for updated clearances and I will have them available within the next 2 weeks.

I have worked in food service for the past six years and I am knowledgeable with setting up a serving line for lunch and the point of sale register for student purchases. I also have experience with setting up and serving for banquets and formal dinners.

I am very good at multi-tasking, I can learn new skills quickly and I am very dependable. I would appreciate your consideration for this employment opportunity.

Sincerely,

Nancy Makowski

ERIE COUNTY TECHNICAL SCHOOL
8500 OLIVER ROAD
ERIE, PA 16509
APPLICATION FOR EMPLOYMENT

(Fill Out Completely. Please type or print.)

Position Desired Cafeteria Aide

Name Nancy Makowski

Date 8-1-11

Address 1738 West 24th Street

Erie PA 16502

Phone 814, 456-9087

State, in order of preference, skills in which you are trained and prefer to do:

set up serving line, serve food, register, dishroom
computer - word 2010, fax machine, multiline phone system

Salary last received \$7.45 hour Initial Salary Expected _____

Hobbies or outside interests? needlepoint and crafts; watching my son play baseball

and daughter play soccer. Fishing with my husband, camping with family
volunteer at church and school.

If you are currently employed, why do you want to leave? I am not employed currently.

Eliminate serving line and budget cuts not being call back for
school year.

References: (Give names and addresses of persons acquainted with your work experience and ability.)

NAME	ADDRESS
<u>Barb Penschak</u>	<u>4731 Lawn Dale Dr., Erie PA 16506</u>
<u>Lisa Kaveney</u>	<u>2629 Greengarden Blvd. Erie PA 16508</u>
<u>Ann Cralla</u>	<u>450 West 31st Street, Erie PA 16508</u>
<u>Jeanne Beelee</u>	<u>2701 Harvard Street, Erie PA 16508</u>

The Erie County Technical School does not discriminate on the basis of race, color, national or ethnic origin, sex, handicap, or disability in the administration of any of its educational programs and activities in accordance with applicable federal/state statutes and regulations. Inquiries should be directed to Paul D. Fritz, Title IX/ADA Coordinator, Erie County AVTS, 8500 Oliver Road, Erie, PA 16509, (814) 864-0641, Ext. 346. (EOE)

EDUCATIONAL RECORD

NAME & ADDRESS OF SCHOOL	NUMBER OF YEARS ATTENDED	YEAR GRADUATED	DEGREE
HIGH SCHOOL <i>Iroquois High School</i> <i>4301 main street</i> <i>erie PA 16511</i>	<i>12 yrs</i>	<i>1980</i>	<i>General Education</i>
TECHNICAL SCHOOL <i>Erie Business Center</i> <i>246 west 9th st</i> <i>erie PA 16501</i>	<i>2 yrs</i>	<i>1982</i>	<i>Secretarial</i>
COLLEGE			
OTHER			

WORK EXPERIENCE RECORD

NAME & ADDRESS OF PREVIOUS EMPLOYERS	OCCUPATION	NO. OF YEARS OF SERVICE	FROM - TO DATES WORKED
<i>Please see attached</i>			

Comments: _____

NANCY A. MAKOWSKI
1738 West 24th Street
Erie, Pa 16502
(814)- 456-9087

EMPLOYMENT HISTORY

2005 to 2011: Cathedral Preparatory School

225 West 9th Street

Erie Pa 16501

Phone: 453-7737

Position: Cafeteria Worker

- Duties: Prepare workstation for lunch. Help prepare food to be served. Serve lunch to students.
- Experience in working in a very fast pace cafeteria and dish room.
- Clean workstation, kitchen and cafeteria.
- Have experience with cash register.
- Also experience with special events such as formal dinners, banquets and fund raising events.

1985 – 1998

Erie Insurance Group, Inc.

100 Erie Insurance Place

Erie PA 16530

Phone: 870-2000

Position: Various positions (see below)

1997 – 1998

Position: After Hour Service Representative

- Duties: Handling of incoming customer service and claim calls, recording claim information and typing reports.

1994 – 1997

Position: Inquiry Resolution Specialist

- Duties: Investigate and respond to inquiries or complaints directed to Auto Residual and Take Out business concerning rating, claim and accounting matters. Also respond to nonrenewal and mid-term cancellations due to underwriting decisions.

- 1992 – 1994 Position: Takeout Auto Underwriter II
- Duties: Reviewed former Assigned Risk Plan business for renewal or termination of unacceptable risks.
- 1989 – 1992 Position: Customer Service Representative II
- Duties: Responded to the needs of customers through telephone and/or written inquiries (also included walk-in customers). Provided rate estimates and prepared correspondence to answer general inquiries and minor complaints for signature by the Chairman.
- 1986 – 1989 Position: Auto Endorsement Specialist II
- Duties: Process policy change requests, calculate manual rates, assist agents with rating questions and/or problems with incorrectly endorsed policies.
- 1985 – 1986 Position: Commercial Rating Clerk
- Duties: Manually rating all lines of commercial policies.
- 1982 – 1985 **Loesel-Schaaf Insurance Agency**
3537 West 12th Street
Erie, Pa 16505
Phone 833-5433
- Position: Secretary/Customer Service Representative
- Duties: General secretarial duties, including typing, filing and answering the telephone. Processed policyholder change requests and prepared claim reports.

EDUCATION:

1980 Graduated Iroquois High School

1982 Graduated Erie Business Center Associated Degree Secretarial