



**DEPARTMENT OF THE AIR FORCE
502D AIR BASE WING
JOINT BASE SAN ANTONIO**



March 8, 2019

502 FSG/CC
2330 Stanley Road, B-122, Ste. A
JBSA Fort Sam Houston, Texas 78234-2362

Mr. Mike Morath,
Commissioner, Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701

Dear Mr. Morath,

I would like to respectfully request appointment of Ms. Lisa M. Brown to the Fort Sam Houston Independent School District (FSHISD) Board of Trustees. Enclosed are the resumes for each of the three nominees, as required by Texas Administrative Code Section 61.2a (1), along with signed Statements expressing their willingness to accept the appointment and serve in full adherence to the established state standards for school board members. The names of the nominees are listed below and are ranked in order of preference.

Position 1

1. Lisa M. Brown
2. Andrea D. Nicholas
3. Bonnie Inkel

All nominees are qualified under the general school laws of Texas and either live or work on Joint Base San Antonio- Fort Sam Houston. Each nominee is well qualified and the appointment of any one of them would be in full compliance with the provisions of the Texas Education code 11.352. Every avenue was used to reach the widest possible applicant pool. The membership composition of the board of trustees is in compliance with the provisions of Texas Code 11.28.

I recognize the power of the Board of Trustees to govern and manage the operations of the FSHISD and recognize that my role as the commanding officer of 502d Support Group is limited only to the duty defined by statute in the process for appointing the Board of Trustees.

Thank you and your staff for your support of our school district. If you have any questions please contact, Ms. Nita Ford-Hightower or Quiana Abner (210) 221-2214/2256

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Date: 2019.03.12 12:44:07 -05'00'

SAMUEL E. FIOL, COL, USA
Commander, 502d Force Support Group

4 Attachments:

1. Nominee – Ms. Lisa M. Brown
2. Nominee –Ms. Andrea D. Nicholas
3. Nominee – Ms. Bonnie Inkel
4. Background Checks



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: COL (Ret) Lisa M. Brown

Residential Address: AMEDDCS,3630StanleyRd

JBSA Ft. Sam Houston TX 78234

Physical Address of Employer:

AMEDDCS,3630StanleyRd

JBSA Ft. Sam Houston TX 78234

Board of Trustees Location Applying For: FSH ISD

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

BROWN.LISA.MARIE.1 Digitally signed by
120813443 BROWN.LISA.MARIE.1120813443
Date: 2019.02.21 12:17:42 -06'00'

Signature of Applicant

COL (Ret) Lisa M. Brown

Printed Name of Applicant

2-21-2019

Date

Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.

LISA M. BROWN

San Antonio, TX 78232 • (210) 771-2258 • brown-tx@msn.com • LinkedIn

SENIOR ADMINISTRATIVE MANAGEMENT EXECUTIVE

Operations / Human Resources / Administration

Respected executive with distinguished extensive experience leading operations, program management and public administration. Repeated success guiding sizeable, cross-functional teams in the design and implementation of enterprise-wide process redesign and restructure. Expert presenter, trainer and leader with a proven ability to develop and implement programs that result in a profitable and also compassionate culture.

Core competencies include:

- Strategic Business Planning
- Process Redesign & Change Management
- Program Management
- Performance Metrics
- Project Management
- Profit & Loss (P&L) Management
- Recruiting & Staffing Initiatives
- Team Building & Leadership
- Operational Functions
- Human Resource Management

PROFESSIONAL EXPERIENCE

Order of Military Medical Merit, San Antonio, TX **ADMINISTRATOR (2016-PRESENT)**

Administrator for a private, non-profit (501C) organization that recognizes the significant contributions that Army Medical Department individuals have made to Army Medicine.

Utilize administrative, operational and financial expertise to manage the day-to-day functions of the Order. Provide timely information to over 12K Order members on a regular basis.

Manage all financial transactions of the Order and arrange for a yearly audit and tax preparation from an impartial third party.

Prepare for and conduct monthly boards, providing nominations and other relevant information to board members and the President in a timely manner.

