

CLERK'S OFFICE

**APPROVED**

Date: 9-27-05

Submitted by: Assembly Chair Fairclough

Prepared by: Clerk's Office

For Reading: September 27, 2005

**ANCHORAGE, ALASKA**

**No. AR 2005- 245**

**A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY  
APPOINTING JANET LU AS ADMINISTRATIVE ASSISTANT.**

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WHEREAS, the position of Administrative Assistant in the Municipal Clerk's Office is vacant; and

WHEREAS, based on her skills and relevant experience Janet Lu has been selected to fill the position;

NOW, THEREFORE, The Anchorage Assembly resolves:


Section 1: That Janet Lu is appointed Administrative Assistant in the Municipal Clerk's Office

Section 2: That this resolution becomes effective upon passage and approval.

PASSED AND APPROVED by the Anchorage Municipal Assembly  
this 27<sup>th</sup> day of September, 2005.

  
Chair

ATTEST:

  
Municipal Clerk

*Deputy*

# **Janet A. Lu**

## **CURRENT ADDRESS**

10642 Lafayette Circle.  
Anchorage, Alaska 99515

janet\_lu63@hotmail.com

Home (907) 344-8295

Work (907) 269-2067

Mobile (907) 223-9053

## **CAREER OBJECTIVE**

Administrative position utilizing my skills and abilities in office support.

## **HUMAN RELATIONS AND COMMUNICATIONS SKILLS**

- Extensive training and experience in facilitating groups and enhancing team effectiveness.
- Strong interpersonal, communication, public speaking, and customer service skills.
- Prepare, organize, and conduct workshops and presentations on goal development to individuals with disabilities.
- Work one-on-one with a diverse population including individuals who are experiencing a variety disabilities, race, gender, socio-economic,
- Bilingual-fluent in Tagalog.

## **ADMINISTRATIVE AND MANAGEMENT SKILLS**

- Interview, train, and co-supervise an average of 20 clients per week.
- Interpret and comply with state and federal regulations and in-house best practices.
- Maintain and update filing system.
- Scan, review and edit documents.
- Prepare and produce reports as assigned by Management and per their timeline.
- Create form and templates in Microsoft Word and Excel as needed by the Evaluation Team.
- Prioritize, control and administer daily work assigned by Counselors, Evaluators and the Program Manager.
- Answer multi-line phone system; managed report distribution; and proofread materials.
- Schedule client appointment both in house and outside entities.
- Direct customers and the general public to appropriate personnel.
- Administer standardized tests and assess their need to accommodate individuals with disabilities.
- Proficient in the use of computer programs and software and a variety of office equipment including copiers, fax, scanners, and ten-key calculation.
- Research and compare bid on various equipment for clients and office needs.
- Purchase office supplies and equipment.

- Process invoices for timely payment.
- Project the annual budget for evaluation materials and supplies.

## **COMPUTER SKILLS**

Microsoft Word, Excel, Outlook, Powerpoint, Access, Internet/World Wide Web,  
PeopleSoft (Accounting Software),

## **WORK EXPERIENCE**

Vocational Rehabilitation Assistant II, State of Alaska, Division of Vocational Rehabilitation (10-2000-Present).  
Accounting Clerk II, Municipality of Anchorage, JTPA-WIA (04/1999-10/2000).  
Accounting Clerk/Office Support, Adams Personnel (MOA Contract), (05/1998-04/1999)  
Financial Service Representative, Bank of America, Anchorage, AK (10/1997-3/1998).

## **EDUCATION**

St. Scholastica's College, Manila Philippines, Bachelor of Science Degree, Marketing (1980-1984)

## **MEMBERSHIP**

Maharlika, Incorporated, Nonprofit, Program Chairperson/Member since 1997

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Municipality of Anchorage  
MUNICIPAL CLERK'S OFFICE  
**Agenda Document Control Sheet**

AR 2005- 245

(SEE REVERSE SIDE FOR FURTHER INFORMATION)

<b>1</b>	SUBJECT OF AGENDA DOCUMENT APPOINTING JANET LU AS ADMINISTRATIVE ASST.	DATE PREPARED 09/19/05
		<input type="checkbox"/> AO <input checked="" type="checkbox"/> AR <input type="checkbox"/> AM <input type="checkbox"/> AIM
<b>2</b>	DEPARTMENT NAME Assembly	DIRECTOR'S NAME Anna Fairclough, Chair
<b>3</b>	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY Barbara E. Gruenstein, Municipal Clerk	HIS/HER PHONE NUMBER X4311
<b>4</b>	<b>COORDINATED WITH AND REVIEWED BY</b>	<b>INITIALS</b>
	<b>Mayor</b>	
	Heritage Land Bank	
	Merrill Field Airport	
	Municipal Light & Power	
	Port of Anchorage	
	Solid Waste Services	
	Water & Wastewater Utility	
	<b>Municipal Manager</b>	
	Cultural & Recreational Services	
	Employee Relations	
	Finance, Chief Fiscal Officer	
	Fire	
	Health & Human Services	
	Office of Management and Budget	
	Management Information Services	
	Police	
	Planning, Development & Public Works	
	Development Services	
	Facility Management	
	Planning	
	Project Management & Engineering	
	Street Maintenance	
	Traffic	
	Public Transportation Department	
	Purchasing	
	<b>Municipal Attorney</b>	
	<b>Municipal Clerk</b>	
	<b>Other</b>	
<b>5</b>	<b>Special Instructions/Comments</b>	
	CONSENT AGENDA - RESOLUTIONS FOR ACTION - OTHER	
<b>6</b>	ASSEMBLY HEARING DATE REQUESTED 9/27/05	PUBLIC HEARING DATE REQUESTED N/A

M.C.A.  
 2005 SEP 19 AM 11:50  
 CLERK'S OFFICE