

Staff Employee of the Week

Tammy Wolfe

NAME: Tammy Wolfe

JOB TITLE: Customer Service Manager

HOME DEPARTMENT: Hokie Passport Auxiliary

COLLEGE OR VP AREA: Vice President for Finance and CFO

NOMINATED FOR: President's Award for Excellence

NOMINATED BY: Joseph Griffitts

SUMMARY

Tammy currently serves as the Customer Service Manager of the Hokie Passport Office. She oversees the daily operations of our front customer service area and is also heavily involved in departmental fiscal activities such as the reconciliation of accounts, daily balancing activities, and voucher processing.

Tammy demonstrates daily her genuine devotion to the overall success of the department. She takes personal pride in the performance of her fiscal duties by diligently ensuring departmental compliance with university and departmental policies and procedures. Tammy has great breadth and depth of knowledge which makes her invaluable to the department.

Tammy is a model employee. If there is a difficult task to be performed, Tammy is always the first to volunteer. Tammy is not only interested in improving herself by taking pertinent classes and training sessions, she shows that she is interested in improving the lives of other by coordinating our annual blood drive and volunteering her time to other organizations. Tammy is punctual, dependable, and starts every business day with a positive attitude. She is a joy to work with and is a key component to the overall success of the department.