

REQUEST FOR APPOINTMENT

DATE 1/7/2015

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT TO: _____

NAME: Janet Morillo

HOME ADDRESS: 208 S. 16th Street Allentown, PA 18102

BUSINESS ADDRESS: _____

TELEPHONE NO. (Cell) 484-550-8366 **BUSINESS** _____

EMAIL: jmorillo512@aol.com

PRESENTLY EMPLOYED BY: Allentown School District

JOB

TITLE: School Board Secretary

EMPLOYMENT (Prior): Merck & Co. – One Merck Drive Whitehouse Station, NJ

EDUCATION:

HIGH SCHOOL GRADUATE: x YES NO

COLLEGE OR UNIVERSITY GRADUATE x YES NO

DEGREE/FIELD OF STUDY _____

Business Administration concentrated in Marketing

CURRENT MEMBERSHIP IN ORGANIZATIONS AND OFFICES:

PSBA / John Maxwell Professional Development Training

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: n/a

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

Never ever.

NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD: One of my primary purposes in life is to encourage myself; having a feeling of self-worth and know that I can make a difference in the lives of others, with my life / aspirations. As a way of life, I truly have the belief that by lifting others, we lift ourselves.

IF YES, EXPLAIN: _____

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.

1/7/2015
Date

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

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

JANET MORILLO
208 S. 16th Street
Allentown, PA 18102
484-550-8366
Jmorillo512@aol.com

CAREER PROFILE

Self-motivated, high energy and results-oriented employee with a superior service orientation seeking a position using proven skills. Excellent personable interaction and management skills and a keen-eye for detail. Over a decade of service in the corporate/ executive fields – not all cataloged below.

QUALIFICATIONS

Communication Competencies: Excellent oral and written communication skills with strong ability to interface with multiple parties within and outside an organization. **Fluent in Spanish.**

Administrative/Operational Competencies: Superior organizational and follow up accustomed to carrying out and verifying documentation and procedures. Review approvals and recommend changes. Ensure completion of work processing. Completion of Yellow Belt Training.

Accounting/Finance: Effectively and efficiently handled accounts receivable, accounts payable, and payroll processing, provided brokerage industry back office support. Furnished courteous customer service and cross-sold a variety of banking products and services to clients. Performed full-cycle accounting duties including bookkeeping, monthly close, journal entries, bank and credit card reconciliation.

Leadership/Supervisory: Supervised, trained, managed and evaluated a total of 30 employees at high volume establishment.

Computer Skills: Proficient in computer applications: Word, PowerPoint, Excel, Access, Outlook, SAP, and QuickBooks.

EDUCATION

Associates in Business Administration, Concentration in Marketing, Katherine Gibbs Business College, 2001
Lehigh Valley Carbon College – Courses in Advanced English and Psychology, 2008

EMPLOYMENT

Allentown School District
2014

Allentown, PA

School Board Secretary

- Serves as confidential secretary and administrative aide to the Board of Education.
- Assists with public relations, acts as information community liaison officer for the Board.
- Coordinates the secretarial activities required by the Board of Education in fulfillment of their official duties and responsibilities.
- Coordinates the preparation and distribution of the Board of Education's agendas for both open and closed session including confidential matters related to employer-employee relations.
- Serves as liaison between the Superintendent and members of the Board of Education, governmental officials, attorneys, consultants, auditors, media staff, parents, community members and others.
- Establishes and maintains a variety of complex, privileged, sensitive, and confidential files, records, and information. Proofreads and edits materials with the approval of the Superintendent.
- Assists in planning and implementing special district events.

Merck & Co., Inc.

Headquarters: Whitehouse Station, New Jersey

2007 – 2013 / Contract Assignments

Administrative Associate III (Senior)

Executive Assistant to Chief of Staff of Supply Chain

Executive Assistant to Senior Director / Controller in MMD

Executive Assistant to Finance Director

Executive Assistant to Vice President in Legal
Executive Assistant to the Leader of Global Consumer Insights
Executive Assistant to the Senior Director of HIV/AIDS Global Programs
Executive Assistant to the Senior Director of Corporate IT Department
Executive Assistant to the Senior Director in Marketing

- Supply Chain Solutions Profit Plan and Budget: Responsible for managing the Supply Chain Solutions Budget and profit plan activities. Responsible for analyzing financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, with-in the organization.
- Schedule all aspects of international / domestic travel including meeting registrations, air, hotel and transportation for all staff in the department. Coordinate and manage calendars/meetings including e-room/videoconferencing, Web-ex and off-site meetings.
- Schedule and provide logistical support for conferences and meetings for the group and external customers.
- Compiled information which included charts, graphics and other high-impact presentation information.
- Prepare, submit and track all expense reports in the new SAP system.
- Created and edited PowerPoint/ Excel presentations for strategic purposes and client meetings. Attended corporate meetings, prepared and transcribed meeting minutes.
- Kept daily calendars, scheduled conference calls, client meetings and special events for several senior officers. Prepared various Marketing and Sales duties. Communicated with all on / off-site executive clients at a professional level to effectively interact with Merck

BRACALENTE CONSTRUCTION
2006-2007

Bath, PA

EXECUTIVE OFFICE ADMINISTRATOR

- Accountable for full charge processing of accounts receivable and payable.
- Prepared A/P with regard to vendor invoices payments. Processed a high volume of invoices and purchase orders including proper coding/vouchering and approvals.
- Prepared financial statements for tax purposes, corporation tax return and performed detailed general ledger maintenance.
- Ensured timely and accurate processing of all disbursements in compliance with company's expense policies and budget allocation.
- Interface with vendors and suppliers to address and resolve discrepancies. Regular review to all accounts to reduce inherent risks.
- Managed and administered company payroll and employee benefits.

ADP CLEARING AND OUTSOURCING BROKERAGE FIRM
2006

New York, New York

ASSOCIATE

- Performed various assignments at brokerage firm including the following:
- ACAT (Automated Customer Account Transfer) and NON ACAT Department: transferred million dollar financial accounts from one firm to another.
- Bond Department: Ensured accuracy of bonds prior to mailing and distribution. Reviewed and validated transfers and account claims.

CANCUN MEXICAN RESTAURANT
2001-2006

New York, New York

MANAGER/BOOKKEEPER

- Oversaw all operations and accounting functions for high volume restaurant establishment during night shift.
- Managed accounts receivable and accounts payable to ensure adequate cash flow.
- Performed payroll processing for 30 employees.
- Supervised and trained front of the house and back of the house staff to ensure high productivity.
- Managed party planning, promotions and all event logistics.

CHASE MANHATTAN BANK

Brooklyn, New York

1995-1999

CUSTOMER SERVICE RE REPRESENTATIVE/TELLER

- Provided customer support services to a high volume of retail customers.
- Ensured all banking guidelines were adhered meticulously.
- Sold and cross-sold a variety of banking products and services.
- Reviewed accounts for accuracy and completeness.
- Managed vault operations.