

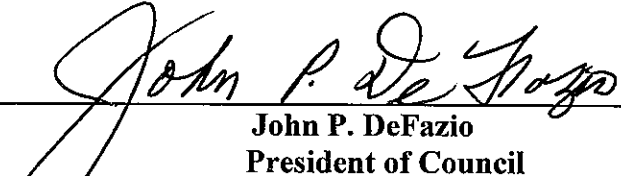
APPOINTMENT

Approving the appointment of Erin Carter to serve as a member of the Council of Friends organization (South Park), for a term to expire on August 30, 2018.

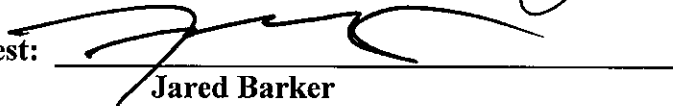
SPONSOR: COUNCIL MEMBER MEANS

In Council AUG. 30th, 2016.

Read and approved by Motion of Council.



John P. DeFazio
President of Council

Attest: 

Jared Barker
Chief Clerk
Allegheny County Council



COUNTY OF ALLEGHENY

OFFICE OF THE COUNTY COUNCIL
119 COURTHOUSE · 436 GRANT STREET
PITTSBURGH, PA 15219
PHONE (412) 350-6490 · FAX (412) 350-6499
COUNCIL@COUNTY.ALLEGHENY.PA.US
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Nomination for Appointment

Friends of the Parks Nomination Form

Council Member Sue Means

Nominee: Erin Carter

Address: 169 Meadowbrook Drive Bethel Park, PA 15102

Phone: 412-831-8033 Email: queenoffreds@hotmail.com

This nominee shall be a member of the Council of Friends of South Park. He/She is representative of:

- | | | | |
|-------------------------------------|-------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Labor | <input type="checkbox"/> | Disability Community |
| <input type="checkbox"/> | Education | <input type="checkbox"/> | Sports & Athletic Programs |
| <input checked="" type="checkbox"/> | Environmental Advocates | <input type="checkbox"/> | Landscape Architecture |
| <input type="checkbox"/> | Historic Preservation | <input type="checkbox"/> | Other (please specify) |

Council Member Signature: Sue Means

Date: 8/22/16

August 22, 2016

Sue Means

District 5 Council Representative

Dear Sue Means,

Please accept this letter as a request for board placement with the Friends of South Park, Allegheny Parks.

Currently, I reside at 169 Meadowbrook Drive, Bethel Park. Married to Kent for 15 years with a daughter, Emily who is 13 attending the Independence Middle School of Bethel Park.

For the past 14 months, I have been a member of the Friends of South Park and have participated with many of the events and projects that have taken place. As a lifetime resident of Allegheny County, I have spent a lot of time in South Park and have enjoyed seeing the improvements, clean up and events that are undertaken by this group in conjunction with Allegheny County. I humbly ask for appointment to this worthy board to keep the momentum going.

Attached is a copy of my resume for my work / volunteer experience. Thank you for your consideration.

Erin Carter

412-831-8033 – H

412-886-7350 – W

attachment

Erin Carter

169 Meadowbrook Drive
Bethel Park, Pennsylvania 15102
(412) 831-8033

WORK HISTORY

Bethel Park School District
108 Church Road
Bethel Park, PA 15102
Dana Walker 412-854-8426

August 2015 to present **Substitute Secretary**
Responsible to perform duties of any secretary out on sick time or vacation. Assist others as tasks warrant. Hired as secretary for William Penn February 1, 2016

Girl Scouts of Western PA
34 Isabella Street
Pittsburgh, PA 15212
Karla Schell 989-708-8636

June 2015 to present **Activities Specialist**
Responsible for Archery, Lifeguarding and Canoeing instruction as needed at Girl Scout Camp locations in Western Pennsylvania and West Virginia.

JB Mechanical, Inc
1071 Milford Drive
Bethel Park, PA 15102
724-350-7938

March 2013 to January 2015 **Dispatch Secretary**
Responsible for all incoming calls, dispatching technicians, preparing quotes, purchase orders, invoicing, mail, applying payments. Laid off January 2015

Hillcrest Christian Academy
2500 Bethel Church Rd.
Bethel Park, Pennsylvania
412-854-4040

August 2008- June 2012 **Office Manager**
Responsible for all office duties including enrollment, attendance, and all miscellaneous tasks.
Reason for Leaving: Changed churches

HCR Manor Care
1848 Greentree Road
Pittsburgh, Pennsylvania

May 2000 to October 2003 - **Accounts Payable Clerk**
Responsible for processing accounts payable, payroll, control of inventory for office supplies, answering telephones, petty cash, facility newsletter, secretary to DON, ADON and Administrator.
Reason for Leaving: Maternity Leave

Honeycreek Contracting
1222 State Line Road
Petersburg, Ohio

1998 to March 2000- **Secretary / Payroll**
Responsible for all office duties including typing, filing, answering telephones, payroll, accounts payable and banking. Honeycreek Contracting closed the Ohio office and moved the company to West Virginia.

