



Allentown
City without limits.

Ed Pawlowski, Mayor
City of Allentown
435 Hamilton St, 5th Floor
Allentown, PA 18101-1699
Office 610.437.7546
Fax 610.437.8730
Ed.Pawlowski@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ed Pawlowski *EP*
Mayor

DATE: August 24, 2017

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor Pawlowski has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Mary Viola	Arts Commission	01/06/2019

Mary will be representing the Mayor's office on this Commission. She is replacing Susan Rutt who resigned. Mary will be filling the unexpired term. I am attaching her resume for your review. Thank you.

EP/kal

Attachments

REQUEST FOR APPOINTMENT

DATE 8/17/17

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO:

NAME: Mary Viola

HOME ADDRESS: 5160 McKinley Ave. Whitehall, Pa 18052

BUSINESS ADDRESS: 435 Hamilton Street

TELEPHONE NO. (RESIDENCE) 215-313-2713 **BUSINESS** 610-437-7547

EMAIL: Mary.Viola@Allentown Pa.gov

PRESENTLY EMPLOYED BY: City of Allentown
435 Hamilton St. Allentown, Pa

JOB TITLE: Administrative Assistant to the Mayor's office

EMPLOYMENT (Prior): Bensalem School Dist., Bensalem, Pa
Swain Law firm, Bensalem, Pa

EDUCATION:
HIGH SCHOOL GRADUATE YES NO
COLLEGE OR UNIVERSITY GRADUATE YES NO
DEGREE/FIELD OF STUDY

SOWA - Lehigh Carbon County Community College

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:
None

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES HELD:

None

DO YOU LIVE IN THE CITY OF ALLENTOWN: _____ YES NO

HAVE YOU EVER BEEN ARRESTED?

No

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

No

ARE YOU A REGISTERED VOTER: _____ YES NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

I am attending the ARTS Commission Meetings representing the Mayor's Office.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: _____ YES NO

IF YES, EXPLAIN:

IF YES,
EXPLAIN:

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE HOW
MANY TERMS YOU HAVE SERVED _____ AND THE YEAR YOU WERE FIRST
APPOINTED _____.

Note: This information will be used for making appointments to authorities, boards and
commissions and in the event you are appointed/reappointed, it may be used as a news
release to identify you to the community.



Signature



Date

Please forward this request for appointment, along with a resume to:

Mayor's Office
City Hall
435 West Hamilton Street
Room 528
Allentown, PA 18101

Mary Viola (Walp)
5160 McKinley Avenue
Whitehall, PA 18052
mtw523@aol.com
215-313-2713

Summary: Disciplined, Organized and Dependable

Personal Objective: To utilize my extensive office, administrative, secretarial, bookkeeping and managerial experience, as well as my distinctive social and personality traits, to become a permanent, influential, and supportive employee. To provide administrative and/or managerial support to my employer and its clients/customers in order to assist them in being the best they can be and in reaching their goals.

QUALIFICATIONS, ACCOMPLISHMENTS AND SKILLS:

- Paralegal Certificate, American Institute for Paralegal Studies
- Deans List, Bucks County Community College, August, 2015 to March, 2016
- Assisted with creating and implementing the City of Allentown's Alliance Hall Immigration Services Project/Program, along with the Sign-Up Genius Information Questionnaire affiliated with this program
- Right-to-Know Training Seminar (October, 2017)
- Created a personalized/custom filing system for record keeping and client accounts
- Self-motivated with strong interpersonal and public relations skills
- Extensive administrative experience, enthusiastic and ability to work independently
- Provided management support to law firm(s) and clerical staff for over ten years
- Extensive law firm employment experience and ten years of management experience
- Proficient in Word Perfect, Microsoft Word for Windows, Microsoft Outlook, Microsoft Office, Corel Word Perfect, Dictaphone equipment, Personal Injury Networking System ("PINS" and "NEEDLES"), and Quicken/Quick Books Accounting Systems
- Knowledge/Experience with Excel, Redact-It, Eden, Lucity, Skype and Power Point
- CPR and First Aid Certificates (April, 2017)
- Pennsylvania Liquor Control Board RAMP Certificate (July, 2015)

EMPLOYMENT HISTORY:

February, 2016 to Present - CITY OF ALLENTOWN

January, 2017 - Present - Administrative Assistant in the Mayor's Office

Responsible for processing all incoming telephone calls and/or emails pertaining to the City's Alliance Hall Immigration Project. Upon receiving information from requestors for assistance, I am responsible for logging in all calls, forwarding the information to an attorney, interpreter or other professional who may provide assistance to the requestor. All information pertaining to these requests is logged into an Excel Spreadsheet and documented on a regular basis.

Additionally, I am presently responsible for assisting Mayor, Ed Pawlowski and Executive Secretary to the Mayor, Karen Lore, with the daily work load in the office. These duties include assisting with scheduling of the Mayor's calendar, drafting proclamations and flag raising notifications, performing work order requests as necessary via Lucity, processing invoice and credit card payment requests to Accounts Payable, copying, filing, scanning, answering and fielding incoming telephone calls, documenting incoming Contracts, Request to Fill Positions and Request to Post Positions for the Mayor's signature, routing complaints from City residents to the appropriate departments and filling in for the Executive Secretary when she is out of the office. Additionally, I hold the responsibility of tracking, documenting and reporting payroll pertaining to all employees in the Mayor's office. Payroll is documented and processed via Eden and then submitted to the payroll department. My payroll responsibilities include tracking and logging in all sick, personal and/or vacation time used by the office employees.

