

**Consideration for
Promotion/Transfer Request**

Job title for which promotion is being requested Director of Sanitation

Employee name Eric Aaron Best
(PLEASE PRINT) First Middle Last

Department Fort Smith Police Department

Telephone [REDACTED] [REDACTED] SSN [REDACTED]
Home/Cell Work

How long have you been a City of Fort Smith employee? 18 years 3 months

What is your highest education level? high school diploma

If the position for which you are applying requires a driver's license, please provide the information requested below:

[REDACTED] [REDACTED]
Type of License Expiration Date

List special qualifications or skills you possess which qualify you for consideration for promotion. Indicate length of experience, ability to operate specialized machinery or equipment, etc.

I am self motivated and able to work without supervision. I am able to use Microsoft Word and Excel. I have previously taken college level computer classes. I have experience working with computers and can learn new programs quickly as needed. With my current work experience, I am able to think quickly and solve problems with little to no time. I have extensive training with report writing and I have handled different situations from animal bites to loose bears within the city

If you now supervise, or have ever supervised, other workers explain the circumstance: how many persons were supervised, etc.

Within my 16 years with the City of Fort Smith, I have trained several new hires on a daily basis. I am able to teach them new laws and regulations dealing with Animal Control.

I hereby declare the above information is accurate to the best of my knowledge and belief. Any intentional misrepresentation on my part will be cause for rejection.

[Signature]
Applicant Signature

1.26.16
Date

DONAVON BROWN



Dear Selection Committee,

As a General Manager with a successful ten year track as a business leader and innovator, I am ready to transition my knowledge and expertise in becoming an exemplary employee for the City of Fort Smith. Over the course of my career in the private sector, I have gained a wealth of experience successfully managing teams and growing businesses. I have a strong track record for directing budget planning initiatives, developing market strategies, increasing market share and profitability, and building highly productive teams. I am particularly proud of my project management implementing the \$14 million dollar contract named the Tier One program that enabled Goddess Products in partnership with Office Depot to provide service and business solutions to every public agency for the state of Arkansas.

I always make it a point to stay on top of current market trends and identify new business opportunities. To continually grow revenue year to year, I have worked collaboratively with the State of Arkansas executives to ensure optimal performance of the Tier One Contract for all Arkansas public agencies. When we have the opportunity to meet, I'd like to discuss how I can make an immediate impact with my performance for your agency. I would enjoy the opportunity to speak with you in person regarding my qualifications and experience.

Sincerely,

Donavon Brown

DONAVON BROWN

Objectives

More than 10 years' experience in training development and delivery, motivation and team building/leadership, general and technical project management, product marketing and management, negotiation, and mediation. Seeking a position with an organization where I can utilize my skills and experience to improve operations, increase profitability, and enhance growth.

Core Competencies

Management:

- Able to analyze and design organizational structures and process
- Understands variety of approaches to decision making
- Formulates and analyzes budgets
- Versed in human resource management(hiring, retention, development, career management)
- Demonstrates skills in team building and management

Collaboration:

- Adopt to manage change
- Understands community building
- Establishes collaborative relationships

Innovation:

- Able to manage change
- Understands creative processes
- Adept at framing issues
- Capable of systems thinking

Interpersonal Abilities/Personal Characteristics:

- Able to work well in teams
- Self-motivated
- Understands conflict management
- Able to network effectively
- Flexible in assignments
- Attentive to detail

Experience

Goddess Products, Inc. Little Rock, Arkansas Nov 2012– Nov 2015

General Manager

- Develop strategies and policies to achieve company's goals and mission
- Oversees both project and operating budgets
- Overseen delivery drivers
- Facilitate staff meetings and employee trainings monthly
- Construct working environments assisting employees with maximizing production
- Responsible for preparing quarterly and annual financial reports to ensure operational needs are met
- Review performance data (financial, sales and activity reports) to monitor and measure productivity, goal progress and activity levels
- Plan and implement procedures and systems to maximize operating efficiency

Project Manager

- Planned and implemented the Tier One Project
- Facilitated the definition of Tier One Project scope, goals, and final deliverables
- Performed quality assurance during Tier One Project
- Track project deliverables using appropriate tools
- Assemble and coordinate project staff
- Implement and manage project changes and interventions to achieve project outputs

Sales Manager

- Directed, coordinated, and reviewed all sales activities while managing accounting and recordkeeping duties
- Resolved customer complaints regarding sales and service
- Directed and coordinated sales associate's daily duties and tasks
- Determined price schedules and discounted rates
- Manage the sales administration function, operational performance reporting, streamlining processes and systems wherever possible, and advising senior management on maximizing business relationships and creating an environment where customer service can flourish.
- Responsible for obtaining profitable results through the sales team by developing the team through motivation, counselling, skills development and product knowledge development.