U.S. Army Medical Command, San Antonio, TX **DIRECTOR (2014 – 2016)**

Successfully directed a staff of ten executives, provided strategic oversight and direction to incorporate equities in enterprise-wide policies and products.

Selected accomplishments:

- Utilized extensive administrative knowledge base to assist over 500 customers in the areas of human resources, resource management and training and education.
- Provided timely and relevant information and training to over 50 ombudsmen from 28 facilities located across the United States, Korea and Europe, resulting in better customer assistance.
- Co-chaired a transformation initiative to realign staff and infuse the enterprise culture with a vision to move from a Healthcare System to a System for Health.
- Utilized extensive knowledge and experience with Disability Evaluation System to identify a critical accountability issue, resulting in innovating a solution both honoring to the patients and in compliance with regulatory mandates.

...continued...

U.S. Army Human Resources Command of Excellence, Fort Knox, KY
DEPUTY CHIEF ADMINISTRATOR (2011 – 2014)

Developed strategic vision and mission planning for a 25-person, executive-level staff. Successfully orchestrated and supervised organizational and operational functions such as budget oversight, human resources management and day-to-day operations.

Selected accomplishments:

- Decreased turnaround time of critical processes from 120 days to less than 3 days by implementing Lean Six Sigma processes.
- Implemented rigorous performance metrics to ensure essential functions were performed at required volumes throughout staff reductions.
- Increased assessment completion rates from 86% to 91% through effective program management.
- Provided expert input and information while engaging multiple outside agencies to achieve improvements in processes and policies concerning evaluations, placement and profile management of personnel.

U.S. Army Medical Department Center & School of Excellence, Joint Base San Antonio, TX
PERSONNEL PROPONENT PROGRAM MANAGER (2008 – 2011)

Successfully ensured a balanced and effective workforce through the utilization and analysis of objective force models to project future staffing and development requirements for four branches of the Army.

Selected accomplishments:

- Collaborated cross-functionally to identify and recommend training requirements and course attendance as well as potential critical personnel shortages.
- Proactively analyzed and provided action plans to increase a compromised organizational structure to ensure future needs would be met.

U.S. Army Medical Command, San Antonio, TX
CHIEF OPERATIONS OFFICER (2005 – 2008)

Significantly impacted corporate goals and objectives by successfully synchronizing multiple projects toward timely and efficient accomplishment. Provided exceptional customer service to a population of over 100,00 in areas of payroll, operations, and healthcare entitlements.

Selected accomplishments:

- Designed, implemented and maintained a database of reserve providers to offer personnel as a gesture of recognition and gratitude, which favorably impacted retention.
- Successfully coordinated and executed a 700-member breakout session to address retention.

Southeast Regional Medical Command, Fort Gordon, GA
PERSONNEL OPERATIONS OFFICER (2002 – 2005)

Meticulously collected, processed and maintained personnel data throughout multiple facilities, and expertly matched personnel needs to providers.

Selected accomplishments:

- Successfully maintained the fill rate for over 1,200 personnel requirements at 98% (exceeding 95% standard) for over three years.
- Provided exceptional administrative, operations and training support to a workforce of over 1,500 professionals to ensure mobilization readiness.

** *** **

Additional Experience as Assistant Controller, Assistant Director of Finance, Chief of Resource Management and Executive Officer

EDUCATION & CREDENTIALS

SYRACUSE UNIVERSITY, Syracuse, NY, **Master of Business Administration**

EXECUTIVE MILITARY LEADERSHIP SCHOOL, Carlisle, PA, **Master of Strategic Studies**

SPALDING UNIVERSITY, Louisville, KY, **Bachelor of Arts in Pre-Medicine/Biology**



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Andrea Delonda Nicholas

Residential Address: 7327 Roveen Trail
San Antonio, TX 78244

Physical Address of Employer: 2814 Funston Rd
Fort Sam Houston, TX 78234

Board of Trustees Location Applying For:

I hereby make a formal application for the above indicated Board of Trustees. In doing so, I confirm that:

- I am qualified under the general school laws of Texas and live or am employed on JBSA.
- I attest the contents of my resume.
- I am a qualified voter.
- I willingly accept the appointment to the Board of Trustees and will serve in this capacity with full adherence to the state established standards on the duties and responsibilities of school board members.

