

**KBREC Faculty & Staff
Biographical Sketch**



Name: Claudia Tosh
Job Title: Office Assistant

Professional Background: Employed by Klamath Basin Research & Extension Center (KBREC) since 2004. Compliance Reporting Specialist at Klamath First Federal Savings & Loan from 1997-2004. Operations Officer at Wells Fargo Bank 1986-1997.

Research and/or Educational Expertise: Experienced in accounting, purchasing, auditing, customer service. Since I have been in the KBREC office I have learned excellent computer skills to assist in my everyday tasks.

Current Program Assignments: Data Entry for the OFNEP Program (Oregon Food and Nutrition Education Program) in Klamath County. Program Assistant for the Master Gardener Program. Compile the monthly Farm & Family Newsletter. Serve as counter clerk; answering general information and referring public to appropriate staff.

Emerging Areas of Interest: Update web page with applied learning skills from web class training. Complete Master Food Preserver Class and apply the knowledge to the inquiries from the general public.

Professional Principles:

I believe in

- excellent customer service
- take pride in job duties
- a pleasant working environment
- positive attitude