

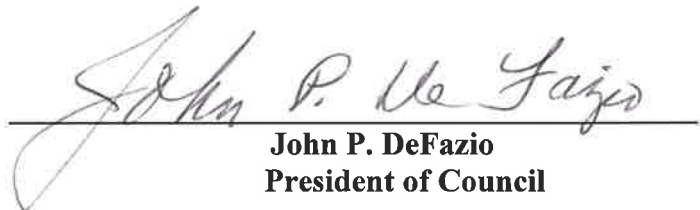
## APPOINTMENT


Approving the appointment of Andrea Horton-Meriçli to serve as a member of the Community Services Advisory Council for a term to expire on December 31, 2018.

**SPONSORED BY COUNTY EXECUTIVE FITZGERALD**

In Council MARCH 8<sup>th</sup>, 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

RICH FITZGERALD  
COUNTY EXECUTIVE

February 11, 2016

Honorable President and Members  
Allegheny County Council  
119 Courthouse  
Pittsburgh, PA 15219

RECEIVED  
ALLEGHENY COUNTY COUNCIL  
2016 FEB 11 AM 10:59  
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Dear Members of Council:

Please find the attached resume of Andrea Horton-Mericli, whom I am recommending for appointment to the Community Services Advisory Council.

The purpose of the Community Services Advisory Council is to advise allocation of resources, determine priorities, goals, plans, means for supporting local community action committees and other such organizations with shared and common goals. I am recommending that Ms. Horton-Mericli serve a term to expire on December 31, 2018.

Ms. Horton-Mericli is currently the Transitions Manager for the Greater Pittsburgh Literacy Council. She received her bachelor's degree from the University of Texas at El Paso.

I appreciate your consideration, and ask you to act on this appointment as quickly as possible. Ms. Horton-Mericli will make herself available for review before the appropriate committee if members of Council wish to speak with her.

Sincerely,

Rich Fitzgerald  
Allegheny County Executive

**OFFICE OF THE COUNTY EXECUTIVE**

101 COURTHOUSE • 436 GRANT STREET • PITTSBURGH, PA 15219 • PHONE (412) 350-6500 • FAX (412) 350-6512  
WWW.ALLEGHENYCOUNTY.US • EXECUTIVE@ALLEGHENYCOUNTY.US

# Andrea D. Horton-Meriçli

727 Fruithurst Dr., Pittsburgh, PA 15228

(412) 320-6103

andreaorton75@gmail.com

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## SUMMARY OF QUALIFICATIONS

- Extensive experience with MS Office, various database software, and operating systems to create internal/external correspondence, reports, and presentations
- Federal grant management experience
- Over 7 years of experience working in the teaching field
- 10+ years of working with diverse populations from a variety of cultures and socioeconomic backgrounds
- Excellent networking, outreach, and research skills
- Exceptional presentation, communication, organizational and writing skills
- Supervision experience

## SOCIAL WORK EXPERIENCE

### **Greater Pittsburgh Literacy Council (GPLC)** ***Transitions Manager***

Pittsburgh, PA  
May 2015 – present

- Lead and manage the career pathways project/case management project for the agency
- Plan and coordinate 2-3 career & education fairs per year for students and alumni
- Manage the required paperwork and students for compliance
- Form relationships with schools, training organizations, employers to help GPLC students transition from our programs to others or into employment
- Coordinate case management for transitions students and work with GPLC GED completers
- Manage the orientation schedule/content for the ABE/GED program; serve as a presenter for these orientations at the downtown center
- Manage the downtown ABE/GED student placement and support, including working with teachers on scheduling, testing or arranging testing for students, and data management
- Work with the associate director on special collaborations for student service and with supervision of the Immigrant Services & Connections grant team at GPLC
- Assist Associate Director in overseeing Immigrant Services and Connections staff at GPLC

### **Greater Pittsburgh Literacy Council (GPLC)** ***Immigrant Services and Connections (ISAC) Program Service Coordinator***

Pittsburgh, PA  
Apr 2014 – May 2015

- Assisted immigrants, refugees, and asylum seekers with connecting to the community resources they need to ease their transition into the community and to eventually become self-sufficient
- Supervised and provided duties for a Compass AmeriCorps member

