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Employee of the Month : 2010 : 02 : Leah Williams

University of South Florida St. Petersburg.

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DATE: February 1, 2010

TO: Leah Williams
Communications & Marketing Officer

FROM: Margaret Sullivan, Ph.D.
Regional Chancellor

SUBJECT: Employee of the Month for February

Congratulations! You are a recipient of the USF St. Petersburg Employee of the Month award for February 2010.

This award is given to employees who go above and beyond typical job expectations, provide outstanding customer service, or perform distinctive achievements that impact the department/campus. You were nominated because you generously loaned your graphic talents to External Affairs for the invitation of the dedication of the Science & Technology Building. The formal dedication invitation needed to be crafted over the December holidays and then reworked in the New Year when the event date was changed. You managed to wedge this project into your schedule on an extremely tight deadline and then you offered to facilitate the printing and to bargain with vendors. Your assistance with the graphic project and saving the institution money was very much appreciated!

The Employee of the Month recipient receives a $50 gift card to Publix and a monthly parking pass in the designated Employee of the Month parking space.

In order to pick up your gift card, please present this memorandum to the Cashier's Office, BAY 132, with a photo identification card.

I applaud your commitment and dedication to our institution. Again, congratulations!

cc: Dr. Kent Kelso, RVC
Holly Kicklifer, Director
Sudsy Tschiderer, Nominator
Human Resources