



**MATT TUERK  
MAYOR**

435 Hamilton Street  
Allentown PA 18101

OFFICE ♦ 610.437.7546 EMAIL ♦ Matt.Tuerk@allentownpa.gov

**TO:** Michael Hanlon  
City Clerk

**FROM:** Matt Tuerk  
Mayor

**DATE:** November 15, 2022

**SUBJECT:** Authorities, Boards, Commissions Appointments

Mayor Tuerk has approved the following appointments for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Mark Hartney	Nuisance Abatement Board of Appeals	4/19/2025
Garry Ritter	Noise Control Hearing Board	1/1/2024
Vicky Kistler	Disruptive Conduct Board of Appeals	6/1/2024
Mark Shahda	Disruptive Conduct Board of Appeals	6/1/2024
Patrick Palmer	Council of Youth	7/1/2025
Latarsha Brown	Human Relations Commission	12/31/2024
Janet Morillo	Human Relations Commission	4/4/2024
Jeff Erb	Sheet Metal Technician Board	5/6/2027

Mark Hartney is replacing Tom Williams as the CED Representative on the Nuisance Abatement Board of Appeals. Garry Ritter is replacing Michael Hefele as the CED Representative on the Noise Control Hearing Board. Vicky Kistler and Mark Shahda are replacing Leonard Lightner and Craig Messinger respectively on the Disruptive Conduct Board of Appeals. Patrick Palmer and Latarsha Brown are serving on the Council of Youth and the Human Relations Commission respectively as the ASD School Board representatives.

Janet Morillo (resume attached) is being reappointed to the Human Relations Commission. Jeff Erb (resume attached) is being reappointed to the Sheet Metal Technician Board

JANET MORILLO  
208 S. 16<sup>th</sup> Street  
Allentown, PA 18102  
Cell: 484-550-8366 / Email: [jmorillo512@aol.com](mailto:jmorillo512@aol.com)

### CAREER PROFILE

Self-motivated, high energy and results-oriented employee with a superior service orientation seeking a position using proven skills. Excellent personable interaction and management skills and a keen-eye for detail. Over a decade of service in the corporate / executive fields – not all cataloged below.

### QUALIFICATIONS

Communication Competencies: Excellent oral and written communication skills with strong ability to interface with multiple parties within and outside of an organization. Fluent in Spanish - **Certified Professional Medical Interpreter.**

Administrative/Operational Competencies: Superior organizational and follow-up accustomed to carrying out and verifying documentation and procedures. Review approvals and recommend changes. Ensure completion of work processing. Completion of Yellow Belt Training.

Accounting/Finance: Effectively and efficiently handled accounts receivable, accounts payable, and payroll processing, provided brokerage industry back office support. Furnished courteous customer service and cross-sold a variety of banking products and services to clients. Performed full-cycle accounting duties including bookkeeping, monthly close, journal entries, bank and credit card reconciliation.

Leadership/Supervisory: Supervised, trained, managed, and evaluated a total of 30 employees at high volume establishment.

Computer Skills: Proficient in computer applications: Word, PowerPoint, Excel, Access, Outlook, SAP, and QuickBooks.

### EDUCATION

Bachelors in Psychology, Minor in Criminal Justice - DeSales University, 2022 (Attending)  
Associates in Business Administration, Concentration in Marketing, Katherine Gibbs Business College, 2001  
Lehigh Valley Carbon College – Courses in Advanced English and Psychology, 2008

### EMPLOYMENT

CITY OF ALLENTOWN Allentown, PA  
2017 - Present

#### CHAIR, Allentown Human Relations Commission

- Enforce commonwealth laws that prohibit discrimination defined by the Pennsylvania Human Relations Act.
- Adopt, promulgate, amend and rescind rules and regulations to effectuate the policies and provisions of this act.

- Initiate, receive, investigate and pass upon complaints charging unlawful discriminatory practices.

## AIR PRODUCTS

Allentown, PA

2020 - Present

### ADMINISTRATIVE ASSISTANT– Global Advisory Compliance Law Department

- Maintain and manage the team’s AP online SharePoint site, including setting up new project sites, managing access rights, adding documents, and general administration of the SharePoint.
- Information/Records Preparation and Management – This incorporates preparing and formatting a variety of information for internal and external distribution. Furnishing and obtaining information of a highly confidential and sensitive nature.
- General Administrative Support – Provide administrative support including answering calls, supply ordering/tracking, processing invoices/expenses, copying, filing, etc. Prepare and complete domestic and international expense reports on a monthly basis.
- Coordinating international and domestic travel including flights and hotel arrangements in various time zones with strong attention to detail. Organize passports and visa applications in a timely manner to support business activities.

