



## The City of Coral Gables

**Human Resources Department**  
2801 SALZEDO STREET - SUITE 200  
CORAL GABLES, FLORIDA 33134

November 23, 2016

Ms. Torrie Wright  
Finance Department  
City of Coral Gables

**Congratulations! To recognize you for being an outstanding City of Coral Gables employee, you have been selected as the Employee of the Month for December 2016.**

**You will be formally introduced as the Employee of the Month for November at the Commission meeting scheduled for December 6th, 2016. Please make arrangements to arrive at the Commission Chambers, located on the second floor of City Hall, by 8:45 a.m. for the presentation.**

**The Public Affairs office will be contacting you in order to coordinate filming of your video and obtain pictures. The video will be shown during the Commission meeting, and your picture displayed in City Hall for the duration of the month. Copies of the picture and video will be provided to you as well. If you have not been contacted within the next few days, please call Michael Rocha, Multimedia Production Manager, at extension 5520 in order to set up a convenient time for your photograph and video.**

**In addition, the Coral Gables Rotary Club will also be honoring you, and your supervisor at a luncheon scheduled for Thursday, December 15th, 2016, at noon. This luncheon will take place at La Jolla located at 301 Alcazar Ave, Coral Gables, FL 33134. If your supervisor cannot attend, please have them designate another member of staff to accompany you to this luncheon.**

**Once again, the City of Coral Gables congratulates you on being chosen Employee of the Month for December 2016.**

Sincerely,

A handwritten signature in blue ink that reads "Karla Green".

Karla Green  
Interim Human Resources Director

I would like to nominate Torrie Wright, Accounting Clerk II of the Finance Department for Employee of the Month for September, 2016.

Torrie started working for the Finance Department in May, 2012 as an Accounting temp. During that time to present, she has filled numerous roles within her department and her ability to do so is like none other employee. Her ability to fill in where and when needed is a tremendous asset to any department. In addition, she has proven to be an exemplary employee who is liked and respected by her peers. On any given day Torrie can be seen at the Help desk, where she politely and informatively greets and interacts with visitors and passerbys alike to our beautiful city, as well as training new help desk attendants to operate our multi-line telephones/PBX switchboard. When the city had its Passport Acceptance Facility in the City Clerk's Office, Torrie took it upon herself to familiarize herself with answering an assortment of passport-related questions, in an effort to assist the City Clerk's Office staff. Her enthusiasm to take on additional work is commendable. She is also responsible on many occasions for the mail distribution throughout the city. Torrie has also assisted the Retirement Board Division, as well as the City Manager's Office with answering the telephone along with clerical office-related functions. Her work with the Finance department many times includes cashiering, data entry, filing, assisting in other divisions, balancing tickets with a journal as well as documenting all data for the Finance department. Torrie's contribution to her department and all city departments makes her an invaluable city employee asset, a team player who personifies what it is to be a public servant and an individual who serves with a mild demeanor always willing to take on an assortment of new tasks and challenges with a smile.