

See also 88-115



P.O. Box 2008, New Britain, Connecticut 06050
(203) 827-7700

RESOLUTION

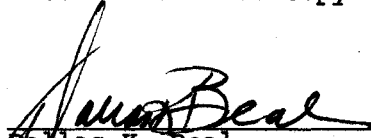
APPOINTING

MICHELLE ORTWEIN
ASSISTANT FOR BUSINESS AFFAIRS
EXECUTIVE OFFICE
CONNECTICUT STATE UNIVERSITY

October 7, 1988

- WHEREAS, The recommended appointment of Michelle Ortwein to the vacant position of CSU Assistant for Business Affairs effects her reassignment from part-time to full-time status, and
- WHEREAS, This recommendation results in a "promotion from within" which action is supported and encouraged by Affirmative Action Policy, be it
- RESOLVED, That, effective October 7, 1988, Michelle Ortwein be and hereby is appointed Assistant for Business Affairs in the CSU Executive Office at an annual salary of \$27,000, and be it further
- RESOLVED, That during her term of service, she shall be entitled to all benefits as enumerated in the Board's "Personnel Policies for Management and Confidential Professional Personnel."

A Certified True Copy:



 Dallas K. Beal
 President



An Equal
Opportunity
Employer

BOARD OF TRUSTEES FOR THE CONNECTICUT STATE UNIVERSITY
RECOMMENDED UNCLASSIFIED PERSONNEL CHANGES

CONNECTICUT STATE UNIVERSITY

DATE OCTOBER 6, 1988

I certify that the following recommended
personnel actions conform to applicable
Affirmative Action policies.

PRESIDENT
(Electronic Signature Number)

OCTOBER 7, 1988
(Date of Board Meeting)

| ACTION CATEGORIES AND EMPLOYEE NAME | EMPLOYEE NUMBER | RANK (INCLUDING INTERNAL TITLE AND/OR DEPARTMENT) | BI-WEEKLY SALARY | | EFFECTIVE DATE |
|--|--------------------|---|------------------|----------------|-------------------|
| | | | FROM (ANNUAL) | TO (ANNUAL) | |
| APPOINTMENT: | | | | | |
| MICHELLE ORTWEIN | 0000318362 | CSU ASST. FOR BUSINESS AFFAIRS (REAS. FROM P-T POSITION OF UNIV. ASST.) | \$27,000.00 | 1,034.49 | 10/7/88 |

REVIEWED BY: _____
DATE: _____

DATE OF BOARD APPROVAL: 10/9/88
SIGNATURE: [Signature]

MICHELLE ORIWEIN
11 Ralph Rd. Apt. C25
East Hartford, CT 06108
(203) 289-0139

OBJECTIVE

A position applying financial concepts and computer skills in a professional environment.

EDUCATION

CENTRAL CONNECTICUT STATE UNIVERSITY - New Britain, CT
Bachelor of Science, Finance - August 1987
Grade Point Average: 3.4/4.0

HONORS

Dean's List, Central Connecticut State University
Delta Mu Delta, Business Honor Society

EXPERIENCE

8/1987 to
Present

THE TRAVELERS COMPANIES, Hartford, Connecticut
Assistant Analyst

Reconcile monthly balances of Pension deductions. Train and assist in resolving problems for other Travelers employees in spreadsheet and word processing techniques and applications. Update information and send correspondence using computer to maintain accurate records of all annuitant activity. Automate processes using Lotus spreadsheet software, and Multimate word processing software. Utilize Paradox database software and Travelers recordkeeping programs.

5/1988 to
Present

BOARD OF TRUSTEES FOR THE CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut
University Assistant for the Budget

Program sophisticated computer salary report for use in the budget. Assist in finalizing budget program emphasizing computer spreadsheets. Assist in reconciling budgets to expense reports. Program interface between Datatrieve report writer software and Digicalc spreadsheets.

1984 to
1987

BOARD OF TRUSTEES, CONNECTICUT STATE UNIVERSITY
Assistant to Budget Officer (6/1985 to 7/1987)

Prepared budget comparison reports for State University Board of Trustees using charts / graphs for comparative analysis. Assisted in finalizing budget program emphasizing creating / consolidating worksheets from all Connecticut State University campuses. Utilized spreadsheet software programs (Digicalc and Lotus) to compute, organize and consolidate budget data. Wrote a computer user manual for the Finance and Management Division. Trained and assisted in resolving problems for other University employees in mainframe spreadsheet techniques and applications. Developed work instructions and procedures to insure uniform application of computer techniques. Maintained close liaison with coworkers to satisfy required deadlines for budget submissions. Utilized Datatrieve report writer software, Wordlll word processing software, and Graphwriter programs.

Accounting Intern Trainee (1/1985 to 5/1985)

Cooperative Education Program (7/1984 to 12/1984)

Balanced cash account. Updated information using computer to maintain accurate records of all student loan activity. Sent correspondence to borrower's and collection agencies. Resolved telephone inquiries for payment of deferment of loans.

ACTIVITIES Nu Beta Gamma Sorority, Vice President and Treasurer

REFERENCES Available Upon Request