



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 
Mayor

DATE: February 4, 2025

SUBJECT: Authorities, Boards, Commissions Appointments

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

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Jeani Garcia	Nuisance Abatement Board of Appeals	2/20/2027
David Tagg	Nuisance Abatement Board of Appeals	2/20/2026

Jeani Garcia's current term on the Board has expired and would like to be reappointed. David Tagg is city resident and qualified individual to serve on the Board.

David Tagg

Phone +61 5091319

Email davidatagg@gmail.com

Address Allentown, PA 18109

PROFESSIONAL SUMMARY

Professional Summary: Results-oriented Mortuary Assistant with a demonstrated ability to safely handle and transport deceased individuals. Skilled in providing compassionate support to bereaved families and ensuring compliance with industry regulations. Strong communication and problem-solving skills. Experienced Printing Operations Manager with a track record of streamlining business processes and reducing costs. Adept at analyzing financial data and implementing innovative strategies to improve profitability. Demonstrated leadership in optimizing workflow and enhancing customer satisfaction.

SKILLS

- Sanitation procedures
- Problem-solving
- Reliability
- Task prioritization
- Analytical thinking
- Cultural sensitivity
- Multitasking
- Time management abilities
- Problem-solving aptitude
- Continuous improvement

EXPERIENCE

MORTUARY ASSISTANT — Kohut & Downing Funeral Homes

Allentown , Pennsylvania, April 1999 - Present

- Demonstrated ability to safely lift and move deceased individuals of varying sizes and weights.
- Developed strong communication skills while engaging with bereaved families in a compassionate manner.
- Followed all applicable laws regarding the transportation of human remains from one location to another.
- Provided support services for funeral staff members during visitation hours and funerals.
- Worked collaboratively with funeral directors on arrangements for burial or cremation of remains.
- Ensured compliance with all health codes and regulations pertaining to the mortuary industry.
- Coordinated deliveries between vendors and family members when necessary.
- Maintained a clean work environment by disinfecting surfaces regularly according to protocol.
- Performed embalming, dressing, and casketing of the deceased.
- Arranged for transportation of deceased to funeral home from place of death.
- Interacted with client families, providing assistance during visitations, funeral services and memorial services.
- Participated in community activities for funeral home promotion and other purposes.
- Led funeral corteges to churches and burial sites.
- Provided and arranged transportation between sites for remains, mourners, pallbearers, clergy, and flowers.
- Removed deceased remains from place of death.
- Planned placement of caskets at funeral sites or place or adjusted lights, fixtures, or floral displays.

- Managed inventory levels of supplies such as urns, caskets, linings, cosmetics, chemicals.
- Cleaned funeral home facilities and grounds.
- Oversaw preparation and care of remains of people who had died.
- Arranged for pallbearers and informed pallbearers and honorary groups of duties.

PRINTING OPERATIONS MANAGER — State of NJ Department of Human Services

Clinton , New Jersey, *February 1979 - July 2007*

- Conducted regular walkthroughs and inspections of company facilities to verify adherence to safety standards.
- Provided leadership in creating innovative methods for streamlining business processes.
- Strategized with leadership to stay ahead of changing customer needs and labor planning concerns.
- Evaluated operational costs and identified areas of improvement.
- Created reports to track performance metrics against established targets.
- Implemented cost-saving initiatives to reduce overhead costs.
- Implemented process improvement strategies to reduce costs and improve efficiency.
- Performed cost analysis on various projects to determine areas for improvement or savings potential.
- Analyzed financial data to identify trends and develop solutions that improved profitability.
- Reviewed financial statements, sales reports, and other performance data to measure productivity.
- Set and implemented strategic goals and initiatives to align company with mission, values, and vision.
- Designed innovative approaches to optimize workflow, streamline procedures, and enhance customer service satisfaction levels.
- Established and monitored KPIs to optimize company performance.
- Analyzed data from financial reports to identify areas of improvement in business operations.
- Led cross-functional projects that improved operational efficiency.
- Utilized data analytics techniques to identify areas for improvement.
- Directed and coordinated activities of businesses or departments concerned with production, pricing, sales, or distribution of products.
- Developed and implemented effective strategies to reduce costs while maintaining quality standards.
- Established and implemented departmental policies, goals, objectives and procedures in conjunction with board members, organization officials, and staff members.
- Collaborated with stakeholders to develop long-term strategic plans for growth.
- Coordinated and directed financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Organized and guided activities such as sales promotions requiring coordination with other department managers.
- Set prices and credit terms for goods and services, based on forecasts of customer demand.

EDUCATION

HIGH SCHOOL DIPLOMA

— **St. Joseph**

Metuchen , NJ,

SOCIAL WORK

— **Duquesne University**

Pittsburgh, PA,

PARALEGAL CERTIFICATION

— Penn State Lehigh Valley

Center Valley, PA,

REFERENCES

References available upon request

VOLUNTEER EXPERIENCE

EMT / EMS SUPERVISOR / BOARD MEMBER — Cetronia Ambulance Corps

Allentown, Pennsylvania, March 1981 - Present

- Retired from active ambulance duty
- Currently serve in Public Relations and fundraising

COMMUNITY SERVICE

BOARD MEMBER — St. Luke's Nursing Family Partnership

Allentown, Pennsylvania, July 2024 - Present

- Serve as board member
- Determine fund raising goals and objectives for ensuring the goals of supporting low income mothers in need in the community

PRESIDENT ELECT — Kiwanis Club of Allentown Northwest

Allentown, Pennsylvania, April 2021 - Present

- Community service organization dedicated to helping children

PRESIDENT — Midway Manor Community Association

Allentown, Pennsylvania, February 1981 - Present

- Promote neighborhood events, sports programs and holiday activities
- Represent community at various city functions
- Serve on Allentown Crime Watch

AWARDS

- Presidential Volunteer Lifetime Service Award
- Point of Light Volunteer Service Award
- Leonard Buck Award - Allentown Crime Watch
- Midway Manor Citizen of the Year 2024