**Organizational Hierarchy**

**Pop Quiz**

**Directions:** Refer to last week’s assignments, and use SmartArt to represent the company organizational hierarchy described below. Include the name (on the first line) and job title (on the 2nd line). Create and format an Excel spreadsheet. Be sure to include the name of the company as the organizational hierarchy title.

* **YOU** are the new head of XYZ Corporation of America based in Garland, Texas. You were recently hired as the company’s CEO (Chief Executive Officer) to run the company. The Administrative Assistant assigned to you is named Charles Torkelson. You have four (4) Directors that report directly to you. They are:

1. Leticia Hinojosa, Director of Customer Service
2. Richard R. Godinez, Director of Human Resources
3. Jose Ramirez, Director of Research & Development
4. Josie Fischer, Director of Sales & Marketing

* Ms. Hinojosa has four (4) employees. They are:

1. Jeffrey Davis, eCommerce Manager
2. Marcia Wood, Accounting Manager
3. Tim Zavaletta, Billing Manager
4. Walter Anderson, Finance Manager

* Mr. Godinez has two (2) employees under him. They are:

1. Eugene Trevino, Training Supervisor
2. Summer Thorton, Risk Management Coordinator

* Mr. Ramirez has two (2) employees under him. They are:

1. William Lopez, Engineering Manager
2. Terry Garcia, Quality Service Coordinator

* Ms. Fischer has three (3) employees under her. They are:

1. Jack Lozano, MIS Manager
2. Hector Gonzalez, Purchasing Supervisor
3. Edwin Meadows, Warehouse Manager