

Inside Headquarters Administrative Assistants



Jeannine
Greene



Tracey
O'Brien



Nina
Kunkel



Maria
LiCalzi

As part of our series of stories about the NALC staff members who keep the organization humming, this month we profile some of the assistants who work hard to assure that things run smoothly and in a well-organized manner.

Jeannine Greene recently moved from a job in the Membership Department to the role of assistant to Director of City Delivery Brian Renfroe and to Director of Safety and Health Manuel Peralta Jr. Born in Washington, DC, Greene split her childhood between New Carrollton, MD, and the small mountain town of Tazewell, VA. She still loves to get away to the mountains when she can.

Greene has three children—a recent college graduate, a high school football standout, and an emerging “tennis prodigy.” She came to NALC in 2012, following jobs as a project coordinator and legal secretary.

Tracey O'Brien, assistant to Vice President Lew Drass, has deep union roots. Her father carried mail in Washington, DC, for two decades; her mother was a staff member in the headquarters of the Amalgamated Transit Union. O'Brien grew up in the Olney, MD, area and worked for the Bakery, Confectionery, Tobacco Workers and Grain Millers Union before joining the NALC staff last year.

Adjusting to the new job and learning NALC's issues is keeping her on her toes, O'Brien said. “They're still showing me the ropes, and it's an interesting learning process,” she said. “Everyone has been very helpful.”

Though Nina Kunkel grew up in Alexandria, VA, just across the Potomac from NALC Headquarters in Washington, DC, she took the long way to her current job as executive assistant to Director

of Retired Members Ron Watson. After graduating from James Madison University with a degree in international business, Kunkel lived in Germany for 16 years.

After returning to the United States in 2006, Kunkel worked for the National Association of Police Organizations. She came to NALC last year. Kunkel has three children—a daughter, age 21, and a son and daughter, 19-year-old twins.

“I love working for Ron Watson,” Kunkel said. “This job is such a great opportunity for me.” Kunkel especially enjoys giving one-on-one help to members on the phone, an important part of her job.

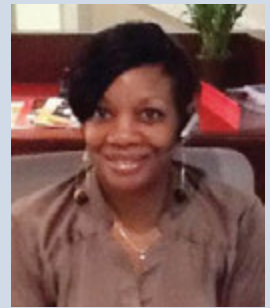
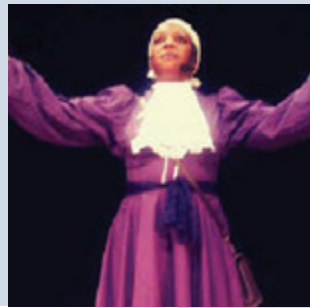
Born in Georgia, Maria LiCalzi grew up in Riverdale, MD, and attended Prince George's County Community College before landing her first job at the National Association of Manufacturers. She came to NALC Headquarters in 1985, working in the Information Center until she moved to her current job as assistant to Secretary-Treasurer Jane Broendel in 2007.

LiCalzi's duties are too numerous to list them all but include answering members' questions on Department of Labor and Internal Revenue Service issues, membership-related issues and branch merger applications; preparing gold cards and other service awards; coordinating the Scholarship Committee's activities; as well as many convention-related duties such as registration, directing the Headquarters of fice during conventions and ensuring that order is kept during this hectic time.

“Jane is a fantastic person to work for,” LiCalzi said. “She asks my opinions, and she listens.”

Beth Morris, executive assistant to NALC Health Benefit Plan Director Brian Hellman, was born in Norfolk, VA. At 17, Morris moved with her family to Charles

Cortenia Smith (r) and
as Harriet Tubman



Town, WV, where she lives today. After studying at Lord Fairfax Community College and working for a bank, she was told by her friend at her church about an opening at the Health Benefit Plan. Morris was hired to work in the mail room in 2005, and from there she worked her way up to her current job.

"I have learned so much in my time at the Plan, from claims, contracts, seminar planning, etc.," Morris said. "I have been blessed to work for and with a great team, and I wouldn't trade my time with this company to be anywhere else."

Dianne Williams, administrative assistant to Director of Life Insurance Myra Warren, has really found a home at NALC. She marks her 44th year working in the NALC Headquarters building this year.

Williams was born and raised in Jarratt, VA. After high school, she moved to Washington, DC, and worked briefly for an insurance company. She graduated from the University of the District of Columbia with a degree in business management. She also has a certificate of completion from the Washington School for Secretaries.

Her first job with the NALC was in the research department in 1970. She recalls her father, a union member, being pleased that she had found a job with a labor organization.

After working in several jobs at NALC, she moved to the MBA in 2005. In addition to her responsibilities as assistant to the director of life insurance, Williams process claims for NALC's basic accidental death group insurance.

Williams is one of eight children. She still goes back, when possible, to her family home in Jarratt to be with her siblings.

NALC also employs assistants for the president and the executive vice president.

Paula Prince, an assistant in the NALC Legislative and Political Affairs department, has a long history with labor and NALC, starting with her job as assistant to the president of the Metropolitan Wash-

ington AFL-CIO. From there, Prince went to work for Washington, DC Branch 142. She followed then-Branch President Tony Martinez to NALC Headquarters when he became NALC vice president in 1999. After working for the Mutual Benefit Association (MBA), Prince came to the Legislative Department in 2000.

"I would not trade what I do. It is a good feeling when you are helping people," Prince said of working for NALC. "I care about people, especially hardworking people whose rights are overlooked."

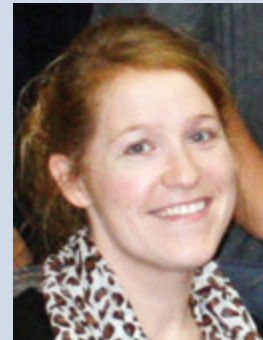
Prince was born in Washington, DC, and grew up in Fort Washington, MD, where she lives today. She and her husband have two daughters, one stepson and a grandson.

After raising four children and building a career, Cortenia Smith is finding time to pursue her dream. Smith came to work at NALC Headquarters in 2004 after working for three years at MBA and in jobs at Comcast and Children's National Medical Center in Washington, DC. She moved to the Legislative and Political Affairs Department in 2007, where she works as an administrative assistant.

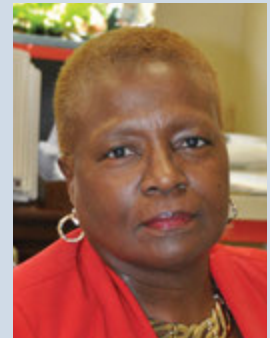
Ever since she was a child, Smith had wanted to follow in the footsteps of her mother, who was an actress, but life got in the way until recently. When she's not working as an administrative assistant in the legislative department, Smith stars as Harriet Tubman in a one-woman show about the escaped slave who became an abolitionist, freedom fighter and liberator of slaves fleeing bondage. She performs in various venues in the metropolitan Washington, DC, area.

"I'm doing what I love to do after all these years," she said.

Nahid Seperhi, who joined the NALC staff in 2012, works with Assistant Secretary-Treasurer Nicole Rhine. Before coming to Headquarters, Seperhi worked as a teacher in the Fairfax County, VA, public schools and also worked for the Health Benefit Plan. Seperhi was profiled in the April issue of *The Postal Record*. **PR**



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