

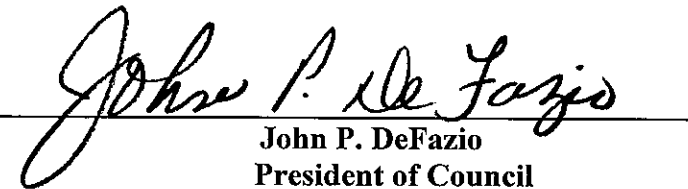
APPOINTMENT

Approving the appointment of Kristen Normile to serve as a member of the Council of Friends organization (South Park) for a term to expire on January 14, 2016.

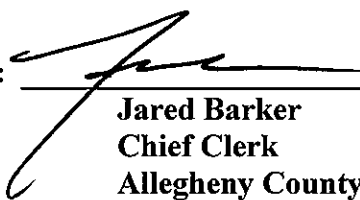
SPONSORED BY COUNCIL MEMBER MEANS

In Council JAN. 14th, 2014.

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
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COUNCIL@COUNTY.ALLEGHENY.PA.US
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Nomination

Friends of the Parks Nomination Form

Council Member Sue Means

Nominee: Kristen Normile

Address: 6147 Collie Drive Bethel Park, PA 15102

Phone: 412-559-7039 Email: kdznormile@comcast.net

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 type="checkbox"/> Environmental Advocates | <input type="checkbox"/> Landscape Architecture |
| <input type="checkbox"/> Historic Preservation | <input checked="" type="checkbox"/> Other (please specify) |
| | <input type="checkbox"/> None Specified |

Council Member Signature: _____

Date: 1/9/14

PROFILE

Highly motivated and extremely organized professional with extensive experience in administrative support, customer interface and marketing/promotions. Proficient in many computer programs including Microsoft Office and various social media. WPM 55.

RELATED PROFESSIONAL EXPERIENCE

Bethel Park 125th Celebration Committee Chairman and Coordinator – all of 2011

Responsible for all aspects of directing, producing and promoting the Bethel Park 125th Birthday Celebration for the year 2011. Responsibilities include overseeing subcommittees, fundraising, creating promotional materials, coordination of events and activities, producing commemorative programs, writing grants and securing funding, and working closely with municipal leaders, residents, and school district administration, staff, parents and students to create a fun, educational and special milestone year for entire community.

Published Author - January 2010 - February 2011

Images of America: Bethel Park

Authored "Images of America: Bethel Park" book for Arcadia Publishing Company. Researched, organized and obtained all information and photographs for 248 page, 14,000 word historical account of Bethel Park since inception in 1886. Published and released to national and local book retailers on February 14, 2011.

Bethel Park Community Foundation - March 2006 – March 2012

Recording and Executive Secretary/Trustee

Responsible for recording of Executive and Trustee Meeting minutes, writing motions, disbursement of information via e-mail and postal mail to Trustees, drafting and sending grant award letters, Foundation correspondence, and other general secretarial duties such as file maintenance, general correspondence and organization of Foundation materials. Chairman for Fundraising Committee and Trustee on Public Relations Committee. Heavily involved in planning and promotions to raise awareness for the Foundation. Proficient in Microsoft Office applications including Word and Spreadsheet programs.

Founder and Head Coordinator – South Park Summer Rev Up and Roll Car Cruise & Craft Show

Responsible for all aspects of directing, producing and running of this large-scale county park event. Duties include overseeing coordination of all entertainment, vendors, sponsors, promotions, correspondence, advertising, financials, volunteers and clerical administration. Work included coordination and communication with local and county departments along with many retail and service-based vendors.

InVenture – 1995-1997

Marketing Development Funds Manager

Responsible for organization, tracking, recording and collection of Marketing Development Funds from over 50 computer corporations on a daily, weekly and monthly basis. Responsible for personnel communication via daily interaction with companies via teleconferences and written correspondence. Other duties included information technology assistance, publications editor and proofreader and general marketing and communications assistance. Extensive client interface, use of many client-specific software applications, and general bookkeeping, editing, word processing and database applications.

Jackson, Lewis, Schnitzler & Krupman – 1990-1995

Legal Secretary/Receptionist

Duties and responsibilities included total secretarial support to two attorneys including client correspondence, interfacing, editing, transcription, word processing, spreadsheet, database, filing, reporting, organization of legal documents for court filings, sending and receiving correspondence, and all

other duties associated with legal secretarial support. Responsibilities also included front desk receptionist for 10 attorney office.

Other professional work and community services: FedEx Driver, Retail Sales, William Penn Elementary PTO President, Neil Armstrong Middle School PTO Co-president and Freelance Graphic Designer.

EDUCATION

- **Point Park University:** Bachelor's Degree – Applied Arts Graduate 1999
- **Art Institute of Pittsburgh:** Associates Degree – Visual Communications Graduate 1990
- **Carnegie Mellon University:** Pre-college Courses
- **Keystone Oaks High School:** High School Diploma, Honors Graduate

Professional and personal references available at your request



SUE MEANS DISTRICT 5

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January 15, 2014

Ms. Kristen Normile
6147 Collie Drive
Bethel Park, PA 15102

Dear Ms. Normile:

This letter is to inform you that at the Regular Meeting of Allegheny County Council held on January 14, 2014 Council approved your appointment to serve as a member of the Council of Friends to South Park for a term to expire on January 14, 2016.

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,

Sue Means
District 5 Representative

cc: Andy Baechle, Allegheny County Parks Director

SM/sb