Arkansas Children's Hospital Little Rock, Arkansas Jun 2007– Nov 2012

Admissions Counselor

- Registered emergency room patients for treatment
- Implemented patient information through data entry on patients for billing purposes.
- Verified demographic information of patient accounts
- Administered admission process of patients for treatment
- Verified patient's insurance and submitted ICD-9 coding for correct billing purposes
- Abided by HIPAA privacy procedures
- Established and maintained courteous, cooperative relations when interacting with other personnel and health plan members
- Interviewed patients or their representatives to obtain required information and made necessary referrals to Financial Counseling

Popeye's Little Rock, Arkansas

Feb 2003- May 2007

Assistant Manager

- Supervised employees while preparing high-quality food for customers
- Trained crew members in food preparation, sanitation, and safety procedures

- Performed various financial activities such as cash handling, deposit preparation, and payroll
- Supervised and participated in kitchen and dining area cleaning activities
- Assigned duties, responsibilities, and work stations to employees in accordance with work requirements
- Assist the Restaurant Manager in staff management: recruitment, training, evaluation and promotion
- Ensure the quality of service and service provision
- Increase restaurant sales

Pizza Hut

Little Rock, Arkansas

Jan 2001- Feb 2003

Assistant Manager

- Assisted in managing day-to-day operations by managing labor, inventory and developing the restaurant team
- Analyzed labor, sales, and inventory on continual basis
- Trained new crew members and conducted crew performance appraisals
- Assisted Profit and Loss management by following cash control policy and security procedures
- Reviewed financial reports and implemented new sales strategies
- Opened and closed store for service
- Investigated and resolved complaints regarding food quality, service, or accommodations.
- Interviewed prospective employees for available positions within company

Education

- University of Arkansas at Little Rock Little Rock, Arkansas
Master of Public Administration , December 2015
- University of Arkansas at Little Rock Little Rock, Arkansas
Bachelor of Liberal Arts, May 2013
- Pulaski Technical College North Little Rock, Arkansas
Associate of Arts in General Studies, May 2011

References



Fort Smith, AR 72434

[Redacted]

C. Brent Cassat

Objective To obtain a position with a secure corporation that will provide me with opportunities to learn, lead, and improve performance

Education 2006-2008 Webster University- Fort Smith, AR
• Masters in Business Administration
2003-2006 UA Fort Smith- Fort Smith, AR
• Bachelors Degree in Business Administration

- Summary of Qualifications**
- Excellent communication skills both written and oral to appropriate level
 - Excellent people management skills to include training, development, performance management, change management, coaching, and counseling
 - HACCP and Hazardous Materials shipment certified
 - Knowledge of risk assessment design, preventative measures, monitoring, and auditing
 - CPG co-packing to include package design, BOM creation, production planning, continuous improvement, and distribution
 - Experienced in budget development, analysis and reporting
 - Well versed in OSHA regulations regarding forklifts and warehousing
 - Experience with Customs and Travel Retail supply chains
 - Lead Organizational changes in Inventory systems change, Warehouse footprint reduction, and inventory systems upgrade
 - Experienced in ISO procedure writing, monitoring, and auditing
 - KPI development, analysis, and reporting
 - Safety incident reporting, analysis, and preventative measures
 - Work well on individual and team projects especially cross-functional
 - Knowledge of Microsoft Office utilities
 - JD Edwards E1 department expert user
 - Knowledge of Peoplesoft and Kronos applications
 - Conducting training classes for safety, selling skills, inventory analysis, forklift certification, and customer service
 - Have experience in accounting, merchandising, marketing, human resources, customer service, and general management
 - Involved in recruiting, staffing, training, evaluations, and benefits administration

Work Experience

2007- 2015 Pernod Ricard- Hiram Walker Inc.