Andrea Nicholas
Signature of Applicant

25 Feb 19
Date

Andrea Nicholas
Printed Name of Applicant

Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly. Form must be completed prior to setting up your interview with the selection board.

Andrea D. Nicholas

7327 Roveen Trail, San Antonio, TX 78244 Telephone: 210-367-1065
andreadnicholas@hotmail.com

PROFESSIONAL SUMMARY

Passionate Robert G. Cole alumna committed to making the educational experience a positive one for all students, faculty and staff. Prepared to support decisions/initiatives that will enhance the district's climate so that all students, faculty and staff may obtain the knowledge, skills and abilities necessary to thrive in all aspects (cognitive, physical, social, and emotional) of their lives at school and in the community. Eager to share 28 years of experiences obtained while working for JBSA-Child and Youth Programs and give back to the district that provided the foundation I needed as a student to be successful. Desires to secure a position as a member of the Fort Sam Houston Independent School District Board of Trustees.

SKILLS

Positive Atmosphere Promoter	Critical Thinking	Strategic Planning and Thinking
Leadership/Communication	Fast Learner	Multitasking
Active Listening	Proficient in Microsoft Office	Child/Youth Mentor/Coaching
Operation Analysis/Monitoring	Adaptive	Teampayer

EXPERIENCE

May 2015 to present Training and Curriculum Specialist, JBSA-Fort Sam Houston, Texas
Provide and/or coordinate training for Child and Youth Program staff to ensure information and guidance in child and youth development are obtained and maintained. Ensure staff receive training in risk management (internal controls, accident/incident reporting, and child abuse identification, prevention and reporting procedures, etc.) Conduct observations of personnel during daily activities and special events to assess their competency level(s), evaluate performance and provide feedback. Complete debriefs reference staff performance. Ensure training, observations, testing, and debriefs are documented appropriately and in a timely manner. Communicate effectively with management on training and performance matters. Work with management and parents to determine if reasonable accommodations can be met for patrons identified as having a special need. Ensure staff are trained and environments support patron utilization. Plans, develops, and executes trainings to include but not limited to New Employee Orientation, New Employee Training, Training Modules, and installation requirements. Serve as an informational resource for personnel, children/youth and parents reference programming requirements, age/developmentally appropriate activities, available community resources and upcoming events. Recommend purchases for developmentally appropriate material, supplies, and equipment. Ensures environments are arranged appropriately and equipment and supplies are in good working condition and being utilized appropriately. Ensure program meets Department of Defense Certification standards and comply with all legal and regulatory requirements. Serve as Subject Matter Expert for Armed Forces Action Process as it pertains to Child and Youth Programs.

Oct 2011 to Nov 2015 Army Child Care in Your Neighborhood (ACCYN) Community Based Program Manager
JBSA-Fort Sam Houston, Texas

Provide regular technical assistance and evaluations to ensure participating child development center directors, staff and family child care providers are providing care that meets the needs of its patrons and is in compliance with established National, State and ACCYN program requirements. Assess programs and develop baselines for plans and improvements through administering environment rating scales. Identify and provide training to child development program staff and Family Child Care providers to ensure safe, age and developmentally appropriate child care is provided. Monitor child development and family child care homes by conducting announced and unannounced site visits to ensure staff adhere to risk management procedures to meet all applicable military and State licensing regulations. Assist programs with planning an annual budget to meet the needs of the program and its patrons. Budget must include staff training and professional development, and promote positive growth and development of children/youth IAW all applicable regulations and standards. Distribute funding and reconcile financial data as it pertains to executing program budgets. Provide technical assistance/guidance to programs and

Andrea D. Nicholas

7327 Roveen Trail, San Antonio, TX 78244 Telephone: 210-367-1065
andreadnicholas@hotmail.com

families enrolling in the Fee Assistance program. Serve as a coach/mentor in assisting programs to establish an accreditation team and provide technical support and updates on program progress towards obtaining or maintaining credentials and/or national accreditation. Serve as subject matter expert and coordinate with military organizations and outside agencies to provide program materials, consultation, and training. Maintain state-of-the-art knowledge of child and youth development philosophy, principles, methods, and techniques as endorsed by the military and nationally recognized child/youth organizations. Serve as a Records Custodian for Child and Youth Programs. Recruit, support and maintain relationships with community based child care programs to provide families with child care that is commensurate in quality and cost to care being offered on post. Represent the military as a viable partner with resources to increase the quality of care in off post catchment areas which benefits all children served.

