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Virginia Tech Staff Employee of the Week

June 27, 2005

Name: Charlotte R. Breeding

Job Title: Executive Secretary

Employee's Home Department: Virginia Tech Police

Employee's College or VP Area: Vice President of Business Affairs

Nominated For: President's Award for Excellence and Governor's Award for Customer Service

Nomiated By: Debra C. Duncan, Virginia Tech Police Chief

Virginia Tech Hire Date: September 1, 1977



Summary

Ms. Breeding manages the Virginia Tech Police Chief's office. This job requires Ms. Breeding to handle all fiscal aspects of the Virginia Tech Police Departments. She maintains all personnel records, and orders all supplies and makes sure the department runs smoothly.

Debra Duncan, Ms. Breeding's supervisor, cited many incidents where Ms. Breeding has gone beyond her job duties to make things pleasant for her co-workers. "Charlotte goes the extra mile to ensure that her co-workers know that they are special to her. She visits department members and their families in times of sickness or the death of a family member. She gives each co-worker a Christmas present and card during the holidays. During check-in she makes sandwiches for those who are working check-in. The smooth operation of the police department is largely due to her dedication to her job."

Chief William Brown of the Blacksburg Police Department noted that Ms. Breeding is "a primary link between Virginia Tech's Police Department and the Blacksburg Police Department. She works tirelessly behind the scenes to ensure that any and all special events run smoothly. The largest events that she plays an integral part in is keeping and reporting time for the hundreds of outside police offices assigned to work the home football games: My officers often comment to me how coordinated and pleasant she is during the most confusion at football games.

Charlotte Breeding has in her 29 years at Virginia Tech become a valuable asset to Virginia Tech Police Department and to the university.

About the ["Staff Employee of the Week"](#) Program

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