Material Handling Director- 3 years

- Manage 3 departments with 27 full time employees and 15 to 80 temporary employees in financial, organizational, communication, safety, legal, and procedural corporate objectives to achieve KPI goals
- Ensure all Customer Service, HACCP, ISO, Risk Assessment, Visual Factory, Good Manufacturing Principles and facility up-grades are supported and implemented.
- Identify opportunities for continuous improvement through problem identification, best practices, and silo breakdowns
- Provide a safe environment for all employees, contractors, and visitors through root cause analysis, policy introduction and enforcement. Identify safety risks, maintain a clean work environment, and practice good health and hygiene practices.
- Protection of the environment through recycling, minimizing waste, and conservation of natural resources
- Performance manage management team to maintain efficiency, safety, procedures, legality, customer service, and policies
- Manage finished goods inventory for accuracy and efficient use of space while developing long-term strategies to handle future demands of \$34,000,000 average inventories for inbond and \$3,250,000 Taxpaid / Custom Bond inventories.
- Negotiate contractual agreements with service providers
- Design, plan, and manage production of CPGs co-packing for holiday packages and Sam's/Costco continuous packages.

Material Handling Manager- 2 years

- Manage 3 departments in financial, organization, safety, legal, and procedural corporate objectives to achieve goals
- Achieve financial objectives through the accurate, timely, and efficient handling and delivery of goods through cost effective use of personnel, materials, equipment availability, and purchases
- Provide a safe environment for all employees through safety training, incident reporting and prevention, and procedure development
- Performance manage employees to maintain efficiency, attendance, procedures, and policies to maintain a successful team

Material Handling Supervisor- 3 years

- Manage shipping department with 12 employees in financial, organization, safety, legal, and procedural corporate objectives to achieve goals
- Achieve financial objectives through the accurate, timely, and efficient handling and delivery of goods.
- Provide a safe environment for all employees through safety training and enforcement
- Performance manage employees to maintain efficiency, attendance, procedures, and policies
- Maintain fulltime employee payroll reporting and temporary staffing needs to meet scheduled deliveries and receipts

2007-2007 Office Depot- Fayetteville, AR

Assistant Store Manager

- Manage all corporate initiatives to support a more compelling place to work, shop, and invest
- Serve as store HR representative to protect our employees and shareholders
- Conduct Operational, L.P., and HR audits
- Manage P&L statement to maximize shareholders equity
- Challenge and motivate associates to achieve the highest possible standards through a team based approach

2003- 2007 Office Depot- Fort Smith, AR

Service Solutions Manager- 2 years.

- Insure customer service standards are achieved to support brand identification and penetration
- Manage and implement customer service policies
- Manage stocking crew and cashiers to ensure quality of work, productivity, and accuracy
- Interview, hire, train, and council associates
- Manager on duty responsibilities- open and close the store, cash management, and P&L review

1997- 2003 Office Depot- Fayetteville, AR

Receiving Manager- 2 years.

- Responsible for managing the flow of freight through the store.
- Manage stockers to achieve corporate expectations
- Manage telemarketing and delivery processes to guarantee a timely and accurate delivery of our goods
- Safety Committee Leader: Ensure safety compliance to reduce liabilities and loss of corporate assets

Customer Service Manager- 2 years.

- Manage customer flow through the store
- Ensure cashiers are following procedures
- Solve customer issues to maximize customer loyalty
- Shrink Committee Leader: Minimize shrink by reducing store consumption, reducing overtime, and preventative measures to decrease theft and injury in the store.
- Daily accounting: Cash office duties of balancing registers, auditing cashiers, and daily deposits

DOUGLAS W. COENEN

Waukesha, WI 53189

SUMMARY

Accomplished **Solid Waste Manager** and **Environmental Engineer** seeking a new challenge.

Brings a broad understanding of and visible achievements with solid waste management systems and landfills. Known for unique combination of technical, operations and senior management experience with multiple firm. Demonstrated success in building cooperative arrangements with customers, state and local governments, and vendors, leading to negotiating win-win agreements. Exceptional interpersonal and written communications skills that create clarity at all levels of organization and with external stakeholders. Recognized for assessing and resolving a wide range of issues by developing innovative solutions in complex environments, enhancing business practices and increasing profits.

Areas of Expertise Include:

- Landfill Design and Operations
- Solid and Hazardous Waste Management Systems
- Government and Customer Relationship Management
- Project Management and Permitting
- Environmental Business / Regulatory Environments in U.S. and Canada
- Business Improvement – Revenue Growth and Cost Reductions

PROFESSIONAL EXPERIENCE

ADVANCED DISPOSAL SERVICES

2014 – 2015

Midwest Region Landfill Manager

2/2014 – 7/2015

Managed engineering, environmental, permitting and compliance activities at eleven active solid waste landfills in 4 states.

- Directed outsourced engineering and permitting activities using 3rd party consultants.
- Managed 40 million per year in capital, including landfill construction and heavy equipment
- Supervised environmental compliance and landfill gas engineering staff.

WASTE MANAGEMENT, INC.

