




**MATT TUERK  
MAYOR**

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Allentown PA 18101

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**TO:** Michael Hanlon  
City Clerk

**FROM:** Matt Tuerk   
Mayor

**DATE:** May 9, 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>
Zaleeae K. Sierra	Council of Youth	8/20/2023
Shavon Smith	Council of Youth	8/20/2023
Travon S. Atkins	Council of Youth	8/20/2023

Zaleeae Sierra, Shavon Smith, and Travon Atkins are all active youth residents in the City. Sierra currently works as a Youth Coordinator at Promise Neighborhoods of the Lehigh Valley. Smith is a member of the Student Action Leadership Team, Student Council, and is currently studying at Kutztown University. Atkins is a member of the Student Government Association and Student Advisory Committee, and is currently a student at Building 21 High School. Atkins will replace Deyona Robert, Smith will replace Aijakynn Washington, and Sierra will replace Briana Pena, all of which are inactive members of the Council of Youth.

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

**Applicant Name:** Travon S. Atkins

**Email:** [travon.s.atkins@gmail.com](mailto:travon.s.atkins@gmail.com)

**Phone:** 4849577890

**Address:** 157 Oak Street

**Authority, Board, Commission:** Council\_of\_Youth

**Reason For Application:** I am interested in joining the Council of Youth to not only represent my school but to make sure that everyone's voice is heard.

**Agreement to Verify Tax Payments:** Agree

**Submitted Date:** 4/20/2022, 10:24:48 PM

# TRAVON ATKINS

## COUNCIL OF YOUTH

### CAREER OBJECTIVE

Detail-oriented high school student (3.8 GPA) with 7 months of work experience and proven knowledge of government policy and regulations, customer satisfaction, and customer loyalty. Aiming to leverage my abilities to succeed fill an empty seat on the Council of Youth. Frequently called hard-working by my peers, I can be relied upon to help to get the youth's of Allentown voices heard.

### EXPERIENCE

#### NIGHT SUPERVISOR

*New York Gyro, Allentown, PA | Feb 2022 - Present*

- Train workers in food preparation, and in service, sanitation, and safety procedures.
- Resolve customer complaints regarding food service.
- Present bills and accept payments.
- Investigate and resolve complaints regarding food quality, service, or accommodations.

#### SERVICE WORKER

*New York Gyro, Allentown, PA | Aug 2021 - Feb 2022*

- Receive payment by cash, credit cards, vouchers, or automatic debits
- Issue receipts, refunds, credits, or change due to customers
- Assist customers by providing information and resolving their complaints
- Answer customers' questions, and provide information on procedures or policies
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change
- Maintain sanitation, health, and safety standards in work areas
- Clean food preparation areas, cooking surfaces, and utensils
- Serve orders to customers at windows, counters, or tables.

#### CASHIER

*Redner's Markets, Whitehall Aug 2021 - Mar 2022*

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers. Assist customers by providing information and resolving their

✉ travon.s.atkins@gmail.com

☎ (484) 957-7890

📍 157 Oak Street, Allentown, PA, 18102

### EDUCATION

**BUILDING 21 HIGH SCHOOL**  
**GPA: 3.8**

**Allentown, PA**

*High School Diploma (Expected graduation Jun 2024)*

*Extracurricular Activities*

- Student Government Association (SGA)
- Student Advisory Committee

### ADDITIONAL SKILLS

Leadership Skills

Positive Attitude

Communication Skills

Leadership

Money Management

Photography

Safety

- complaints.
- Greet customers entering establishments.  
Sort, count, and wrap currency and coins.
- Supervise others and provide on-the-job training.
- Cash checks for customers.

## **REFERENCES**

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References available upon request

## **VOLUNTEER EXPERIENCE**

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### **ASSISTANT**

*Harrison Morton Middle School, Allentown, PA / Feb 2022 - Present*

- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Type, file, and duplicate materials.
- Take class attendance and maintain attendance records.
- Conduct demonstrations to teach such skills as sports, dancing, and handicrafts.

### **VOLUNTEER**

*Casa Guadalupe Center, Allentown, PA / Mar 2019 - Aug 2020*

- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Type, file, and duplicate materials
- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.