

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF DIRECTOR

ACTION REFERRAL

TO <i>Wells</i>	DATE <i>2-25-08</i>
--------------------	------------------------

DIRECTOR'S USE ONLY	ACTION REQUESTED
1. LOG NUMBER 000437	<input type="checkbox"/> Prepare reply for the Director's signature DATE DUE _____
2. DATE SIGNED BY DIRECTOR <i>Cleavel 2/27/08, letter attached</i>	<input checked="" type="checkbox"/> Prepare reply for appropriate signature DATE DUE <i>3-5-08</i>
	<input type="checkbox"/> FOIA DATE DUE _____
	<input type="checkbox"/> Necessary Action

APPROVALS (Only when prepared for director's signature)	APPROVE	* DISAPPROVE (Note reason for disapproval and return to preparer.)	COMMENT
1.			
2.			
3.			
4.			

ROBERT FORD
SENATOR, CHARLESTON COUNTY
SENATORIAL DISTRICT NO. 42

HOME ADDRESS:
P.O. BOX 21302
CHARLESTON, SC 29413
TELEPHONE: (843) 852-0777
EMAIL: RIF@SCSENATE.ORG

OFFICE ADDRESS:
P.O. BOX 142
COLUMBIA, SOUTH CAROLINA 29202
TELEPHONE (803) 212-6124
FAX (803) 212-6299
EMAIL: RIF@SCSENATE.ORG
HOME FAX: (843) 571-5935
HOME EMAIL: SENATORRFORDB@BELLSOUTH.NET



COMMITTEES:
BANKING AND INSURANCE
CORRECTIONS AND PENOLOGY
GENERAL
INVITATIONS
JUDICIARY
LABOR, COMMERCE AND INDUSTRY
MEDICAL AFFAIRS
S.C. LEGISLATIVE BLACK CAUCUS
CHAIRPERSON, CIVIL RIGHTS AND
AFFIRMATIVE ACTION

RECEIVED

February 21, 2008

FEB 22 2008

Department of Health & Human Services
OFFICE OF THE DIRECTOR

Robert M. Kerr, Director
Department of Health & Human Services
P.O. Box 8206
Columbia, SC 29202

Legi Wells
Appr. Sign.

RE: Nikole Bolar
Program Assistant

Dear Mr. Kerr:

It gives me great pleasure to have the opportunity to write this letter of recommendation on behalf of Ms. Nikole Bolar. She is interested in seeking a full-time Program Coordinator position within your agency. Nikole is currently an evening student at the University of South Carolina working towards her undergraduate degree.

I have known Nikole for a number of years and find her to be a person of exemplary character and high moral and ethical standards. She has demonstrated that she takes initiative and is capable of assuming high levels of responsibility. Most importantly, she is extremely motivated and exudes outstanding interpersonal skills, which is a tremendous asset.

Without reservation, I highly recommend Nikole for a position within your agency. And I further solicit your support in considering her for all positions whereby she is qualified. Enclosed for your perusal, please find a copy of her résumé and completed State application.

I feel certain she will spare no effort to prove her worth.

If I may be of further assistance in your decision process, please feel free to contact me directly at (803) 212-6124.

Sincerely,

A handwritten signature in cursive script that reads "Robert Ford".

Robert Ford
State Senator
District # 42

Enclosures (2)

Resume

Nikole Bolar

7502 Hunt Club Road, Unit 13-E
Columbia, South Carolina 29223
803-808-8834

Qualifications Summary

Accomplished professional with excellent administrative, organizational, public relations and customer service skills; seeking to contribute to the success of your organization. Extremely motivated.

Professional Strengths

• Administrative Support • Data Entry • Customer Service • Hard working • Detail oriented • Able to multi-task • Excellent communication skills • *Computer Training:* Microsoft Word 2007, Microsoft Excel; Outlook (e-mail); Windows XP

Work History

September 2007 to Present **Hillary Clinton for President Campaign** **Administrative Assistant to State Director**
Columbia, South Carolina

- Proficient administration of S.C. campaign Headquarters.
- Coordinated schedules and events for State Director and staff.
- Typed, composed, faxed, copied and proofed office correspondence.
- Assisted multiple staff members with clerical support as needed.
- Communicated with constituents, volunteers and visitors in person and via the telephone.
- Assisted visitors and constituents with questions regarding the election.
- Maintained personal appointment calendar of State Director.
- Took, composed and distributed weekly staff meeting minutes.
- Assisted with all campaign events (*required travel throughout S.C.*)
- Coordinated with area managers to acquire campaign statistics.
- Tracked progress of election polls and dispersed data to 6 other offices via e-mail and fax.

