

# Valentino Norton

*Administrative Assistant, Training, Education, and Implementation Committee (Pro Tempore Chair), NBFEE*



*Because NBFEE was experiencing a need to ensure the quality and continuity of our programs, training, correspondence, etc. Valentino Travieso, AKA, Valentino Norton, agreed to volunteer part-time for NBFEE. As NBFEE's professional profile improved and became more interactive, the work at NBFEE became enormously demanding and time-consuming. Valentino took on the enormity of a variety of tasks including:*

- Responding to NBFEE emails.*
- Transferring application-related documents to our advanced vault system.*
- Ensuring that the candidates have submitted all required documents, and review applications for accuracy.*
- Process training evaluation forms and report attendance for all our members.*
- Process and ensure that candidates are fully prepared for their Oral examination review.*
- Website maintenance as needed.*
- Any other matters that may occur.*

*Any other matters that may occur became overwhelming, it was obvious that a part-time volunteer was insufficient to ensure the high quality and continuity of our services were properly maintained. In July 2018, the NBFEE Board of Directors agreed that Valentino's volunteering services must be modified to a full-time position as Assistant Administrator. Thus, NBFEE is now headed by a Board of Directors, an Executive Director, and an Assistant Administrator. NBFEE now had a viable, stable, highly professional organized team that is active currently.*

*Valentino has proven to be a "work horse" dedicated and loyal to the mission of NBFEE. Valentino has demonstrated his quick responses to our board, even*

*on a seven-day availability. He has the proven high-quality character demonstrated by his teamwork, attention to detail, as well as his genuineness in his daily work with our members, future members, board of directors, and our executive director. Valentino has proven to be an indispensable and irreplaceable team member.*