



MATT TUERK
MAYOR

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TO: Michael Hanlon
City Clerk

FROM: Matt Tuerk 
Mayor

DATE: April 28, 2025

SUBJECT: Authorities, Boards, Commissions Appointments

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

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Ramon Nunez, Jr.	Board of Parks and Recreation	1/20/2026

Nunez is a qualified city resident and will be filling the term of Maritza Dolich, who has resigned. Resume is attached.

Ramon Nunez Jr.

2108 W. Highland St Allentown, PA 18104

954-600-6014 - ramon_nunez0726@yahoo.com

Reliable, motivated individual seeking steady employment with a facility that offers opportunity for professional growth and advancement.

STRENGTHS AND ABILITIES

- Team player
- Strong leader
- Extremely reliable and Punctual
- Comprehensive understanding of compliance and safety.
- Efficient/Enthusiastic worker
- Extremely Fast learner
- Bi-Lingual (English/Spanish)

PROFESSIONAL EXPERIENCE

Coca-Cola

Allentown, Pa Jan 2019- Present

Production Technician

- Perform microbiological testing of incoming ingredients, treated water and finished product. Perform ingredient receiving and incoming trailer inspection. (Processing/Quality Department)
- Perform production activities for equipment set-up, package filling and labeling, and records retention using the Coca-Cola Quality System Guidelines in order to ensure product quality and customer satisfaction.
- Maintain the plant's manufacturing equipment in satisfactory condition (eg, clean and sanitize tanks and pipe routings, maintain conveyor belts, hook up and load raw material delivery tankers, clean work areas) according to company GMP policies and procedures in order to assure the quality of the manufactured product.
- Move raw materials and finished product (eg, syrup, concentrate, parts, point-of-sale) within the warehouse or other production facilities using forklifts or other warehouse equipment in order to supply production and/or facilitate shipping. Inspect facility (eg, production, warehouse, service/installation) to assure adherence to safety and operating policies and Good Manufacturing Practices (GMP) using company policies and procedures. Implement, evaluate, and maintain effective application of the Coca-Cola Quality System in order to ensure product quality as defined by company requirements. Calculate production yields and scrap quantities in order to accurately record material usage variances.
- Communicate with peers and others to exchange feedback on products/service issues, identify and/or solve problems, assess needs and or/achieve business results.
- Identify activities not in accordance with company policies and procedures and inform appropriate parties.
- Ensure appropriate documentation and retention of statistics in relation to execution against policies

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Allentown School District

Allentown, Pa Mar 2015- Mar 2019

Security Officer \$32,000 per year

Patrols assigned building, grounds and halls to prevent fire, theft, vandalism and illegal entry. Conducts patrol inspections of doors, windows and gates to determine that they are secure. Confronts unauthorized persons for identification, routing and/or assistance or calls police for assistance according to emergency action plan. Responds as directed by the building administrator in matters of security. Patrols school grounds and adjacent areas as assigned to detect unauthorized persons or vehicles. Draft and submit written reports of security incidents and violations. Responds immediately to all requests for assistance in emergency situations. Performs other duties as assigned under contract.

Pratt Industries

Macungie, Pa Nov 2011- Mar 2015

Freight coordinator-Lead Shipping Forklift Operator \$50,000 per year

Acquire and set delivery appointments, manage trailer yard, coordinate with different departments on timelines for orders. Pull finished goods off fast paced line, ensure product meets quality checks. Ensure customer, order numbers and quantity counts match. Supply staff with load planning and instructions, communicate with logistics on trailer and driver availability, and prepare load bills after every load is completed. Ensure all staff is complying with safety and housekeeping requirements.

Amazon.com

Breinigsville, Pa Nov 2009 to Nov 2011

Dock clerk/scheduler \$35,000 per year

Unloaded and loaded trailers using all types of p.i.t equipment stand up forklifts, sit down forklifts reach trucks, clamp trucks, and walkie riders. Assigned carriers doors as they entered yard, ensured all freight was present as stated on bills. Researched problem items as needed. Also filled in as scheduler when needed, scheduled carrier arrivals for daily production, met with management on a daily basis to ensure freight volume met the production need as well as whether extra man hours would be needed to keep production on schedule.

ARC Maintenance

Bath, PA

July 2009 to Nov 2009

Trainer \$15.00 per hour

To train bilingual sub contractors in the field of floor maintenance. Service and troubleshoot equipment. Use manual and electric pallet jacks for warehouse supplies and inventory. The training consisted of using equipment correctly, following the designed routine and proper chemical usage.