March 2007 to August 2007

Roper Personnel Services **Administrative/Clerical Assistant**
Columbia, South Carolina

- Answering telephone inquiries, general receptionist duties.
- Typing and filing office correspondence as needed.
- Various clerical/administrative assignments.

January 2005 to May 2005

S.C. Secretary of State **Clerical Assistant**
Columbia, SC 29201 **(Part-time Position)**

- Processed and dispensed in-coming mail.
- Answered telephone inquiries from the public.
- Typed office correspondence as needed.

Education

Richland Northeast High School **Diploma, May, 2004**
7500 Brookfield Road Columbia, S.C. 29223
U.S.C. Columbia **August 2005 - May, 2006**
University of South Carolina, Columbia, S.C. 29201

Welcome, Nikole Bolar

[Main Menu](#)[Application Status](#)[My Account](#)[Help](#)[Logout](#)

Administrative Assistant - Application process steps:

- 1 [Job Application](#)
- 2 [Agency-wide Questions](#)
- 3 [Confirm Application](#)
- 4 [Certify & Submit](#)

[Job Application » Review](#)

* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

Personal Profile

Name: Nikole Bolar Address:

7502 Hunt Club
Apt 13-E
Columbia, South Carolina 29223

[Edit Personal Profile](#)

Email:

nikbolar@yahoo.com

Notification Preference:

Home Phone: (803) 808-8834 Alternate Phone: (803) 201-5950

Former Last Name: Month and Day of Birth: 03/20

Other Personal Information

Driver's License:

Yes, South Carolina 011537214
Class D

Can you, after employment, submit proof of your legal right to work in the United States?

Yes

What is your highest level of education?

Some College

Preferences

Preferred Salary:

\$30,000.00 per year

Are you willing to relocate?

No

Types of positions you will accept:

Regular

Types of work you will accept:

Full Time

Types of shifts you will accept:

Day

Objective

Accomplished professional with excellent administrative, organizational, public relations and customer service skills; seeking to contribute to the success of your organization. Extremely motivated.

Education**College**

University of South Carolina
8/2005 - 5/2006
Columbia, South Carolina

Did you graduate: No

College Major/Minor:

Degree Received: Other

[Add Education](#)[Edit](#) | [Delete](#)**Work Experience****Administrative Assistant**

9/2005 - Present

Hours worked per week: 65

Monthly Salary: \$2,500.00

Name of Supervisor: Ms. Kelly

Adams - State Director

May we contact this employer? Yes

[Add Work Experience](#)[Edit](#) | [Delete](#)

Hillary Clinton for President Campaign
www.HillaryClinton.com

1200 Main Street, 2nd Floor

Columbia, SC, South Carolina 29201

(803) 667-3112

jobs.sc.gov

SC Employment
Opportunities

SC How to Apply

SC Frequently Asked
Questions

SC Notify About Future Job
Vacancies

SC OHR Home Page

Duties

- § Proficient administration of S.C. campaign Headquarters.
- § Coordinated schedules and events for State Director and staff.
- § Typed, composed, faxed, copied and proofed office correspondence.
- § Assisted multiple staff members with clerical support as needed.
- § Communicated with constituents, volunteers and visitors in person and via the telephone.
- § Assisted visitors and constituents with questions regarding the election.
- § Maintained personal appointment calendar of State Director.
- § Took, composed and distributed weekly staff meeting minutes.
- § Assisted with all campaign events (required travel throughout S.C.)
- § Coordinated with area managers to acquire campaign statistics.
- § Tracked progress of election polls and dispersed data to 6 other offices via e-mail and fax.

Reason for Leaving

Columbia, S.C. Campaign Headquarters Office will close after the S.C. primary in January 2008

Administrative/Clerical Assistant

3/2007 - 8/2007

Hours worked per week: 40

[Edit](#) | [Delete](#)

Monthly Salary: \$1,600.00

Roper Personnel Services

www.roperservices.com

9300 Two Notch Road

Columbia, South Carolina 29223

(803) 788-2203

Name of Supervisor: Roper Staff -
Employment Coordinator
May we contact this employer? Yes

Duties

- § Answering telephone inquiries, general receptionist duties.
- § Typing and filing office correspondence as needed.
- § Various clerical/administrative assignments.