Mar 2008 to Oct 2011 Outreach Services (OS) Director, Child, Youth & School Services (CYS), JBSA-Fort Sam Houston, Texas

Provide oversight and accountability for staff performance and safety/well-being of patrons IAW policies and procedures. Supervise and evaluate staff according to established performance standards. Provide professional recognition and/or disciplinary action. Ensure staff follow risk management procedures and standard operating procedures to support program goals. Implement and monitor policies reference fees, patron eligibility, baseline programming, space allocations, etc. Prepare operating procedures to anticipate installation trends and documents in Installation Child and Youth Operations Plan. Apply professional knowledge to plan, and implement OS components via Parent Liaison Services, Community Liaison Services, and CYS Liaison Services, Outreach Care and Supervision Options, and Mobile programs. Provide staff training and development. Process personnel actions in a timely manner. Conduct analysis of annual program budget variances and prepare written justification for funding of program resource requirements.

EDUCATION

Wayland Baptist University- San Antonio, Texas, Seeking a Master of Education with Elementary Teacher Certification

Wayland Baptist University- San Antonio, Texas, BSOE, Management, 2007

St Philip's College- San Antonio, Texas, AA, Liberal Arts (Education), 2004

St Philip's College- San Antonio, Texas, AAS, Computer Information Sys-Acct Specialist, 1990

TRAINING

Over 50 hours of Texas Association of School Administrators/Texas Association of School Boards training, Lean Six Sigma Black Belt (Organizational Efficiency), Resiliency Training Facilitator, Basic Management Course - MWR Academy, Operation Excellence Customer Service Trainer, Galileo Leadership Training, Managing Multiple Projects, Alpine Tower Teambuilding, Parents as Teachers-Heroes at Home, Ethics, Action Skills for Supervisors and Effective Teams (ASSETS), Teamwork and Motivation, Effective Writing, Working with Not Against Parents, Customer Service, and various Military Child Education Coalition Trainings

AFFILIATIONS

2017-present #TeamAction Help Raise 1 Help Save 1 - Mentor

2015-present Leaders of Tomorrow – Mentor

2012-present SayTown Snappers - Vice President

2004-present San Antonio Blazers Premier Track Club- Fundraiser Member

1990-present National Youth Sports Coach Association – Coach

1990-present JBSA-Fort Sam Houston Youth Sports - Cheer Coordinator and Coach

REFERENCES

Roxanne Lacy 210-860-4811

Rex Murphy 210-324-1447



Joint Base San Antonio Statement of Eligibility

Applicant Full Name: Bonnie C. Inkel
Residential Address: 8430 Whitebrush
Converse, TX. 78109

Physical Address of Employer: 3488 Garden Ave., MIF 4 Anderson Hall
JBSA - Fort Sam Houston, TX. Rm 424
78234-6138

Board of Trustees Location Applying For: Fort Sam Houston Independent

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confirm that: District

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Bonnie Inkel
Signature of Applicant

2/26/19
Date

Bonnie Inkel
Printed Name of Applicant

**Digital Signatures are authorized. If using a wet signature, please sign, date and print legibly.
Form must be completed prior to setting up your interview with the selection board.**

Curriculum Vitae

Bonnie Inkel, MS, MPA, OTR/L

8430 Whitebrush.

Converse, TX. 78109

Work: 210 808 5934/Cell: 850 748 6091

bonnie.c.inkel.civ@mail.mil

Research Interests

Ethics, leadership, foster youth and work outcomes, early developmental social-emotional learning (SEL), dyslexia, occupational therapy and disaster response teams, and Department of Defense Occupational Therapy Services

