

Cristin S. Nicoletti, PHR

Recruiter, Human Resources

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Philadelphia Housing Authority | Human Resources | 12 S. 23rd Street, Philadelphia, PA 19103



EXPERIENCE: PHILADELPHIA HOUSING AUTHORITY, Philadelphia, PA

Supply Chain Analyst Intern

May – August 2015

- Prepared procurement reports which helped contract sourcing needs in a federal agency.
- Extracted and analyzed fleet data from PeopleSoft software which helped to identify vehicles that would need to be retired.
- Analyzed requisition orders using Microsoft Excel to detected wasteful ordering practices.



12 SOUTH 23RD STREET
PHILADELPHIA, PA 19103
PHA.PHILA.GOV

OFFICE OF HUMAN RESOURCES

May 20, 2015

Kofi Brobbey
2021 Mt. Vernon Street, #B
Philadelphia, PA 19130

Dear Mr. Brobbey,

I am pleased to offer you a Student Intern position in the 2015 Summer Internship Program at the Philadelphia Housing Authority. Your hourly rate in the capacity of Summer Intern will be \$11.00 per hour, paid weekly.

Please be advised that as a Student Intern, you are considered to be "diem" and therefore ineligible for any PHA benefits such as paid time off or paid holidays, nor are you eligible to participate in the Philadelphia Housing Authority Retirement Benefit Plan or any healthcare plans offered to PHA employees.

Please be advised that this offer and your employment are contingent upon the successful completion of a pre-employment background check.

You are also required to comply with the Immigration Reform and Control Act of 1986 by securing all documentation necessary for employment authorization in the U.S. On your first day of employment, please bring certifying proof of identity and your social security card or U.S. passport with you.

Finally, the terms and conditions listed above do not change your status as an employee at will.

We are pleased you will be joining us for this Summer 2015 Student Internship Program. Your signature below indicates your agreement with the terms of employment of the Philadelphia Housing Authority.

Sincerely,

Cristin S. Nicoletti, PHR

Kofi Brobbey

Date

Please sign and return one copy to us.