

June 29, 2010

To whom it may concern:

I am writing to express my interest in a position within a school district setting. I will be moving to the Wills Point area in July 2010 and am interested in a position in the School Nutrition Department or school office setting. I have 25 years of experience at Belton ISD in school nutrition as an assistant director. However I would also very seriously consider an office position within the school district, as well.

I have attached a current resume, a list of references, and I would appreciate being considered for an interview if a school nutrition or office position were to become available within the district or in the surrounding area.

Thank you in advance for your time and consideration.

Sincerely,

Debbie Cecchine

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Objective	To obtain a position that allows the use of my secretarial and administrative skills, preferably in a school nutrition or campus setting. My skills include dealing with the public in an effective manner, computer skills and independent thinking. I am familiar with working within the confines of state and federal regulations while working with other departments to accomplish the task at hand.		
Experience	1991 - Present	Belton ISD	Belton, TX
	Assistant Director		
	<ul style="list-style-type: none">▪ Resolve staff, student, teacher and parent issues as needed▪ Full knowledge of state and federal regulations and reports▪ Approve and process applications for the district▪ Implement the application verification process▪ Select, interview and place new employees▪ Write, process and award bids for food and other products▪ Assist director with other administrative tasks		
	1990–1991	Belton ISD	Belton, TX
	Administrative Assistant		
	<ul style="list-style-type: none">▪ Approve and process applications for the district▪ Select, interview and place employees▪ Do state and federal reports▪ Assist director with other administrative tasks		
	1986–1989	Belton ISD	Belton, TX
	Cashier Supervisor		
	<ul style="list-style-type: none">▪ Teach new cashiers the job tasks▪ Schedule and implement cash register maintenance▪ Co-ordinate and oversee daily reports, do checks for accuracy		
	1984–1986	Belton ISD	Belton, TX
	Cashier		
	<ul style="list-style-type: none">▪ Tracked meals by category▪ Performed other cashier functions, including opening new schools		
Education	Attended Belton High School TASN Certified Level V Completed TASN Director's Academy, June 2008 Computer Classes: 10 Key Certified Para Pro State Certified in Food Management (Health Department)		
Interests	Computers, billiards, cooking		

References

Stefanie Abassi

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Karen Andrasi

***TASN
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Reba Baker

***Director of School Nutrition (retired)
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Donna Shelton

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