1992 – 2013

Director, Disposal Operations, Edmonton, AB

2011 – 2013

Directed 2 operating landfills, involving 3 facilities, and the permitting, final design, and construction of new "greenfield" landfill to provide 60+ years of capacity in Alberta. Oversaw daily operations and profitability by managing site operations managers, engineers and technicians, community relations coordinators, heavy equipment maintenance managers, and technical and legal teams.

- Prioritized final design and initial construction activities within budgeted constraints, resulting in new landfill projected to be operational for 60+ years, which will provide revenues of over \$1B.
- Achieved additional \$30M in earnings from key urban landfill that was slated to close by negotiating with 2 agencies, which resulted in acquiring multi-year expansion approvals.
- Defended 2 controversial permits and participated in mediation process related to challenges before Alberta Appeals Board by coordinating technical and legal teams, ensuring each team

WASTE MANAGEMENT, INC. (Continued)

properly understood the other's important nuances and context, which resulted in settlement with 3 appellants and permits remaining in place.

- Hired and developed 2 new replacement managers, posturing company assets for long-term success.

Senior District Manager, Northeastern PA

2003 – 2011

Managed 2 operating landfills, including design and implementation of major infrastructure and operational improvements. Oversaw overall profitability and site operations managers, engineers and technicians, community relations coordinators, and heavy equipment maintenance managers.

- Acquired State permits for controversial \$800M expansion, avoiding \$200M write-off, and adding 30 years of site life by reforming environmental performance and negotiating local municipality host agreements at large regional landfill.
- Mitigated countless environmental and nuisance issues for previously denied expansion permit by redesigning proposed expansion layout and operating procedures, which involved complete "turn-around" of site, and resulted in minimized impacts to neighboring community members.
- Hired and mentored new management team for expanded site, including site manager, engineer, environmental technician, and maintenance shop supervisor, which resulted in nuisance-free operations and re-establishment of credibility with state and local regulators.
- Oversaw buy-out of landfill gas-to-energy vendor by directing complete overhaul of site's gas collection system and modifications to site's leachate treatment plant, improving reliability and odor elimination.
- Negotiated 30-year contract for sale of 10mW of landfill gas to local electricity producer and coordinated construction of associated \$5M on-site gas compressor station with site operations, which resulted in conformance with State energy mandates and improved earnings.
- Developed marketing plan for treatment and disposal of drill cuttings and other residues from northeastern Pennsylvania Marcellus shale natural gas fields, which is now generating over \$1M in annual revenue for the facility.

Director, Market Planning and Development
Corporate Office, Houston, TX

2001 – 2003

Developed protocols for and executed "deep dive" assessments of key markets in North America to implement a key CEO initiative.

- Built 4 analytical templates assessing integrated performance of company's assets within market areas, which formed standardized basis for executing market-by-market "deep dive" business reviews; templates involved waste flow optimization, pricing improvements, asset optimization, and expense reductions.
- Facilitated rigorous "deep dive" business reviews in over 20 major-markets in North America, leading to annual EBIT improvements of over \$40M.
- Directed formation of new Industrial Sales organization focused on servicing large and complex customers, which contributed over \$500M in annual revenue.

Director, In-Plant Services Corporate Office, Oak Brook, IL

1998 – 2001

Directed operations and business development to provide single-vendor recycling, collection and disposal services in large industrial customer complexes ("In-Plant Services") throughout North America.

- Transitioned P&L responsibility of in-plant-services operations from divested company affiliate to local field operations, which resulted in clear accountability for performance of respective line-of-business (LOB).

WASTE MANAGEMENT, INC. (Continued)

- Developed key vendor partnerships with major automotive and pharmaceutical customers, which resulted in contract renewals for existing locations and successful acquisition of 5 new contracts.
- Grew revenue 50%+ and improved profitability by providing technical resources and best practices to key business sector and support to bid development.

Region Operations Vice-President, Eastern Pennsylvania Landfills 1996 – 1997

- Directed business enterprise of 5 large, regional landfills, including all sales, operations, and engineering activities, for management of over 4M tons annually
- Added over \$400M in business capacity by acquiring expansion permits and host agreements for 2 large landfills.
- Directed operations that generated over \$100M in annual EBIT with no environmental or compliance issues by reducing expenses, divesting unnecessary assets, and achieving high levels of environmental performance and compliance.

Division President, Portland and Arlington, OR 1992 – 1996

Managed large, regional waste-by-rail landfill and complex hazardous waste landfill in eastern Oregon, along with associated transfer / storage facilities and transportation.

