



# RICK

# ORZECHOWSKI

## FOR STATE SECRETARY

**I** have the skills necessary to become your next secretary. I have motivation, drive and experience. I have been a member of FCCD for 15 years and have been a member of the Executive Board for the past 6 years, putting on several golf tournaments and assisting Rob Lingus. I also have also been assigned to the Security team. I was the Vice President at Polk CI Chapter 12 until I retired. Professionally, I retired from the Florida Department of Corrections as a Major in 2013 and have worked at several prisons and Central Office before retirement. I am also the Commander at the American Legion post where I am a member.

**A Skillful Communicator:** I am truthful and honest. I am known for my ability to stay calm and polite when dealing with frustrated individuals and I always interact with others in a professional, respectful manner. I have shown my

communication skills by raising funds for the FCCD golf tournament and keeping the costs as low as possible so the members could enjoy a day at the golf course.

**A Trusted Employee:** I have been privy to confidential company information and can be trusted to keep inside knowledge to myself. Even accidental disclosure of sensitive data can cause major damage to a company, so I always practice discretion. I have built up a trust in the past presidents by following through on tasks they have assigned to me at the past conferences.

**I Maintain Order:** It's a secretary's job to keep the President organized. They file important documents, arrange travel, coordinate schedules, ensures expenses are paid and keeps track of many other important details. I have excellent organizational skills and can maintain order. As a member of the security team I

was given many tasks to perform and did so in a confident manner

**I am Reliable:** I have prided myself on being on time and I always get the job done. I am extremely reliable. I have arrived early and stayed late to ensure the job was finished. During the conferences and board meetings I was entrusted with expensive sound equipment and made sure it was secured and set up properly.

**I am Technically Adept:** I have good computer skills and although I do not type quickly I do get the job done. I can help the President create presentations, submit work orders, and much more.

I am a hard worker: I have proven over the past decade that I will work hard for the members of FCCD as I have worked tirelessly to ensure we succeed in all our endeavors. I am also a team player and strive to live up to this creed, "Work hard and you will be rewarded."