

Karen Spilko

REDEVELOPMENT AUTHORITY
OF THE CITY OF ERIE, PENNSYLVANIA



Administrative Assistant

EDUCATION

Bachelor of Science
Business Administration/
Marketing
Pennsylvania State University

As Administrative Assistant for the Redevelopment Authority of the City of Erie, Ms. Spilko is responsible for answering telephones, greeting clients, distribution of incoming mail, arranging all corporate travel, memos, general correspondence for Executive Director and other Directors. Scheduling and maintaining all of the Directors calendars and meetings, coordinating all conference calls. Maintaining Executive Director's filing system. Assisting the Executive Director, Director of Finance and Administration and the Director of Development with all administrative duties. Ms. Spilko also functions in the capacity of the Company webmaster.

PREVIOUS WORK EXPERIENCE

Saint Vincent Health System
Erie, PA
Executive Secretary to Senior Vice Presidents 1998-2002

MECA, The Special Kids Network
Erie, PA
Administrative Assistant to Director

Trinity Center, Division of Bethesda Children's Center
Erie, PA
Administrative Assistant to Executive Director