



## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

*National Headquarters*  
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### **Board Memo 025-2021 NAPS HQ Hires Temporary Office Assistant, Allison Portnoy**

Executive Board,

Effective Monday, April 19, 2021, NAPS HQ temporarily hired Allison Portnoy from RP Staffing to provide office assistance as NAPS prepares for the upcoming 67<sup>th</sup> National Convention this August.

Allison will assist with general office duties, answering phones, preparing membership packets, SPAC pin mailings, assisting with NAPS website and social media, preparing Board Memos, handling NAPS mail, membership address updates, reviewing and verify convention registrations, preparing items for shipment to the national convention, etc. Allison will provide coverage during NAPS HQ staff vacations and will oversee the NAPS HQ office while NAPS's current staff attends the national convention in August. She has Administrative Assistant experience.

Allison Portnoy is a May 2020 graduate from Ohio State University with a Bachelor of Arts International Studies and Russian, minors in Economics and Political Science. Below is Allison's NAPS HQ email.

- Allison Portnoy: [naps.ap@naps.org](mailto:naps.ap@naps.org)

Ms. Portnoy brings a positive attitude and excellent personality to the NAPS HQ team. She is very excited to be working for a non-profit association like NAPS. Please welcome Allison to our NAPS family.

Thank you.