- Directed start-up of largest waste-by-rail project in western U.S., resulting in 250-mile (one-way) delivery of 1,500 TPD of MSW, and managed subsequent addition rail service for industrial wastes and hazardous wastes.
- Increased revenue \$500K+ per year by negotiating major disposal contract modification with large municipality.

ADDITIONAL EXPERIENCE

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES,
BUREAU OF SOLID AND HAZARDOUS WASTE, Madison, WI (1979-1980)**

Environmental Engineer

Reviewed permits for and regulated large solid waste and hazardous waste landfills; assisted in development of Wisconsin's RCRA Subtitle C Hazardous Waste Regulatory program.

WASTE MANAGEMENT, INC. (1980-1984; 1986-1992)

Landfill Engineering Manager

Held various site and regional Landfill Engineering Management roles for Waste Management, Inc. in Wisconsin, California, and the Pacific Northwest.

UNITED STATES ARMY, Germany (1984-1986)

Environmental Engineer (Civilian)

Directed environmental protection and energy conservation programs at over 8 installations in central West Germany.

EDUCATION

Bachelor's Degree, Civil and Environmental Engineering, University of Wisconsin, Madison, WI

Wesley Dedmon

[REDACTED]
Midwest City, Oklahoma 73110
[REDACTED]

Summary of Qualifications:

- Over 15 years of progressively responsible management experience in solid waste
- Ability to train new employees and develop seasoned employees
- Vision to both understand and differentiate between short term goals and long term objectives for the enterprise and align solid waste goals accordingly
- Thorough knowledge of OSHA and Safety regulations
- Experience in commercial and municipal sales
- Customer Service in public, private and commercial sectors
- Ability to understand and negotiate profitable contracts
- Computer skills, such as MS Office and QuickBooks, Tower, Customer Watch, ArcView 9, Webtech etc.
- Member of APWA, SWANA, NSWMA, OKRA.

Work Experience:

City of Edmond – Solid Waste

Solid Waste Customer Coordinator March 2013 to present

- Responsibilities include preparing the five year budget and strategic plan
- Assist with the purchasing process for the department supplies
- Manage the Prescribed Routing process to ensure efficiency and efficacy
- Push for cutting edge uses of technology to provide better service and cut costs
- Develop and maintain automated collections for the department
- Trained in and responsible for the National Incident Management System for department – earned IS 700, IS 100, IS 200 and IS 300 certifications
- Submit monthly compliance reports
- Prepare reports for department as needed
- Serve on the City of Edmond Special Events committee
- Serve on the City of Edmond Site Plan committee

Work Experience:

City of Edmond – Solid Waste

Solid Waste Superintendent 2009 to 2013

- Responsibilities include preparing the five year budget and strategic plan
- Maintain equipment inventories
- Lead the purchasing process for the department
- Manage the Prescribed Routing process to ensure efficiency and efficacy
- Push for cutting edge uses of technology to provide better service and cut costs
- Develop and maintain automated collections for the department
- Personnel management:
 - Able to reduce on the job injuries through coaching and training
 - Significant reduction of the number of accidents
 - Lead the Progressive Discipline process for the department
 - Provide coaching on a daily basis
 - Provide Performance evaluations three times a year
 - Provide keys to success at kickoff of new year
 - Provide mid-year report to employees to address concerns
 - Provide final performance evaluation at the end of the year
- Trained in and responsible for the National Incident Management System for department – earned IS 700, IS 100, IS 200 and IS 300 certifications
- Complete training in Central Oklahoma Regional Municipal Alliance Supervisor Series
- Developed bid submitted to City of Edmond through the managed competition process.
- Submit monthly compliance reports to Assistant City Manager
- Prepare reports for department as needed
- Serve on the City of Edmond Special Events committee

Work Experience:

City of Edmond – Solid Waste

Solid Waste Supervisor 2003

- Assisted the Superintendent in preparing the five year strategic plan
- Maintain equipment inventories
- Lead the purchasing process for the department
- Manage the Prescribed Routing process to ensure efficiency and efficacy
- Push for cutting edge uses of technology to provide better service and cut costs
- Develop and maintain automated collections for the department
- Personnel management:
 - Able to reduce on the job injuries through coaching and training
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 - Provide coaching on a daily basis
 - Provide Performance evaluations three times a year
 - Provide keys to success at kickoff of new year
 - Provide mid-year report to employees to address concerns
 - Provide final performance evaluation at the end of the year
- Trained in and responsible for the National Incident Management System for department – earned IS 700, IS 100, IS 200 and IS 300 certifications
- Developed bid submitted to City of Edmond through the managed competition process.
- Submit monthly compliance reports to Assistant City Manager
- Prepare reports for department as needed
- Serve on the City of Edmond Special Events committee

