

Identification and Basic DATA Sheet:

NAME Mrs. Anne Booker Holyfield District 4

Home Address 322 W. Church St., Mount Airy, NC 27030

Employment Address Mount Airy City Schools  
(Name of Institution)

P. O. Drawer 710, Mount Airy, N. C. 27030

P.O. Box and/or street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Position Bookkeeper Federal Programs How long at this position 17 yrs.

PREVIOUS EXPERIENCE:

<u>Place of employment</u>	<u>Position</u>	<u>Date</u>
Mount Airy High School	Secretary	1957 - 1961
Northwestern Bank	Head Bookkeeper	1961-1966

List offices held in NCAEOP at the following levels:

<u>Local</u>	<u>District</u>	<u>State</u>
Secretary		

List committee participation for the following levels:

<u>Local</u>	<u>District</u>	<u>State</u>
PSP	PSP	Attendance Award Com.
Awards	Awards	Information Desk NCAEOP Chorus

Other pertinent information: Received Advanced Associate Certificate  
in March 1978 of PSP.

Biographical sketch and picture are attached x

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Nomination submitted by: Mae H. Turpin District Number 4  
Name \_\_\_\_\_  
Mount Airy Senior High School  
1011 N. South Street, Mount Airy, North Carolina 270 \_\_\_\_\_  
Address \_\_\_\_\_ Telephone Number 919-789-5147

Signature of District President \_\_\_\_\_ Date \_\_\_\_\_

## Biography - Anne B. Holyfield

Born in Mount Airy, N. C. Attended Rockford St. Elementary School and graduated from Mount Airy High School in 1941, having completed two-year business course. Was employed by Surry County Loan & Trust Company of Dobson, N. C. from 1942 to 1947. Was a bank officer, when I resigned to marry R. G. Holyfield, Jr. He was serving in the Air Force during World War II and after we married he re-enlisted and we moved to San Antonio, Texas where our first son, Al, was born. Following his transfer to Greenville, S. C., our second son, Frank, was born there. When his enlistment was up we moved back to Mount Airy, where we remained and our sons graduated from Mount Airy Senior High School and went on to UNC-Chapel Hill.

Al is a doctor, living in Martinsville, Va. with his wife, Beth and daughter, Brooke. Frank is an artist and lives in Raleigh working for the State in the Personnel Development Center. R. G. was a Singer Sewing Machine salesman and repairman most of his career life. He passed away in February 1983. We were married 37 years.

When my boys became school age, I began working for Mount Airy City Schools as secretary at North Main St. School and Mount Airy Senior High School (½ day at each school) then I became full time secretary at Senior High. The principals I worked for were Miss Grace Coppedge and Howard M. Finch, being their first secretary.

For four years I left the school system and was head bookkeeper with Northwestern Bank. I have been in my present position with the schools as Federal Bookkeeper since 1966 and worked with Mr. L. H. Jones until his retirement in 1979. I now work in the same position with Mr. David Long as Director of Special Programs.

I received an Advanced Associate Certificate through The North Carolina Association of Educational Office Personnel in March 1978, Professional Standards Program, which includes workshops, inservice and professional service. I have held offices or served on committees in our local, district and state NCAEOP.

All my life I have attended and held many positions in Haymore Memorial Baptist Church where I still attend. My hobbies are sewing, cooking and reading and granddaughter, Brooke.

I fully support the goals of the Association of Educational Office Personnel to promote and further the cause of education by improving the quality of office personnel service to the school and community.

# Mount Airy City Schools

OFFICE:  
119 CHURCH STREET

OFFICE OF SUPERINTENDENT  
Post Office Drawer 710  
MOUNT AIRY, N. C. 27030

TELEPHONE:  
(919) 786-8355

October 21, 1983

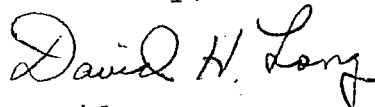
To Whom It May Concern:

I would like to take this opportunity to highly recommend Anne Holyfield as a candidate for NCAEOP Secretary-of-the Year award. She possesses many outstanding characteristics and traits which qualify her for this honor. For the past twelve years she has served as my secretary and I have consistently observed that she is extremely dedicated to her profession.

Anne consistently exhibits a broad range of talents which exemplifies her as an outstanding secretary. She takes initiative to see that the job gets done. Her organizational skills are to be commended. This goes beyond standard filing procedures and extends into her bookkeeping skills. Auditors consistently commend her for the accuracy of her books. I would also portray Anne as being extremely dependable and conscientious. She will see a project through to its completion regardless of its length or complexity. In addition, I have consistently found that she is extremely accurate in dealing with facts and figures. Anne has a knack for attending to detail which I sincerely appreciate. She also maintains a watchful eye over the financial records which cross her desk. This is a tremendous asset to any administrator. Finally, I think it is very important to note that she has consistently maintained confidentiality on all matters which, in my opinion, needed to be held in confidence.

I most highly recommend Anne as a candidate for this honor because of her dedication and commitment to her profession.

Sincerely,



David H. Long  
Director of Special Programs

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To: Committee to select NCAEOP Person of the Year

From: Robert E. Chilton, Superintendent

Date: November 8, 1983

I am delighted to have the opportunity to write in behalf of Mrs. Anne B. Holyfield, a candidate for the NCAEOP District 4 Person of the Year.

Mrs. Holyfield has been employed in the Mount Airy City Schools for a total of twenty-one years. During these years she has served the school system in many areas of responsibility, and in every situation has performed most satisfactorily.

Mrs. Holyfield is meticulous in her responsibilities. She is thorough and accurate in her bookkeeping to the extent that her audit reports always draw compliments. She is a quiet, soft-spoken, colleague who impresses people with her great intelligence, sincerity and dedication. Mrs. Holyfield has many talents, and as a result, she is often asked to do many tasks which do not fall under her job description. She always completes them in a most satisfactory manner.

I feel that Mount Airy City Schools are indeed fortunate to have this dedicated, caring, and creative person on our staff. I recommend her without reservations.

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November 8, 1983

To: Committee to select NCAEOP Person  
of the Year

From: Lillian K. Johnson, Assistant Finance Officer

It is indeed a real pleasure and privilege for me to recommend Anne B. Holyfield as nominees for NCAEOP Educational Office Person of the Year for District 4.

I have known Anne all her life as a close neighbor and a co-worker in Mount Airy City Schools. She is a hard worker; no task is too difficult for her to undertake, and she gets superior results. She is most reliable and willing to help when needs arise.

Anne has taken a strong interest and participation in the NCAEOP Organization. She received her Professional Standards Certificate in 1978, which represents a total of ninety hours of in-service training. She has served on several committees in the Local and District Organizations.

I heartily recommend Mrs. Holyfield to be selected as NCAEOP Person of the Year. This honor is truly deserved.

Our nominee for EOP of the Year is Anne B. Holyfield. She is a dedicated and loyal office personnel employee for Mount Airy City Schools. She is capable and no task is too great for her to do an excellent job in anything she undertakes.

Anne is active in all phases of the NCAEOP on the local, district, and state level. Her quiet dignity lends confidence to all who know her.

She is also active in all phases of her church - a member of Haymore Memorial Baptist Church.

Anne is a delightful person to know. Her Christian character is displayed in all phases of her life.

It is with pleasure that we nominate Anne B. Holyfield as Educational Office Person of the Year.

*Mae H. Turpin*  
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