

# AMY TEVIS

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<https://amysuetevis.com/>

I am a resourceful leader with an extensive background in **admissions, recruiting, human resources, payroll, accounting**, and collaborative success with **workforce development** leaders and educators. I seek to centralize my expertise to help develop today's workforce for tomorrow's careers.

**AUG 2024-PRESENT**

**CERTIFIED WORKFORCE DEVELOPMENT PROFESSIONAL**

**FREELANCER**

Act as a liaison between the company, employees, apprenticeship intermediary, and training providers. Draft industry-specific Registered Apprenticeship Programs (RAP) for various clients. Register apprentices with RAP intermediaries in high-priority sector positions. Assist clients in completing the necessary paperwork to apply for workforce development resources, including on-the-job training, customized training, and incumbent worker training wages reimbursement. Serve as a recruiter and grant manager for a \$100,000 award designated for the training and job placement of local CDL Class A drivers.

**DEC 2022-AUG 2024**

**WORKFORCE DEVELOPMENT COORDINATOR**

**MDTS, LLC**

Served as liaison between the company, employees, apprenticeship intermediary, and training providers. Procured \$63,000 in workforce development grants through Michigan Works! to maximize employee development and minimize company expenses. Developed a strategy, marketing campaign, budget, and KPI dashboard for employee recruiting and retention tracking. Created workflows for pre-boarding, onboarding, orientation, and retention. Documented all human resource and workforce development functions in a shared procedures manual.

**FEB 2018 – OCT 2022**

**WORKFORCE DEVELOPMENT MANAGER**

**THAYER POWER AND COMMUNICATION**

Developed the PA Registered Apprentice program for Teledata Journeyman Lineman. Coordinated Workforce Development funds through the PA CareerLink, WEDnetPA and Ohio Means Job for incumbent worker and on-the-job training. Secured a \$50,000 grant for the apprenticeship program through the PA Department of Community and Economic Development. Maintained Learning Management System for internal safety training and documentation.

**OCT 2008 – FEB 2018**

**HUMAN RESOURCE DIRECTOR**

**THAYER POWER & COMMUNICATION**

Developed processes for onboarding, driver qualification tracking and offboarding. Reported monthly hours and earnings to the IBEW for employees' healthcare, pension, and annuities. Coordinated drug and alcohol testing program. Provided support to employees related to 401k, health care benefits, vacation, payroll, taxes, unemployment and workers compensation.

**JULY 2005 – FEB 2018**

**PAYROLL COORDINATOR/CONTROLLER**

**THAYER POWER & COMMUNICATION**

Trained payroll and human resource assistants. Maintained 250 active employee records, and coordinated rosters with member unions and company managers. Oversaw payroll, accounts payable, accounts receivable, expenses, and income, and presented quarterly reports for the CFO.

**NOV 1990– SEPT 2003**

**DIRECTOR OF ADMISSIONS**

**ERIE BUSINESS CENTER**

Managed a team of admissions representatives who worked a 20-county area. Increased enrollment annually by 10%-15%. Organized orientation activities and coordinated student housing arrangements. Conducted interviews and tours, processed student enrollment packets and tracked through to Academics and scheduling. Served as an advisor and advocate for organizations such as the Future Business Leaders of America and ACES Business Week. Planned annual Business Olympics scholarship competition. Advanced from High School Admissions Representative, to Non-Traditional Admissions Representative, to Assistant Director of Admissions and finally to Admissions Director.

**EDUCATION**

**JULY 2009**

**BACHELOR OF SCIENCE ACCOUNTING**

UNIVERSITY OF PHOENIX

Attended school on-line, while working full-time and raising our family.  
Held a 3.50 GPA

**MAY 1987**

**ASSOCIATE IN SPECIALIZED BUSINESS DEGREE-SECRETARIAL SCIENCES**

ERIE BUSINESS CENTER

Half-tuition scholarship recipient, Phi Beta Lambda member, Internship at United Way and National Fuel.  
Graduated with a 3.80 GPA.

**SKILLS**

- Strategic Planning
- Budget Development
- Microsoft 365 Office
- Microsoft Teams
- **Teachable**
- WordPress
- Canva
- **Grant Writing**
- Presentation and Marketing
- Active Listening
- Workable Recruiting/Human Resources
- General Accounting/Bookkeeping
- **ApprentiScope**
- **RAPIDS**

**ACHIEVEMENTS/ACTIVITIES**

- New Director Training Certification – Ohio State Board of Career Colleges and Schools
- Certified Workforce Development Professional – National Association of Workforce Development Professionals
- School Certifying Official (SCO) – U.S. Department of Veteran Affairs