



CITY OF ALLENTOWN

No: 30440

RESOLUTION

R81 - 2022

Introduced by the Administration on May 18, 2022

COUNCIL OF YOUTH
Travon S. Atkins
Term Expiration: 08/20/2023


Resolved by the Council of the City of Allentown, That

City Council does hereby give advice and consent to the following appointment to the Council of Youth submitted to this Council by Mayor Matt Tuerk.

COUNCIL OF YOUTH
Travon S. Atkins
Term Expiration: 08/20/2023

	Yea	Nay
Candida Affa	X	
Ce-Ce Gerlach	X	
Daryl Hendricks	X	
Natalie Santos	X	
Joshua Siegel	X	
Ed Zucal	X	
Cynthia Y. Mota, President	X	
TOTAL	7	0

THIS IS TO CERTIFY, That the above copy of Resolution No. 30440 was adopted by the City Council of Allentown on the 18th day of May, 2022, and is on file in the City Clerk's Office.



City Clerk



**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 *MT*
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

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

References available upon request

VOLUNTEER EXPERIENCE

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.