Reason for Leaving

Seeking permanent full-time employment

Branch Specialist

5/2005 - 7/2006

Hours worked per week: 37.5

[Edit](#) | [Delete](#)

Monthly Salary: \$2,500.00

Name of Supervisor: Velma

Martinez - Branch Manager

May we contact this employer? Yes

SC Department of Motor Vehicles - Decker
Branch

www.scdmvaonline.com

2500 Decker Blvd.

Columbia, South Carolina 29016

(803) 865-9478

Duties

- § Provide courteous, professional assistance to customers with various driver/vehicle registrations and transactions.
- § Explain DMV rules, regulations and instructions to customers as needed in this "fast-paced" environment.
- § Utilize the Phoenix and Legacy databases to access and update customer information on a daily basis.
- § Manage cash drawer to process daily cash and check transactions

Reason for Leaving

Resignation

Clerical Assistant

1/2005 - 5/2005

Hours worked per week: 25

[Edit](#) | [Delete](#)

Monthly Salary: \$750.00

Name of Supervisor: Ms. Rene

Harper - Uniform Commercial Code

Filings Advisor

May we contact this employer? Yes

S.C. Secretary of State (Part-time)
Edgar Brown Building 1205 Pendleton Street
Suite 525
Columbia, South Carolina 29201
(803) 734-2170

Duties

- § Processed and dispensed in-coming mail.
- § Answered telephone inquiries from the public.
- § Typed office correspondence as needed.

Reason for Leaving

Seeking permanent full-time employment

Certificates and Licenses[Add Certificates or Licenses](#)**Skills**[Add Skills](#)**Office Skills**[Edit](#)

Typing: 0

Data Entry: 0

Other Skills

Microsoft Excel Skilled - 2 years and 0 months

[Edit](#) | [Delete](#)

Microsoft Word 2000 Skilled - 5 years and 0 months

[Edit](#) | [Delete](#)

Microsoft 2007 Skilled - 1 years and 0 months

[Edit](#) | [Delete](#)

Microsoft Outlook Skilled - 2 years and 0 months

[Edit](#) | [Delete](#)**Additional Information**[Add Additional Information](#)**References**[Add Reference](#)**Professional**[Edit](#) | [Delete](#)**Adams, Kelly**

State Director - Hillary for President Campaign

45 Bradstone Circle

Irmo, South Carolina 29063

(803) 309-4830

Professional**Ford, Senator Robert**[Edit](#) | [Delete](#)

S.C. State Senator

S.C. State Senate

Room 506 Gressette Bldg.

Columbia,, South Carolina 29201

(803) 212-6124

Personal[Edit](#) | [Delete](#)**Bailey, Leureatha**

7802 Hunt Club Dr.

Columbia, South Carolina 29223

(803) 736-3306

Resume[Edit Resume](#)**Text Resume****Resume****Nikole Bolar**

7502 Hunt Club Road, Unit 13-E

Columbia, South Carolina 29223

803-808-8634

Qualifications Summary

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Work History

September 2007 to Present

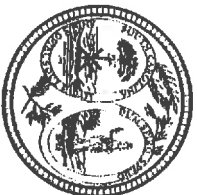
Hillary Clinton for President Campaign

Columbia, South Carolina

Administrative Assistant to State Director

§ Proficient administration of S. C. campaign Headquarters.

§ Coordinated schedules and events for State Director and staff.



State of South Carolina
Department of Health and Human Services

Mark Sanford
Governor

February 27, 2008

Emma Forkner
Director

The Honorable Robert Ford
South Carolina Senatorial District 42
Post Office Box 142
Columbia, South Carolina 29202

Dear Senator Ford:

Thank you for your recommendation of Ms. Nikole Bolar. Ms. Bolar has applied for the position of Program Assistant in the Department of Beneficiary Services. Her application was forwarded to the interviewing supervisor and she should expect to hear from a representative from our agency within the next two weeks. Ms. Bolar will be given every consideration for the position.

If at any time during the employment process should you or Ms. Bolar have any questions about this or any position for which she has applied, please contact our Human Resources Office at (803) 898-2670.

Again, thank you for your recommendation as we are always looking for qualified candidates.

Sincerely,

Emma Forkner
Agency Director

EF/wch

cc: Nikole Bolar
William Wells, Deputy Director, Finance and Administration
Tonya Chambers, Director, Office of Human Resources

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