Pleasant Hills Construction Company
111 Terence Drive
Pittsburgh, Pennsylvania
412-653-7100

1995 to 1998 – **Secretary / Receptionist**
Responsible for all typing for six project managers, answering telephones, accounts payable processing, purchase orders, calculation of payroll for twenty employees, preparing bid estimates, and general office duties.
Reason for Leaving: Moved to New Castle, Pennsylvania

Southwest Medical Center
119 Wilson Drive
Bentleyville, Pennsylvania
(724) 239-4700

1988 – 1995 – **Medical Assistant**
Responsible for all aspects of patient care including IV's, EKG's, pulmonary function tests, x-rays, laboratory testing, dictation and assisting with general office duties.
Reason for Leaving: Moved to Pittsburgh

REFERENCES

Linda Johnson, M.T.
117 7th Street
Bentleyville, Pennsylvania 15314
724-239-2296

Kim Kohler
227 Voss Drive
Bethel Park, PA 15102
412-780-4479

Mr. Alan Ciechanowski
Development Director
Hillcrest Christian Academy
412-854-4040

Mr. Joe Bombara
544 Kingsberry Circle
Pittsburgh, Pennsylvania 15234
412-835-7875

VOLUNTEER POSITIONS

2013- 2016	Volunteer at South Hills Bible Chapel Nursery – infant to toddlers
2013-2016	VBS decoration/ craft / project committee
2014 & 2015 2009 – Present	Work Day – Spring Clean up – Grounds of Bible Chapel Volunteer with Girls Scouts of America 1 year as a Daisy Leader/Treasurer 2 years as a Brownie Leader/Treasurer 2 years as a Junior Leader Currently as Cadette Leader
2009- Present	Cards for shut-ins through SHAG and Bethel Park Public Library
May 2008	Assisted with organizing and planning Clothing and Merchandise Sale.
June 2007 to 2009	Typing of Sermons for Pastor Rick Kardell of South Hills Assembly Church in Bethel Park, Pennsylvania.
October 2007 to 2009	Secretary for Financial Summit Committee of South Hills Assembly Church
October 2007 to March 2008	Secretary / Assistant to the accountant of Hillcrest Christian Academy
August 2007 to 2009	Assistant and substitute teacher for 4 yr old Sunday school class at South Hills Assembly Church.
May 2007 to May 2008	Answering all phone messages for Angel Food Ministries and changing answering machine message monthly.
May 2007 to May 2008	Monthly publication of recipes for food orders with Angel Food Ministries.

Registrations / Certifications

Notary of Allegheny County	2002 to current
Lifeguard / Lifesaving Certification	2014 to 2018
CPR/ First Aid	Current certification
Medical Assistant	Certified 1988

Education

1988	Western School of Health and Business Medical Assistant Certification
1986	West Mifflin Area High School Graduate



SUE MEANS DISTRICT 5

OFFICE OF THE COUNTY COUNCIL
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PITTSBURGH, PA 15219
PHONE (412) 350-6545 • FAX (412) 350-6499
SUE.MEANS@ALLEGHENYCOUNTY.US
[HTTP://WWW.ALLEGHENYCOUNTY.US/COUNCIL](http://www.allegHENYcounty.us/council)

MEMBER OF THE
COMMITTEE ON
APPOINTMENT
REVIEW, BUDGET &
FINANCE,
GOVERNMENT
REFORM, HEALTH &
HUMAN SERVICES,
PARKS, AND
MARKETING

September 1, 2016

Ms. Erin Carter
169 Meadowbrook Drive
Bethel Park, PA 15102

Dear Ms. Carter:

This letter is to inform you that at the Regular Meeting of Allegheny County Council held on August 30, 2016 Council approved your appointment to serve as a member of the Council of Friends to South Park for a term to expire on August 30, 2018.

We congratulate you on your appointment and wish you the best of luck in this undertaking. We look forward to receiving your recommendations and stand willing to assist you in any way you believe appropriate.

Sincerely,

Council Member Sue Means
Council District 5

cc: Andy Baechle, Director, Allegheny County Parks Department

SM/sb