Education

- 2015 Nova Southeastern University, Davie, FL.
Doctor of Occupational Therapy, Post Professional (in progress)
- 2003 University of Central Arkansas, Conway, AR.
Master of Science (Occupational Therapy)
- 2001 University of Central Arkansas, Conway, AR.
Bachelor of Science (Health Sciences)
- 1981 Auburn University at Montgomery, Montgomery, AL..
Master of Public Administration
- 1979 Florida State University, Tallahassee, FL.
Bachelor of Science (Psychology)

Honors and Awards

- 2018 Civil Service Cash Award in recognition of work performance
- 2015 Composed winning Keiser University nomination for OTA Fieldwork Educator of the Year from the Florida Occupational Therapy Education Consortium (FLOTEC). This was the first nomination/winner in 10-year history of the Jacksonville campus OTA Program.
- 2003 Clinical Merit Award from the Arkansas Occupational Therapy Association
- 2001 Undergraduate Scholar, University of Central Arkansas

Current Licenses

Florida, Texas

Employment

- 2017-present Defense Health Agency/Medical Education & Training Campus (J7)
Occupational Therapy Assistant Program
-Academic Fieldwork Coordinator/Instructor
-providing clinical fieldwork oversight and classroom instruction for 3 cohorts per year
- 2017-2017 University of South Alabama, Department of Occupational Therapy
Adjunct Instructor
-supporting online/classroom instruction requirements as directed by the Department Chair
- 2016-2017 Across the Board Therapy, Navarre, FL.
-Staff Occupational Therapist
-providing outpatient client-centered intervention services to children and adults
- 2016-2017 Global Teletherapy, Baltimore, MD.
-Telehealth Occupational Therapist
-provided school-based teletherapy between 5-15 hours/weekly for Georgia Cyber Academy students
- 2014-2016 Keiser University, Jacksonville, FL.
-Academic Fieldwork Coordinator (OTA Program)
-responsible for all Level I/II fieldwork placements, ACOTE fieldwork adherence, search/selection of fieldwork sites, student counseling, and other faculty duties for the department and university
- 2008-2014 Alpha-Omega Therapy, Pensacola, FL.
-Staff Occupational Therapist, CEO, COO
-school-based occupational therapy contractor for northwest Florida school districts; duties included assessments, treatment, scheduling, IEP/504, documentation, and COTA supervision
- 2008-2008 Veterans Administration/Joint Ambulatory Ancillary Clinic, Pensacola, FL.
-Home Based Primary Care (HBPC) Occupational Therapist
-providing home based occupational therapy services for NW FL veterans; duties included patient/home assessments, home exercise programs, equipment/supply orders, consultation, and coordination with other veteran/community organizations
- 2005-2008 Alpha-Omega Therapy, Pensacola, FL.
-Staff Occupational Therapist, CEO, COO
-school-based occupational therapy contractor for northwest Florida; duties included assessments, treatment, scheduling, IEP/504, documentation, and COTA supervision
- 2004-2005 Rehab Care at Jefferson Regional Medical Center, Pine Bluff, AR.
-Long Term Acute Care Occupational Therapist

-providing rehabilitation services to 24 bed medical/surgical/medically complex/ventilator patient unit

- 2003-2004 HCR ManorCare at Rebsamen Hospital, Jacksonville, AR.
Staff occupational therapist
 -provided occupational therapy services to inpatient rehabilitation, acute hospital, outpatient hands, outpatient pediatrics, & acute geropsychiatric

Teaching Experience

- 2017-current Central Nervous System, Documentation, Level I/II Fieldwork, Research, Intro to Occupational Therapy Evaluations, Pediatric Occupational Therapy Evaluations, Frames of Reference, Mental Status Assessments, Effective Learning and Study Skills, Occupational Therapy Professional Organizations, Introduction to Physical and Speech Therapy
 DHA/METC OTA Program, Joint Base San Antonio-Fort Sam Houston (TX.)
- 2017-2017 Occupational Therapy Leadership class-online
 Department of Occupational Therapy, University of South Alabama (AL.)
- 2014-2016 Level I/II Fieldwork Classes-direct and online, Keiser University (FL.)
- 2014-2016 NBCOT OTA Exam Prep Classes-direct/co-teaching, Keiser University (FL.)

