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Title: Congratulations to Carol Smith who holds the title Part-Time Receptionist/Office Assistant, recipient of the "Part-Time Employee of the Quarter Award," for the first quarter in 2017.

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Attachments: 1. PT EE of the quarter memo, 2. carol smith letter, 3. pt employee nomination

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Congratulations to Carol Smith who holds the title Part-Time Receptionist/Office Assistant, recipient of the "Part-Time Employee of the Quarter Award," for the first quarter in 2017.

The nomination was submitted by Miriam Ramos who stated the following:

“Carol works in our office Monday through Thursday and she is solely missed on Fridays when she is off. Carol is extremely dependable, efficient, hard-working and professional. Carol takes enormous pride in her work. She is always here on time with a smile on her face. Carol learned the job very quickly and has perfected how it is done. Carol is a real team player and takes on the initiatives to do more, even when she is not asked. Since she joined our office it has run more smoothly and efficiently. She is a wonderful addition to our amazing full-time support staff and true pleasure to work with.”