

APPOINTMENT

Approving the appointment of Bernadette Fincke to serve as a member of the Council of Friends organization (South Park), for a term to expire on November 17, 2017.

SPONSORED BY COUNCIL MEMBER MEANS

In Council Nov. 17th, 2015.

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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Nomination for Appointment

Friends of the Parks Nomination Form

Council Member Sue Means

Nominee: Bernadette Fincke

Address: 401 Long Drive Pittsburgh, PA 15241

Phone: 412-835-0412 Email: bfinckel@gmail.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 type="checkbox"/> Environmental Advocates | <input type="checkbox"/> Landscape Architecture |
| <input type="checkbox"/> Historic Preservation | <input checked="" type="checkbox"/> Other (please specify) |

Marketing

Council Member Signature: Sue Means

Date: 11/12/15

Bernadette Fincke

401 Long Drive, Pittsburgh, PA 15241

412-835-0412 bfincke1@gmail.com

Qualifications Summary

- Highly-skilled Executive Assistant with more than 20 years of administrative and executive support
- Certified Microsoft Office User Specialist: Access, Excel, PowerPoint, Word
- Desktop Publishing Skills: Microsoft Publisher; Photoshop
- Web Development Skills: Dreamweaver and HTML
- Windows and Apple Operating Systems
- Excellent written and oral communications skills
- Superior organizational skills
- Bookkeeping skills: Quickbooks

Experience

Fives Stein Inc.

January 2008 to March 2011

Office Manager

Provides high-level administrative support to President of International Sales Office of manufacturer of steel plant furnaces. Duties include travel arrangements, scheduling, accounts payable and receivable, and expense reconciliation.

- Coordinated the relocation of the local sales office to a larger facility.
- Make housing arrangements for temporary employees.
- Responsible for hardware and software recommendations and purchases.
- Marketing and event sales coordination.

B & J Communications

1995 to present

Operate an administrative support business that specializes in providing services to individuals and businesses. Clients include Upper St. Clair School District, Rebuilding Together Pittsburgh, Masters Builders Association, Loftus Engineering, ACRES Real Estate Development, PCIQ Training, Community College of Allegheny County Professional Development Center and Fives Stein Inc.

Rebuilding Together Pittsburgh (RTP)

October 2007 – September 2008

Program Director

Manage the day-to-day operations of the Rebuilding Day Event, Operation Urgent Care and Workdays.

- Review and determine the eligibility of applicants for Rebuilding Together Pittsburgh home modification and repair programs.
- As part of the selection committee, choose 30 homeowners out of 400 applicants to be recipients of the agency's annual Rebuilding Day efforts.
- Organize and oversee the annual Rebuilding Day Event, which is the renovation of homes belonging to 30 low-income, elderly homeowners in Allegheny County. Project scope involves the coordination of 30 corporate and organizational house sponsors, participation of skilled labor unions, 1000 volunteers, management and distribution of donated materials, and the purchase of \$100,000 in building materials.
- Manage day-to-day operations of client contact, emergency repair contracts, and home previews and inspections.
- Serves as main contact for all clients seeking RTP assistance.
- Seek the assistance of local civic and community leaders and other nonprofit agencies to advance RTP's mission.
- Assist in raising awareness and visibility of RTP.
- Seek new community partners, sponsors and contributors.
- Identify new skilled volunteers to complete free home repairs.
- Maintain the organization's web site using Dreamweaver and Photoshop.

Community College of Allegheny County

2000-2007

Adjunct Faculty - IT Department

Instruct credit and non-credit computer courses including Introduction to Windows, Introduction to Computers, Introduction to the Internet, Microsoft Office Suite, and Microsoft Publisher.

Upper St. Clair School District

January 2002 – December 2006

September 1996 to November 1999

Responsible for the administration and management of Streams and Eisenhower elementary schools' Macintosh OS network delivering instructional software to approximately 500 students. Responsible for hardware troubleshooting and software maintenance of approximately 150 Macintosh computers and peripherals.

Position also entailed the development of teacher-in-service software training materials and sessions, individual and group training, desktop publishing, development and delivery of elementary student computer lessons plans, software testing and recommendations.

Created, wrote and produced documentary-style educational videos utilizing Photoshop, Apple Imovie and IDVD.

EDUCATION

Duquesne University. B.A. Journalism/Marketing 1978

Community College of Allegheny College, Microcomputer Specialist A.S. 1999

Microsoft Office Certified – Excel, Access, PowerPoint, and Word 2003



SUE MEANS DISTRICT 5

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November 18, 2015

Ms. Bernadette Fincke
401 Long Drive
Pittsburgh, PA 15241

Dear Ms. Fincke:

This letter is to inform you that at the Regular Meeting of Allegheny County Council held on November 17, 2015 Council approved your appointment to serve as a member of the Council of Friends to South Park for a term to expire on November 17, 2017.

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