RESOLUTION

APPOINTING

MICHELLE ORTWEIN
ASSISTANT FOR BUSINESS AFFAIRS
EXECUTIVE OFFICE
CONNECTICUT STATE UNIVERSITY

October 7, 1988

WHEREAS, The recommended appointment of Michelle Ortwein to the vacant position of CSU Assistant for Business Affairs effects her reassignment from part-time to full-time status, and

WHEREAS, This recommendation results in a "promotion from within" which action is supported and encouraged by Affirmative Action Policy, be it

RESOLVED, That, effective October 7, 1988, Michelle Ortwein be and hereby is appointed Assistant for Business Affairs in the CSU Executive Office at an annual salary of $27,000, and be it further

RESOLVED, That during her term of service, she shall be entitled to all benefits as enumerated in the Board's "Personnel Policies for Management and Confidential Professional Personnel."

A Certified True Copy:

Dallas K. Beal
President
I certify that the following recommended personnel actions conform to applicable Affirmative Action policies.

<table>
<thead>
<tr>
<th>ACTION CATEGORIES AND EMPLOYEE NAME</th>
<th>EMPLOYEE NUMBER</th>
<th>RANK (INCLUDING INTERNAL TITLE AND/OR DEPARTMENT)</th>
<th>BI-WEEKLY SALARY FROM (ANNUAL)</th>
<th>BI-WEEKLY SALARY TO (ANNUAL)</th>
<th>EFFECTIVE DATE</th>
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</thead>
<tbody>
<tr>
<td>APPOINTMENT:</td>
<td>0000318362</td>
<td>CSU ASST. FOR BUSINESS AFFAIRS</td>
<td>$27,000.00</td>
<td>10,034.49</td>
<td>10/7/88</td>
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<td>(REAS. FROM P-T POSITION OF UNIV. ASST.)</td>
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REVIEWED BY: ________________________

DATE: ________________________

DATE OF BOARD APPROVAL: 10/7/88

SIGNATURE: ________________________

CSU-1
REV. 8/87
OBJECTIVE
A position applying financial concepts and computer skills in a professional environment.

EDUCATION
CENTRAL CONNECTICUT STATE UNIVERSITY - New Britain, CT
Bachelor of Science, Finance - August 1987
Grade Point Average: 3.4/4.0

HONORS
Dean's List, Central Connecticut State University
Delta Mu Delta, Business Honor Society

EXPERIENCE
THE TRAVELERS COMPANIES, Hartford, Connecticut
8/1987 to Present
Assistant Analyst
Reconcile monthly balances of Pension deductions. Train and assist in resolving problems for other Travelers employees in spreadsheet and word processing techniques and applications. Update information and send correspondence using computer to maintain accurate records of all annuitant activity. Automate processes using Lotus spreadsheet software, and Multimate word processing software. Utilize Paradox database software and Travelers recordkeeping programs.

BOARD OF TRUSTEES FOR THE CONNECTICUT STATE UNIVERSITY
New Britain, Connecticut
University Assistant for the Budget
5/1988 to Present
Program sophisticated computer salary report for use in the budget. Assist in finalizing budget program emphasizing computer spreadsheets. Assist in reconciling budgets to expense reports. Program interface between Datatrieve report writer software and Digicalc spreadsheets.

1984 to 1987
BOARD OF TRUSTEES, CONNECTICUT STATE UNIVERSITY
1985 to 7/1987
Assistant to Budget Officer
Prepared budget comparison reports for State University Board of Trustees using charts / graphs for comparative analysis. Assisted in finalizing budget program emphasizing creating / consolidating worksheets from all Connecticut State University campuses. Utilized spreadsheet software programs (Digicalc and Lotus) to compute, organize and consolidate budget data. Wrote a computer user manual for the Finance and Management Division. Trained and assisted in resolving problems for other University employees in mainframe spreadsheet techniques and applications.
Developed work instructions and procedures to insure uniform application of computer techniques. Maintained close liaison with coworkers to satisfy required deadlines for budget submissions. Utilized Datatrieve report writer software, Wordll word processing software, and Graphwriter programs.
Accounting Intern Trainee (1/1985 to 5/1985)
Cooperative Education Program (7/1984 to 12/1984)
Balanced cash account. Updated information using computer to maintain accurate records of all student loan activity. Sent correspondence to borrower's and collection agencies. Resolved telephone inquiries for payment of deferment of loans.

ACTIVITIES  Nu Beta Gamma Sorority, Vice President and Treasurer

REFERENCES  Available Upon Request