

CITY OF WHITE HOUSE PUBLIC NOTICE
Board of Mayor and Aldermen Agenda
Special Session
September 9, 2013
6:30 p.m.

1. Call to Order by the Mayor
2. Roll Call
3. Adoption of the Agenda
4. New Business
 - a. To approve or reject appointing Kerry Harville as City Recorder. The City Administrator recommends approval.
5. Adjournment

Kerry J. Harville
 1122 Archer Drive
 White House, Tennessee 37188
 kerry.harville@gmail.com

Education	Bachelor of Science degree in Health Promotion Coastal Carolina University - Conway, SC	2001-2004 3.7 G.P.A	
	High School Diploma Brentwood High School - Brentwood, TN	1997-2001	
Career Experience	Vanderbilt University Medical Center <i>Program Coordinator</i> <ul style="list-style-type: none"> ▪ Plan, organize, and assist in professional development workshops for nursing leaders and staff nurses ▪ Organize meetings and compile meeting notes to distribute to participants ▪ Design and distribute promotional materials for nursing programs ▪ Manage department expenditures and makes purchases as needed ▪ Develop and maintain two websites and three SharePoint sites ▪ Department liaison to triage inquiries about workshops and services ▪ Organize travel arrangements for conferences ▪ Track all staff nursing projects, publications, presentations and accomplishments ▪ Ensure uniformity on all internal communications to stakeholders 	2006-Present Nashville, TN	
	Dick's Sporting Goods <i>Assistant Manager</i> <ul style="list-style-type: none"> ▪ Provided leadership to forty-seven employees ▪ Assisted in customer service ▪ Processed, marketed and organized merchandise ▪ Oriented all new employees ▪ Managed the cash office and ran the registers ▪ Developed the employee schedule for two departments 	2004-2006 Myrtle Beach, SC	
Skills	Microsoft Word Microsoft Excel Microsoft PowerPoint Microsoft Outlook Microsoft Visio Microsoft Access	Microsoft Publisher Microsoft SharePoint Microsoft Lync EndNote QuarkXPress Adobe InDesign	Adobe Illustrator Adobe Photoshop Quicken KRONOS IBM SPSS Statistics
Awards	Cambridge - Who's Who Employee of the Month - Vanderbilt Heart Employee of the Month - Dick's Sporting Goods	August 2008 February 2008 January 2005	