



*Educational Service Center
of Cuyahoga County*

Administration



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Cindy Goga **Administrative Assistant**

2003 to present

Cindy Goga is an Administrative Assistant for the Educational Service Center (ESC) of Cuyahoga County. She has been with the ESC since 2003. Prior to that, she worked for Polaris Career Center and Berea City Schools.

At the ESC, Cindy provides administrative support to the finance and personnel department. She is also responsible for entering purchase requisitions for the ESC General Fund, Special Education Programs, Gifted, North Coast Quality Collaborative, Superintendent's Grant, Jumpstart Grant, North Coast Educational Media Center, and travel for approximately 90 staff.

Cindy also maintains the security of the buildings, maintains office equipment and office supplies, is the United Way Campaign Manager, and maintains the substitute teacher listing for Cuyahoga Heights, Independence, and Richmond Heights Local Schools. She also is responsible for the BCI/FBI background checks.

Cindy is currently the recording secretary of the Educational Office Professionals of Ohio.