**MEMO**

**To:** Derek Rosbrugh, Director of Human Resources

**From:** Michelle Hulett, Training Coordinator

**Date:** May 12, 2010

**RE:** Upcoming certification exam

As per your request, the employees from departments listed below have earned continuing education credits and are eligible for the Certification exam scheduled for next month. If you have questions about the employees below, please call (417) 555‑5555.

Kody Allen IT

~~Simon Anderson Engineering~~

Alana Bell Training

York Choo Management

~~Karen Crudup IT~~

Conni Farrar Wellness

Dakota Hays Recreation

Melissa Kelly Traffic

Randall Larsen Maintenance

Sidney Lewis Food Services

Amy Kay Lynn Accounting

Tharaka Managuega Accounting

Sue Marcum Food Services

Scott Martin Wellness

Shannon McFurtrey IT

Chaitali Mehta IT

John Michael Recreation

Salvatore Mingroni Engineering

Rebecca Mitchell Training

Swetal Patal IT

Winnifred Roark Finance

John Rogers Finance

Piau Shing Management

Stewart Starkey Accounting

Marc Stiles HR

Ryan Stubbs Traffic

~~Julian Su Food Services~~

Robert Tillis Marketing

Gary Trowell Accounting

Ana Villanueva Wellness

Jamal Washington Food Services

*Special Notes:*

Highlighted names have indicated a work conflict

Strikeouts have opted out of the exam