



Ed Pawlowski, Mayor
City of Allentown
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Allentown, PA 18101-1699
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Ed.Pawlowski@allentownpa.gov

TO: Michael Hanlon
City Clerk

FROM: Ed Pawlowski {P}
Mayor

DATE: January 2, 2018

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>
Rebecca Kiss	Recreation Board	1/3/2021

Ms. Kiss would be replacing Richard Malozi whose term expired on 1/3/2016. Her resume is attached.

EP/kal

Attachments

RECEIVED

JUL 10 2017

MAYOR'S OFFICE

REQUEST FOR APPOINTMENT

DATE 11/3/2017

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: Recreation Board

NAME: Rebecca Kiss (Becki)

HOME ADDRESS: 28 S. Berks St, Allentown PA 18104

BUSINESS ADDRESS: n/a

TELEPHONE NO. (RESIDENCE) 610-442-2627 **BUSINESS** n/a

EMAIL: becki.kiss@gmail.com

PRESENTLY EMPLOYED BY: St Lukes Hospital

JOB TITLE: Business Intelligence Developer/Epic Clarity Report Writer

EMPLOYMENT (Prior): Lehigh Valley Dine Center
Bethlehem, PA

EDUCATION:

HIGH SCHOOL GRADUATE:	<u>X</u>	YES	<u> </u>	NO
COLLEGE OR UNIVERSITY GRADUATE	<u>X</u>	YES	<u> </u>	NO
DEGREE/FIELD OF STUDY	<u>Liberal Arts</u>			

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES: None

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE
HOW MANY TERMS YOU HAVE SERVED 0 AND THE YEAR YOU
WERE FIRST APPOINTED n/a.

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

Pelle
Signature

11/3/2017
Date

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

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

Rebecca Kiss

28 S. Berks St
Allentown, PA 18104
Home: 610-442-2627
Email: becki.kiss@gmail.com

PROFESSIONAL EXPERIENCE

August 2014 – Present **Epic Clarity Report Writer**, St Luke's Hospital, Bethlehem, PA
Determine the source of required data write queries, write reports, format data and review and test query results. Use various query tools to extract and format information from multiple databases. Design, modify, develop, write and implement reporting solutions using numerous programs. Gather and analyze business requirements for reporting needs.

September 2011- August 2014 **Telephone Operator**, St Lukes Hospital, Bethlehem, PA

Responsible for internal and external phone calls for 4 campuses (Allentown, Bethlehem, Miners, and Anderson). Stepped in as shift lead in the absence of one. Provide callers with appropriate level of customer service. Page doctors according to the schedules we have in our system. Help maintain our in house paging system (with the vendor Amcom) to ensure accurate data for other staff members. Member of the Performance Improvement Committee. Helped with the conversion and programming of the Physician Answering Service as well as training for this conversion.

- Participated in the 2012-2013 Career Ladder program with Business Intelligence/Analytics. Was responsible for making training videos for the McKesson Performance Analytics program; these videos are now part of the hospitals E-Learning website. Extended the career ladder program almost 3 months past its end date and worked on numerous projects along with the rest of the team.

September 2010-November 2011 **Lakestaff/Dive Professional**, Dutch Springs (c/o Lehigh Valley Dive Center) Bethlehem, PA

Responsible for SCUBA divers safe entry/exit by monitoring the lake. Make sure all divers have a buddy by keeping watch while on shore. Stay alert for divers in distress and be available to provide CPR, administer oxygen and radio for help.

July 2010- November 2011 **Assistant Manager/PADI Open Water SCUBA Instructor**, Lehigh Valley Dive Center, Bethlehem, PA

Assist customer as they come into the shop with any questions regarding purchasing equipment, classes or general problems. Prepare rental gear reservations each week. Handle inventory control and enter new inventory and update stock. Train new employees. Teach classes open water, advanced, rescue and CPR/AED classes by following PADI standards and procedures. As an instructor explain the necessity of owning your own equipment to encourage sales in the shop.