Allied Waste Industries

Quality Assurance Manager – Oklahoma City, Oklahoma 2003

- Directly scheduled and supervised staff of 30 employees
- Responsible for hiring new employees
- Trained all new employees, regardless of position in the organization
- Applied and enforced company policy
- Site resource for Safety, OSHA, DOT and HR issues
- Inspected equipment on a continual basis
- Performed quality control checks of personnel and equipment
- Audited paperwork and reports filed by employees
- Wrote regular reports and documented inspections

During tenure as Quality Assurance Manager the district had one of the best safety records in its history. This position was specifically created to take advantage of my training and experience.

Allied Waste Industries

Sire Manager – Western Oklahoma Region 2002

- Directly scheduled and supervised staff of 20 employees
- Marketed service to private and municipal customers
- Responsible for hiring new employees
- Trained all new employees, regardless of position in the organization
- Applied and enforced company policy
- Site resource to Safety, OSHA, DOT and HR issues
- Inspected equipment on a continual basis
- Performed quality control checks of personnel and equipment
- Audited paperwork and reports filed by employees
- Wrote regular reports and documented inspections

Western Oklahoma Region was having serious safety issues. I was sent to correct those violations. This operation was historically break-even, but under my leadership we were able to increase revenues while reducing costs by re-routing drivers to increase efficiency and effectiveness. I was also able to lead the negotiations on a number of new and very profitable municipal contracts.

Allied Waste Industries

Sire Manager – Tulsa, Oklahoma 2001

- Directly scheduled and supervised staff of 30 employees
- Responsible for hiring new employees
- Trained all new employees, regardless of position in the organization
- Applied and enforced company policy
- Site resource for Safety, OSHA, DOT and HR issues
- Inspected equipment on a continual basis
- Performed quality control checks of personnel and equipment
- Audited paperwork and reports filed by employees
- Wrote regular reports and documented inspections

This operation was having Human Resource Issues such as sexual harassment problems in addition to inefficiencies in the business. I was able to cut costs through implementing a competitive bid process for services and quantity discounts as well as examining contracts for extraneous charges. I was also able to address the human resource issues through training, remediation and coaching.

Allied Waste Industries

Oklahoma City Recycle Center

Site Supervisor – Oklahoma City, Oklahoma 1992-2000

- Directly scheduled and supervised staff of 10 employees
- Negotiated contracts with vendors
- Negotiated rates and contracts with commercial customers
- Responsible for hiring new employees
- Trained all new employees, regardless of position in the organization
- Applied and enforced company policy
- Site resource for Safety, OSHA, DOT and HR issues
- Inspected equipment on a continual basis
- Performed quality control checks of personnel and equipment
- Audited paperwork and reports filed by employees
- Wrote regular reports and documented inspections

Created business metrics for tracking, productivity, shipping, receiving and processing. These metrics were adopted company-wide by Allied, a corporation of revenues in excess of \$2 billion per year and over 31,000 employees.

Allied Waste Industries

Progressive positions 1980-1992

Able to progress through various positions, such as CDL driver and tractor-trailer driver, in the company. This was the foundation for me to understand how important every position is within an organization and to be able to train all new employees, regardless of the position they would be taking. The experience gained through these positions prepared me to take on the responsibilities of management.

Certifications and Training:

- Human Resources – sexual harassment, diversity, discrimination, progressive discipline procedures, hiring, ethical behavior in the workplace, etc.
- OSHA and Safety training
- Department of Transportation rules and regulations
- Smith System – the number one safety system in the industry
- Identification of plastics, paper fibers and metals
- Forklift operator
- Ergonomics in the workplace
- Heavy equipment operator
- Training the trainer
- Incident Command Management-IS700, 100, 200,300,701,702,703,704.
- Central Oklahoma Regional Municipal Alliance Supervisor Series

Randy J. DeWulf

[REDACTED]
[REDACTED]

January 20, 2010

City of Fort Smith
Human Resources
PO Box 1908
Fort Smith, AR 72902

Dear Human Resource Representative;

I am writing to express my interest in the available Director of Sanitation position. During my diverse and extensive professional career I have had the opportunity to acquire and apply the experiences that are required as the essential duties and responsibilities for this Director position. I also hold all of the essential qualifications necessary for this role.