February, 2016 - January, 2017 - Right-to-Know Officer for the City of Allentown

Responsible for the intake and complete processing of all incoming Right-to-Know Requests. These responsibilities included documenting the requests on an Excel Spreadsheet, forwarding the Right-to-Know Requests to the appropriate departments within the City for their response(s), reviewing all documentation received from the various departments, prior to forwarding a response, redacting any confidential/personal information from the records, preparing and forwarding responses to the Right-to-Know Requests on a daily basis. Additionally, when necessary, I performed legal research and cited the appropriate case law in response to Right-to-Know requests.

Initially, while working in the Solicitor's office, I was provided training with regard to processing Right-to-Know Requests and Contract work in Eden. Contract training included drafting, preparing and processing contracts, via Eden, for the review of the City Solicitor and/or her associates. I was also trained and responsible for searching and reporting tax certifications and mortgage satisfactions on a daily basis. I performed these various duties from February, 2016 through April, 2016. In April 2016, I was awarded the position of Right-to-Know Officer.

August, 2013 to January, 2016 - BENSLEM TOWNSHIP SCHOOL DISTRICT

Personal Care Assistant for children with disabilities

Responsible for monitoring the daily academic and social activities of children assigned to me. Assisting children with academic and social skills throughout the school day. Preparing and completing assessments, and speaking with supervisors to identify the children's specific needs. Assisting with setting goals to improve on the outcome of the children's long term education, as well as their social skills.

August, 2008 - July, 2013 - SWAIN LAW FIRM

Manager/Office Administrator and Legal Assistant to Sole Practitioner, Andrew D. Swain

Supervised and managed office employees and their responsibilities. Implemented company

policies, tracked attendance, prepared time sheets and submitted payroll to Paychex. Provided complete legal secretarial support to Attorney, Andrew Swain with regard to all cases within the office. These cases included personal injury, medical malpractice, automobile claims, and general litigation claims. Responsible for all Quick Books entries which included entering client costs, office expenses, cases expenses and incoming funds. Managed and reconciled four bank accounts and an American Express Card Account. Prepared all pre-tax season reconciliations on accounts, wrote and submitted checks for office expenses as well as for client distributions. Responsible for tracking and ordering all office supplies. I was the only full time employee in the office for over four years and was responsible for the day to day operations of running the office.

March, 2006 - August, 2008 - DESSEN, MOSES & ROSITTO LAW FIRM

Office Manager/Legal Assistant/Paralegal

Initially hired as an administrative assistant/paralegal but promoted to Office Manager after several months. Supervised and managed office employees and their responsibilities. Implemented company policies, tracked attendance, prepared time sheets and submitted payroll to outside payroll company. Monitored and coordinated health care benefits packages for employees. Provided complete legal secretarial support to senior partner, Attorney, David Dessen. Cases included personal injury, medical malpractice, automobile and general litigation actions. Prepared and submitted settlement packages which were submitted to insurance companies for their review. Responsible for follow up on this responsibility by way of contacting and negotiating settlements with insurance companies on behalf of clients. Following settlement, I prepared all distribution sheets for settled cases.

December, 2004 - August, 2005 - ANASTASI COMPANY

Administrative Assistant/Receptionist/Bookkeeper

Prepared all documentation and correspondence for sole proprietor. Managed all incoming and outgoing accounts via Quick Books. Responsible for Mr. Anastasia's calendar, all filing/clerical work. Created a personalized, custom filing system that was thereafter utilized within the office.

October, 2000 - September, 2001 - FLAGER & YOCKEY LAW FIRM

Legal Assistant/Paralegal

Prepared all legal documents, including various pleadings, briefs, and civil action complaints. Drafted discovery requests and responses for personal injury, products liability and automobile accident cases. Assisted attorneys in preparing for trial, which included gathering case information, locating and communicating with expert witnesses, interviewing case related witnesses, preparing witnesses' statements, organizing files and preparing trial exhibits/binders. Generated correspondence on a daily basis and maintained attorneys' calendars and schedules.

November, 1998 - October, 2000 - LAW OFFICES OF WILLIAM BENZ

Administrative Assistant/Receptionist

Provided full secretarial and receptionist support to Domestic and Estates Attorney, William Benz

July, 1989 - May, 1998 -MAMMUTH, LEWINTER & ROSENBERG

Paralegal/Legal Assistant to Senior Partner, Mark J. LeWinter and Associate, Marc S. Rosenberg

Prepared all legal documents, including various pleadings, briefs, and civil action complaints. Drafted discovery requests and discovery responses for personal injury, products liability and automobile accident cases. Assisted attorneys in preparing for trial, which included gathering case information, locating and communicating with specialized, expert witnesses who would testify with regard to cases at trial; interviewed witnesses, and prepared witnesses' statements, organized files and prepared trial exhibits/binders. Generated correspondence on a daily basis and maintained attorneys' calendars and schedules.

EDUCATION:

- Bucks County Community College: August 2013 - present - Dean's List, Cumulative GPA 3.929
- American Institute for Paralegal Studies with Honors and Paralegal Certificate, June 1991
- Little Flower Catholic High School for Girls

PERSONAL REFERENCES:

Thomas Caffrey, Esquire, Law Firm, 610-434-4418

Tamara Hammer, Creative Learning Center of the Lehigh Valley, Inc., 610-390-2287

Donna Barber-Ammary, Lehigh County Court House Employee (Adult Probation), 484-201-5046

PROFESSIONAL REFERENCES:

Andrew Swain, Esquire, Swain Law Firm, 215-702-2708

Mark J. LeWinter, Esquire, Raynes, McCarty, 215-568-6190

Laurie Palaia, Communications Professor, Department of the Arts, Bucks County Community College