Institution Service Activities

- 2015-2016 Member, Keiser University Re-Accreditation Committee for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)-Jacksonville, FL. campus
- 2015-2016 Member, Keiser University Annual Graduation Ceremony Committee-Jacksonville, FL. campus
- 2014-2016 Member, Keiser University OTA Program Re-Accreditation Committee for the Accreditation Council of Occupational Therapy Education (ACOTE)-Jacksonville, FL. campus
- 2014-2016 Keiser University OTA Program Representative to the Florida Occupational Therapy Education Consortium (FLOTEC)-Jacksonville, FL. campus
- 2015-2016 Keiser University co-representative to the Quarterly Jacksonville (FL.) Area Rehabilitation Director's Meeting

Clinical Mentoring/Supervision

- 2008-2014 Level I/II OT & OTA Fieldwork students from the University of Central Arkansas (Conway, AR.), the University of South Alabama (Mobile, AL.), and Keiser University (Tallahassee, FL.)

Public and Community Related Service

- 2018-2019 Community Volunteer, BCFS Foster Youth Services
- 2017-2018 Past President and Board Member, Woodrun Homeowner's Association
- 2016-2017 Volunteer, Pensacola Gateway Community Outreach
- 2016-2017 President and Board member, Woodrun Homeowner's Association
- 2014-2016 Region 1 Representative (NW FL.) for the Florida Occupational Therapy

- Association (FOTA)
- 2014-2016 Principal Organizer, consultant, & member, Jacksonville Occupational Therapy Forum
- 2011-2014 Volunteer, Escarosa Homeless Agency
- 2011-2014 Founding member, Pensacola Gateway Homeless Ministry
- 2009-2013 Treasurer, Woodrun Homeowner's Association
- 2008-2014 Vice-President, Pensacola Bay Area Occupational Therapy Forum
- 2005-2008 Principal Organizer & member, Pensacola Bay Area Occupational Therapy Forum
- 2005-2008 Region 1 Representative (NW FL.) for the Florida Occupational Therapy Association (FOTA)

Professional Memberships

- National Board for Certification in Occupational Therapy (NBCOT)
- American Occupational Therapy Association (AOTA)
- World Federation of Occupational Therapy (WFOT)
- Texas Occupational Therapy Association (TOTA)

Instrumentation Experience

Familiar with Microsoft Office Products, Blackboard, SAKAI, CANVAS, & GoToMeeting

Publications and Presentations

Inkel, B. (2017). Head Start and occupational therapy services. Can you help? *Florida Focus*. Retrieved from <https://fota.membershipclicks.net/assets/Newsletter/2017/17%2001%20winter%20final.pdf>

Keiser University. (2015). Keiser university occupational therapy assistant program manual. West Palm Beach, FL: Keiser University Press. (assisted with drafting changes to program documents/assignments utilized for Level I/II OTA Fieldwork.)

Inkel, B. (2014, June). *Ethics and occupational therapy*. Presented at the meeting of the Pensacola Bay Area Occupational Therapy Forum in association with the Florida Occupational Therapy Association. Pensacola, Florida

Inkel, B. (2014, March). *Ethics and occupational therapy*. Presented at the meeting of students of the Department of Occupational Therapy at the *University of South Alabama*. Mobile, Alabama.

Inkel, B. & Pugh, E. (2009). *Ethics: A personal and professional journey*. Presented at the meeting of the Florida Occupational Therapy Association Winter Conference. St. Augustine, Florida.



March 7, 2019

To Whom This May Concern:

A Criminal History Record Check through the Texas Department of Public Safety was processed on March 6 and 7, 2019, for the election of the following nominees and alternates for the Fort Sam Houston ISD Board of Trustees.

Nominee:

Lisa Brown

Alternates:

Andrea Nicholas

Bonnie Inkel

The criminal history on each of the above candidate's is clear.

If you have any questions, please feel free to contact me at 210-368-8713.

Sincerely,

A handwritten signature in cursive script that reads "Debbie Kramme".

Debbie Kramme
Human Resources Coordinator