



City of Coral Gables
CITY COMMISSION MEETING
December 6, 2016

ITEM TITLE:

Congratulations to Torrie Wright who holds the title of Accounting Clerk II, recipient of the "Employee of the Month Award", for the month of December, 2016.

BRIEF HISTORY:

The nomination was submitted by Yolanda Davis, Operation Services Coordinator, which provided the following:

“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 no 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 passerby 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 the city departments make 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.”

ATTACHMENT(S):

- 1. Employee of the Month Notification Letter**