Throughout my career I have successfully managed large and complex organizations that were fully responsible and engaged with a vast arrangement of stakeholders. I have extensive work experience in recognizing the needs and necessities of balancing the expectations of all pertinent stakeholders, while successfully executing to the goals of the business or department.

I also have experience in support of a large and well run landfill operation in Southern California. The Olinda Landfill facility operated by The County of Orange and located within an affluent residential area, is in excess of 560 acres, with over 450 acres effectively utilized for waste disposal. The site remains permitted for 8,000 tpd of waste and is permitted into 2030. Integrated into the site are the state of the art facilities to collect, process and convert over 9,800 scfm of recovered landfill gas to produce over 18,000 MWhr/month of clean, renewable energy for the local utility.

This experiences, as well as my very diverse background in a variety of business structures, contracts, market conditions, regulatory & community environments, organizational structures, as well as a vast assortment of technical challenges certainly can be well applied to this position.

Additionally, my experiences in leading some of the largest business entities in many communities has provided me the expertise in regulatory and political policy, as well as a commitment to the needed community involvement to ensure recognition as a vital corporate citizen and partner. These experiences certainly have helped prepare me for the responsibilities expected and necessary for this Director's role.

Finally, I have been and continue to be a proud member of the Fort Smith and Poteau area for years. I have maintained this as my home base, even while traveling the world during my professional career. I look forward to continuing to be a part of the local communities and actually working in and for our local area.

I would welcome the opportunity to further discuss this opportunity with you. I look forward to hearing from you and further discussing this exciting opportunity in the very near future.

Sincerely,

Randy J. DeWulf

RANDY J. DEWULF

OBJECTIVE

To continue my diverse and successful career within an organization where I can effectively apply my years of proven & successful business management experiences in sustainably achieving key results while developing robust internal and external partnerships in support of the overall objectives and vital customer support. Accomplishing this through a Leadership commitment to clear core values and the practices of organizational engagement and continuous improvement principals.

KEY SKILLS

Values Based Leadership	Business Planning & execution	Problem Solving Rigor
Building Diverse & Engaged Teams	Budgets, P & Ls & Forecasting	Continuous Improvement
Creating Empowered work forces	Risk Management	Data driven decision making
Developing Individuals and Teams	Cost Management	Supporting & Building partnerships
Lean Management & Operations	Landfill & Energy Business	Community Involvement
Operational Processes & Procedures	Regulatory Compliance	Change Management

EXPERIENCE

2013 – 2015 Broadrock Renewables, LLC (Olinda Landfill Operations) Brea, California

Project General Manager, Brea Power Land Fill Gas to Energy Project – Renewable Energy

- Transitioned Landfill project from construction, start up and warranty phase to full commercial operations
- Negotiated business results via change management processes; creating a diverse Team of informed, engaged and empowered Team members who were responsible and accountable for the business success
- Developed processes and operating rigor to improve overall operational performance
- Created a business culture based on key organizational principals such as safety, ownership, responsibility, accountability, communications and results based key metrics
- Improved key metrics such as Safety (No OSHA Recordable incidents), Reliability (improved by over 25%), Costs (reduced budget expenses by over \$1.6M) & Environmental events (reduced events by 86%)
- Established and executed plans to accomplish short term and long range business plan targets for key performance indicators in safety, compliance, costs, production and individual development
- Utilized visual management tools and change management principals to drive continuous improvement
- Developed processes to ensure Landfill compliance while maximizing quantity & quality of landfill gas
- Provided on-going support for landfill operations relative to waste disposal and energy production
- Worked in unison with landfill operations to maximize landfill life and methane gas production
- Supported Landfill operations, environmental compliance and community interactions on a variety of issues
- Enhanced contractor management and costs control utilizing Alliance agreements and continuous improvement principals

2010 - 2013 OGE Energy

Muskogee, Oklahoma

Plant Manager, Muskogee Power (1,550 MW 100% PRB Solid Fuel)

- Drove improvements in safety results from 4th quartile to top decile of peer group
- Improved site productivity by over 55% while effectively reducing waste and on-going operating costs
- Achieved overall environmental emissions performance improvements in excess of 80%
- Implemented lean management principles that enhanced & simplified processes relative to material handling, start up, shut down, maintenance management, measures & tracking, work management systems and outage planning; enhancing team efficiency, reducing waste & reworks, while increasing work force moral
- Enhanced capital project management processes and drove changes in capitalization processes that supported sustained long term plant improvements, budgeting processes and planning cycles
- Guided improvements in organizational trust & communications and improved annual employee engagement survey results by over 28%
- Developed & engaged people into the operational business while changing the conversations to that of a commitment and focus on a business strategy, continuous improvement and being results driven
- Utilized change & visual management principals, enhanced communications, as well as establishing clear & common goals to focus individuals and the organization around key results and corporate success
- Implemented a simplified strategy around data driven decision making based on analytics, rapid experimentation and lean management
- Directed an overall work force of over 175 direct employees in 5 different departments. Supported all other company departments and divisions effectively

