

RESOLUTION NO. 12 - 2019

Moved by: Wanda R.D. Williams

A Resolution confirming the appointment of Ms. Shayron L. Banks to serve on the Harrisburg Human Relations Commission ("HHRC") for a three-year term.

**WHEREAS**, members of the HHRC shall be a broadly representative cross section of the racial, ethnic and economic groups of the City; and

**WHEREAS**, members of the HHRC shall be residents of the City; and

**WHEREAS**, the Mayor has appointed Ms. Shayron L. Banks to serve on the HHRC to replace the vacancy created by Theo Braddy; and

**WHEREAS**, a copy of Ms. Banks's qualifications to serve in such capacity are attached and incorporated as "Exhibit A;" and

**WHEREAS**, Ms. Banks's appointment shall be for a three-year term expiring November 14, 2021.

**NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED BY THE COUNCIL OF THE CITY OF HARRISBURG** that the City Council hereby confirms the appointment of Ms. Shayron L. Banks to the Harrisburg Human Relations Commission ("HHRC") for a three-year term.

I second this resolution: Danielle L. Bowers

Passed the City Council March 26, 2019

Wanda R.D. Williams  
President of City Council

Attest Kuefler  
City Clerk

Approved

YEAS	NAYS
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Nays <u>0</u>	

# **E x h i b i t “A”**

# Shayron L. Banks



## **Summary**

- Recent leadership role in event coordinating under the student activities program at Temple University
- Strong organizational skills
- Coherent, adaptable and attentive to clients, colleagues
- Proficient written and verbal communication skills
- Remarkable networking skills
- Bachelor's in Sociology

## **Experience**

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### ***Discoveries Administrative Assistant at AAA Central Penn, (10/18 – Present)***

- Clerical duties
- Brochure printing and processing for the AAA region
- Mailing, Filing, Sorting and protecting sensitive and important data
- Organizing complimentary gifts for clients
- Assisting Travel Agents with special tasks
- Processing cash drawer in Axis program
- Assisting with planning and execution of special Group Travel events (Solo Club Meetings)
- Processing supply orders
- Directing calls and serving as a liaison for clients, guests and travel agent staff

### ***Store Associate at Burlington Coat Factory, (6/18 – Present)***

- Cashier duties (Returns/Exchanges, credit, cash and check transactions, layaway processing)
- Exceptionally organized and maintained the Youth department allowing customers to locate merchandise with ease
- Performs accommodating and satisfactory customer service on the floor and at the register
- Methodically sorts, constructs and recovers various departments within store as needed (Sizing, Ticketing, Tagging and adding Sensors)

### ***Event Coordinator at Temple University, (8/16 – 5/17)***

- Initiated planning meetings with Student Organizations for event preparation
- Hired vendors to provide various services for events
- Constructed planning meetings to execute programming
- Managed and properly allocated the student activities programming budget
- Filed and protected sensitive financial data
- Hosted, performed and coordinated event activities
- Introduced necessary assignments to partner student organizations
- Performed necessary leadership roles and obligations

***MCA Assoc. at Sears, (10/14 – 8/15)***

- Managed Adset sign printing for all departments weekly
- Sorted signage for weekly adset.
- Performed Ad setup; signing merchandise in soft-line divisions
- Managed and organized merchandise; particularly in Home Fashions and Housewares departments. (Including planograms and visual guides for proper merchandise display)
- Worked exceptionally in PCN management (Price Change) program to update merchandise price value
- Performed cashier duties including, returns/exchanges, credit, cash and check transactions
- Provided customer assistance with online purchasing, store-to-home orders and general customer assistance duties within the store

***Sales Assoc. at Dollar General, (10/13 – 1/14)***

- Stocked merchandise methodically throughout the store
- Recovered and organized misplaced or unwanted items
- Welcomed and assisted customers
- Handled cash, credit & check transactions
- Maintained a clean, safe and professional retail environment

***Technical Skills***

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- Strong written and oral communication skills
- Strong organizational, management and analytical skills
- SPSS: Data Coding and collection
- Microsoft Office Programs
- Customizing and managing websites.
- Proficiently skilled in audio recording engineering (editing, enhancing, and balancing sound quality).
- Experience in film engineering (editing motion pictures and virtual reels, for promotional or entertainment use).

***Education***

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***Temple University***

Philadelphia, PA, (1/14 – 2/18)  
Bachelor of Arts, Sociology

***University of Pittsburgh,***

Pittsburgh, PA, (1/13 – 5/13)

***Harrisburg Area Community College***

Harrisburg, PA, (8/08 – 5/12)  
Associates of Liberal Arts, Humanities

***Capital Area School of the Arts***

Harrisburg PA, (1/08 – 6/08)

***High-School of Science and Technology***

Harrisburg PA, (8/04 – 6/08)

**References**

Available upon request

**INTER**

**OFFICE**

# MEMO

To: HARRISBURG CITY COUNCIL  
From: Kirk Petroski, City Clerk  
LEGISLATIVE APPROVAL FORM

Date:

LEGISLATIVE APPROVAL FORM/CERTIFICATE OF ACCEPTANCE

BILL NO. - 2019      RESOLUTION NO. 12-2019

THE ABOVE LISTED ITEM WAS WRITTEN AND PREPARED FOR FINAL INTRODUCTION AT THE HARRISBURG CITY SOLICITOR'S OFFICE ON:

  
Deputy City Solicitor

3/22/2019  
Date

Requested by Department/Bureau: Mayor

Department/Bureau Contact Person: Mayor / Shaashawn Dial

For Action on or before:

The attached was received in the Office of the City Clerk for introduction on

3/26/19

Received by: Charlene Husted

Date: 3/22/19