## ALLENTOWN SCHOOL DISTRICT

Allentown, PA

2014 - 2020

### SCHOOL BOARD EXECUTIVE SECRETARY

- Serve as confidential secretary and executive administrative aide to ASD Board of Directors.
- Assists with public relations, act as information community liaison officer for the Board.
- Coordinate the secretarial activities required by the Board of Education in fulfillment of their official duties and responsibilities.
- Coordinate the preparation and distribution of the Board of Education’s agendas for both open and closed session including confidential matters related to employer-employee relations, legal matters / litigation, and Confidential and Personnel materials.
- Serve as liaison between the Superintendent and members of the Board of Directors, governmental officials, attorneys, consultants, auditors, media staff, parents, community members and others.
- Establish and maintain a variety of complex, privileged, sensitive, and confidential files, records, and information. Proofread and edit materials.
- Approve purchase orders, invoices, within the designated areas of authority.
- Assist in planning and implementing special district events.
- Perform any such task as may be assigned by the Superintendent of Schools.
- Attend all Regular and Committee Meetings and transcribe Meeting Minutes.

MERCK & CO., Inc. Headquarters: Whitehouse Station, New Jersey

2007 – 2013 / Contract Assignments Executive Administrative Associate III (Senior)

Executive Assistant to Chief of Staff of Supply Chain  
Executive Assistant to Senior Director / Controller in MMD  
Executive Assistant to Finance Director  
Executive Assistant to Vice President in Legal  
Executive Assistant to the Leader of Global Consumer Insights  
Executive Assistant to the Senior Director of HIV/AIDS Global Programs  
Executive Assistant to the Senior Director of Corporate IT Department  
Executive Assistant to the Senior Director in Marketing

- Supply Chain Solutions Profit Plan and Budget: Responsible for managing the Supply Chain Solutions budget and profit plan activities. Responsible for analyzing financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, with-in the organization.
- Scheduled all aspects of international / domestic travel (global travel) including meeting registrations, air, hotel and transportation for all staff in the department. Applied and processed Visas / Passport application petition.
- Coordinated and managed calendars/meetings including producing communications and arrangement of webcast services e-room/videoconferencing, Web-ex and off-site meetings.
- Scheduled and provided logistical support for conferences and meetings for the group and external customers.
- Compiled and edited information which included charts, graphics, and other high-impact presentation information.
- Prepared, submitted, and tracked all expense reports, purchase orders, and payment request in the new SAP system. Prepared various marketing and sales duties.
- Created and edited PowerPoint/ Excel presentations, upon request. Attended corporate meetings, prepared and transcribed meeting minutes.

BRACALENTE CONSTRUCTION                      Bath, PA  
2006-2007

EXECUTIVE OFFICE ADMINISTRATOR

- Accountable for full charge processing of accounts receivable and payable.
- Prepared A/P with regard to vendor invoices payments. Processed a high volume of invoices and purchase orders including proper coding/vouchering and approvals.
- Prepared financial statements for tax purposes, corporation tax return and performed detailed general ledger maintenance.
- Ensured timely and accurate processing of all disbursements in compliance with company's expense policies and budget allocation.
- Interfaced with vendors and suppliers to address and resolve discrepancies. Regular review to all accounts to reduce inherent risks.
- Managed and administered company payroll and employee benefits.

ADP CLEARING AND OUTSOURCING BROKERAGE FIRM  
2006

New York, New York

ASSOCIATE

- Performed various assignments at brokerage firm including the following:
- ACAT (Automated Customer Account Transfer) and NON ACAT Department: transferred million dollar financial accounts from one firm to another.
- Bond Department: Ensured accuracy of bonds prior to mailing and distribution. Reviewed and validated transfers and account claims.

CANCUN MEXICAN RESTAURANT      New York, New York  
2001-2006

MANAGER/BOOKKEEPER

- Oversaw all operations and accounting functions for high volume restaurant establishment during night shift.
- Managed accounts receivable and accounts payable to ensure adequate cash flow.
- Performed payroll processing for 30 employees.
- Supervised and trained front of the house and back of the house staff to ensure high productivity.
- Managed party planning, promotions, and all event logistics.

CHASE MANHATTAN BANK      Brooklyn, New York  
1995-1999

CUSTOMER SERVICE REPRESENTATIVE/TELLER

- Provided customer support services to a high volume of retail customers. Ensured all banking guidelines were adhered meticulously. Sold and cross-sold a variety of banking products and services. Reviewed accounts for accuracy and completeness. Managed vault operations.

**Authorities, Boards, and Commissions**  
**Request for Appointment**

**Applicant Name:** Janet Morillo

**Email:** [jmorillo512@aol.com](mailto:jmorillo512@aol.com)

**Phone:** 14845508366

**Address:** 9179 Briar Edge Road

**Authority, Board, Commission:** Human\_Relations\_Commission

**Reason For Application:** Currently a Spanish speaking Commissioner that is eager to assist the residents of Allentown with transparency and passion.

**Agreement to Verify Tax Payments:** Agree

**Submitted Date:** 7/26/2022, 10:51:51 AM