### **Goodwill Industries of Central Texas** ***Fatherhood Works Project Coordinator***

Austin, TX  
Aug 2013 – Apr 2014

- Managed the \$674,278 federal Fatherhood Works Grant in accordance with approved budget
- Ensured that all expenditures were handled according to written policies and procedures
- Provided leadership to Job Source staff to accomplish goals
- Directed, supervised, and coordinated daily activities of 6 Placement Specialists and 1 Fatherhood Trainer
- Responsible for monitoring Job Source services to ensure a consistent level of quality
- Provided assistance to Job Source Program Coordinator, Manager, and staff in documenting measures and outcomes for annual and semiannual goals
- Composed semiannual and annual reports on metrics, budget, and staff
- Maintained and monitored program documentation compliance with referral, accreditation, and compliance agencies
- Assisted with coordination of intakes, eligibility determination, program enrollment, termination, and referral services to applications

**Fatherhood Works Trainer**

Mar 2013 – Aug 2013

- Planned and facilitated financial literacy trainings to clients
- Prepared materials for Fatherhood Works parenting and relationship classes
- Tracked and reported data of participants in financial literacy and Fatherhood Works trainings

**Fatherhood Works Placement Specialist II**

Feb 2012 – Apr 2013

- Doubled the amount of clientele entering the local job help center in 2012 by providing public presentations of Goodwill services and networking within the local community
- Developed resumes/cover letters, prepared clients for interviews, and provided follow-up services and retention/support services for clients
- Performed outreach and networked with other community agencies and organizations, including attending monthly Chamber of Commerce meetings to network and cultivate relationships with local businesses
- Prepared and maintained reports, documentation, and correspondence for physical and electronic client files
- Successfully placed 60+ clients during 2012

**TEACHING EXPERIENCE****Istek Atanur Oğuz School**

Istanbul, TURKEY

**English as a Foreign Language Teacher**

Oct 2007 – Jul 2011

- Taught Turkish students English skills (reading comprehension, listening, writing, grammar, speaking) in grades 4 - 11 and high school

**Dessau Middle School**

Austin, TX

**Resource Language Arts Teacher/Dyslexia Interventionist**

Aug 2005 – Jul 2007

**Bluebonnet Trail Elementary School**

Austin, TX

**Special Education Math and Language Arts Teacher**

Feb 2004 – Aug 2005

- Developed lesson plans and created learning materials for each student
- Taught resource math and language arts to grades 2-8

**VOLUNTEER EXPERIENCE****Pittsburgh Civic Orchestra**

Pittsburgh, PA

- Violinist in community volunteer orchestra

Sep 2014 – present

**Welcoming Pittsburgh Advisory Council**

Pittsburgh, PA

- Former member of Mayor William Peduto's council

Aug 2014 – May 2015

**Toastmasters of Goodwill Industries of Central Texas #02580501**

Austin, TX

- VP of Membership from 1/2013 – 4/2014
- Secretary/Treasurer 10/2013 – 4/2014

Jul 2012 – Apr 2014

**Austin Philharmonic Orchestra**

Austin, TX

- Violinist in a volunteer orchestra that gave pro bono concerts to the community

Oct 2012 – Apr 2014

**The Literacy Council of Williamson County**

Georgetown, TX

**Literacy Tutor**

Sep 2012 – Jun 2013

**Raindrop Turkish House**

Austin, TX

**TOEFL Instructor and ESL Teacher**

Mar 2012 – Sep 2012

**EDUCATION****Huston-Tillotson College**

Austin, TX

Alt. Teacher Certification Program for Special Education (All levels)

May 2003 – Feb 2005

**University of Texas at El Paso**

El Paso, TX

Bachelor of Science in Kinesiology with a minor in Business (graduated Cum Laude)

May 2000



# COUNTY OF ALLEGHENY

## OFFICE OF THE COUNTY COUNCIL

119 COURTHOUSE · 436 GRANT STREET  
PITTSBURGH, PA 15219  
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COUNCIL@COUNTY.ALLEGHENY.PA.US  
WWW.COUNTY.ALLEGHENY.PA.US/COUNCIL

March 14, 2016

Ms. Andrea Horton-Meriçli  
727 Fruithurst Drive  
Pittsburgh, PA 15228

Dear Ms. Horton-Meriçli:

This is to inform you that at the Regular Meeting of Allegheny County Council held on March 8, 2016 Council approved your appointment to serve as a member of the Community Services Advisory Council, for a term to expire on December 31, 2018.

Congratulations on your appointment and 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,

Edward J. Kress, Appointment Review Committee Chair  
Allegheny County Council

cc: Marc Cherna, Director, Allegheny County Department of Human Services

EJK/sb