



MATT TUERK
MAYOR

435 Hamilton Street
Allentown PA 18101

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TO: Michael Hanlon
City Clerk

FROM: Matt Tuerk
Mayor

DATE: October 18, 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>
Queenette Echefu	Human Relations Commission	1/1/2024
Felicia Strong	Human Relations Commission	1/1/2024
Craig Taylor	Human Relations Commission	1/1/2025
Jonathan Mises	Human Relations Commission	1/1/2025
Fred Banuelos	Housing Authority	11/5/2026

Authorities, Boards, and Commissions
Request for Appointment

Applicant Name: Queenette Echefu

Email: gechefu@nplspa.org

Phone: 3473225742

Address: 2921 Fernor Street, Apt. B1, Allentown, Pa 18103

Authority, Board, Commission: Human_Relations_Commission

Reason For Application: I would like to be a part of reconstructing process of making the agency better, especially when I deal with the same demographics on a daily basis as a legal services attorney.

Agreement to Verify Tax Payments: Agree

Submitted Date: 8/18/2022, 7:55:14 PM

QUEENETTE ECHEFU

2921 Fernor Street, Apt. B1, Allentown, PA 18103 | 347-322-5742 | quechefu@gmail.com | quechefu@nplspa.org

EDUCATION

Widener University Commonwealth School of Law, Harrisburg, PA

Juris Doctor, May 2019

*Activities: Black Law Students Association, Secretary 2017-2018
Black Law Students Association, Mentorship Program 2017-2019
Public Interest Law Society
Phi Alpha Delta Law Fraternity
Kaplan Representative, 2018-2019*

Charlotte School of Law, Charlotte, NC

Attended January 2016 – December 2016

John Jay College, New York, NY

Bachelor of Arts in Criminal Justice, June 2011

Honors: Deans List, multiple semesters

Activities: Pre-Law Society, Member; Juvenile Justice Chapter, Member; Habitat for Humanity, Member

LICENSURE

Member of the Bar of Pennsylvania as of January 22, 2021

Bar ID Number: 329557

LEGAL EXPERIENCE

North Penn Legal Services, Bethlehem, PA

Prior MLK and CLE Board Fellow, August 2019-August 2021

Staff Attorney, January 2021-Present

Selected to participate in PLAN's (Pennsylvania Legal Aid Network) 2019 Martin Luther King, Jr. Fellowship Program for a two-year position.

Practice Areas: Housing (landlord/tenant; security deposit); Unemployment; Expungement/Pardon; Social Security.

Facilitated several Objection Diversity Training session as a fellow.

Featured on NPLS's August 2020 Newsletter, which was posted on their website, regarding the pardon process in Pennsylvania.

Assisted with NPLS's March 2021 Newsletter regarding COVID-19 Employment Resources, which was posted on their website.

Partnered with Lehigh County Mental Health Program/ID to create Social Security outreaches and training events.

Expungement work resulted in ten granted expungement petitions throughout the counties we serve.

Present a Fair Housing outreach to a local realtor's association.

Membership: Lehigh Valley Regional Housing Advisory Board; PLAN's Social Security Training Committee

MidPenn Legal Services, Harrisburg, PA

Legal Intern, Summer 2018

Selected to participate in the 2018 Martin Luther King, Jr. Summer Internship Program for a 10 week internship position. Performed client intakes. Drafted petitions for contempt, petitions to extend a PFA Order, a brief for pre-trial hearing, a stipulation agreement, and other legal documents. Assisted clients in filing for custody through the Custody Clinic.

Office of General Counsel, Harrisburg, PA

Legal Externship Program, Summer 2017

Selected to participate in the 2017 Summer Legal Extern Program and assigned to the Department of Aging. Drafted legal memorandums. Drafted a Position Statement for the Equal Employment Opportunity Commission. Composed data pertaining to the legal needs of Area Agencies in Pennsylvania.

Law Office of Teresa A. Faherty, Esq., New City, NY

Legal Intern, June 2015-December 2015

Organize workload and provided a filing system. Observed client interviews to determine the merits of the case and updated the clients' files. Attended court appearances with the attorney about ongoing cases. Drafted a list of deposition questions for a case in preparation for trial.

Mental Health Association of Rockland County, Valley Cottage, NY

CASA Volunteer, March 2015-December 2015

Work under the Court Appointed Special Advocate (CASA) Program with the Coordinator, Stephanie Fox, Esq. Completed a minimum of thirty hours of training that consisted of learning about social services and the justice system; and the special needs of abused and neglected children. Monitored and followed-up with my first case by interviewing all the parties involved from the parents to the school administrators.

Rosenthal Law & Mediation, New York, NY

Legal Secretary, September 2013-December 2013

Conducted spread sheets on potential clients and seminars.

PROFESSIONAL EXPERIENCE

Walmart Distribution Center, Harrisburg, PA

Warehouse Worker, November 2021-Present

Primarily work as a warehouse worker in the receiving (inbound) department

Temporarily worked in consolidation in the single and double packing

Train as a problem solver using the software ANT

Pennsylvania Coalition Against Domestic Violence, Harrisburg, PA

Diversity Intern, Spring 2018

Assist the Prevention Team on various projects. Drafted a contract between PCADV and a local contractor. Assisted the administration on summarizing an internal capacity survey.

Widener University Commonwealth School of Law, Harrisburg, PA

Front Desk Receptionist, August 2017-May 2019

Library Circulation Assistance, Work Study, August 2018-Present

Manage incoming calls. Assist administrators in various duties and responsibilities.

CVS Pharmacy, Stony Point, NY

Sales Associate, April 2014-December 2015

Managed store's cash register. Handled stocktaking and customer service duties. Performed photo lab duties.

Macy's, Nanuet, NY

Sales Associate, November 2011-August 2012

Managed store's cash register. Assisted with sales floor responsibilities at the Men's Department and other departments.