



**City of Coral Gables**  
**COMMISSION MEETING**  
**July 26, 2016**

**ITEM TITLE:**

Congratulations to Tyrekia Phillips, Finance Department, recipient of the "Employee of the Month Award," for the month of July 2016.

**BRIEF HISTORY:**

The nomination was submitted by Shaffee Mohamed, Finance Department, which provided the following:

“Tyrekia began with the City as a temporary employee in 2012, serving in an administrative position for approximately three and a half years. As a result of her excellent performance she was offered the position of Administrative Assistant in the Procurement Division 2016. Her promotion to Administrative Assistant position was well deserved as she has become a vital cog in the procurement team.

Tyrekia made her invaluable to the contracts staff in the Division by providing much needed administrative support, which allows them to concentrate on the Procurement side of their solicitations, and lessened the administrative burden. Procurement processes consist of many details; Tyrekia’s administrative support helps to ensure greater accuracy and allows the contracts staff to take on more work.

Tyrekia is always quick to offer ideas on how a process can be done better. She has been quick study on the City's Enterprise System, which allowed her to fill in for the buyer in processing purchased when needed. She was invaluable when Procurement started registering vendor for tax and accounts payable purposes. She is very knowledgeable in the Microsoft Suite and always willing to help others when her co-workers need assistance. Tyrekia is not only a go-to person in the Procurement Division; she is also a go-to person for 72nd Avenue assisting City staff from all departments.

She is great for employee morale as she is one of the first employees to recognize birthdays, anniversaries and other major events. She is always willing to step forward to get a cake for a birthday or help organize the 72nd Avenue barbecue before Memorial Day Weekend. She does these things while still doing her job at an exceptional level. She not only epitomizes professionalism, she has fostered the spirit of unity and family through her devotion to celebrating the achievement of others.

Tyrekia handles the Public extremely well. She is extremely responsive to their requests and her performance reflects well on the Procurement Division of Finance and the City.

Tyrekia has been a dedicated and essential employee who persevered through three years of temporary employment. It’s hard to imagine our division without her consistent work ethic. Not only does she epitomize professionalism, she fostered the spirit of unity and family through the donation to celebrate the achievements of others.”

**ATTACHMENT(S):**

- 1. Employee of the Month Notification Letter**