2006 - 2010 DTE Energy

Monroe, Michigan

Plant Manager, Monroe Power Plant (3,250 MW Blended PRB & Eastern solid fuel)

- Improved safety results by 75%; achieving an unprecedented top decile rankings
- Improved average unit productivity by over 27%, while reducing budgeted costs in real dollar terms
- Lowered environmental emissions by over 68% while additionally incorporating a multi-year, \$4.0B technological retrofit (SCR/FGD) during normal plant operations
- Managed a direct work force of over 400 people, within 8 different departments; improving communication and reducing new grievances & backlog to historic low levels
- Actively mentored people to higher performance levels which has resulted in the promotion of two direct reports to plant manager position
- Improved Gallop survey engagement results of both represented and non-represented work force
- Actively managed an annual O & M spend in excess of \$100M to budget compliance utilizing newly developed visual management tools
- Optimized material handling processes & fuel blending operations, achieving a \$23M annual improvement in gross margin
- Streamlined Work Management process to increase efficiency and quality of planning efforts
- Developed partnerships between an extensive array of corporate departments to optimize market risk management, capital investments, long term forecasts & corporate compliance programs effectiveness
- Reorganized around diversified, self-directed teams to enhance employee ownership, accountability and responsibility to key goals while achieving work force staffing reduction, via attrition, of over 16%
- Implemented a simplified strategy around data driven decision making based on analytics, rapid experimentation and lean management

2005 - 2006 AES Corporation

Sultanate of Oman

CEO, President and Plant Manager, AES Barka (456 MW and 20MGD desalination, natural gas/ ~~diesel~~ CCGT)

- Stewarded project to be Named one of the Top 100 Arab World Businesses (#28 of 100) by Arabian Business magazine for 2006
- Distributed ordinary dividends of 46% and 24%, post IPO, to all stakeholders in 2005 & 2006
- Achieved top decile safety, reliability, environmental and cost results of a site that produced 17% of the country's energy and 33% of the potable water capacity. This included commercial availability that exceeded 99.5% for both water and power for YE 2005
- Managed multi-Cultural differences effectively to achieve a sustainably top performing Team and project
- Utilized Human Performance principals to error proof & streamline operations
- Nominated for the 2006 USA Secretary of State Award for Corporate Excellence
- Maintained a strong and reliable Customer Service position with the Country's Utilities during any operation

2004 - 2005 AES Corporation

Granbury, Texas

President and Plant Manager, AES Wolf Hollow (751 MW Natural Gas CCGT with duct fire)

- Completed start up and commercial operations validations
- Negotiated project turn over to Lender's Asset Management company
- Managed interests of Lender, Asset Manager, ERCOT commitments and Parent corporation during extended commercial negotiations and legal challenges
- Distribute manpower between stressed asset and new positions while unwinding project from Parent company portfolio during commercial operations
- Partnered with Customers, Contractors, Legal teams and Lender's Asset Manager to optimize performance during project exit

2000 - 2004 AES Shady Point

Panama, Oklahoma

President and Plant Manager, AES Shady Point (320 MW and CO2 extraction Co-generation, solid fuel)

- Achieved Top decile performance in safety, reliability, environmental metrics with lowering annual costs
- Work closely with State Agencies for the betterment of the Oklahoma Coal industry and it direct employment contributions
- Worked with legislators and policy writers for Coal Tax and environmental programs
- Worked closely with the Local utility and other vital customers to assure a committed partnership and stable contract relationship
- Used lean management and diverse team framework to reduce full time staffing by nearly 20% with no detrimental impact to key performance results
- Managed community and political affairs as the largest direct and indirect employer in the region
- Partnered with nearby communities, elected officials and local coal suppliers in support of the local & State economy
- Supported community relations, environmental and political affairs so as to enhance the business needs while finding win/win solutions for the local areas with other recognized and essential area partners
- Partnered with surrounding communities, elected officials, key suppliers and Customers in support of being a highly recognized & respected Corporate Citizen for the local area as well as the State

1997 - 2000 AES Central Illinois Light Company (CILCo) Peoria, Illinois

Vice President, President and Plant Manager, AES Edwards Power (705 MW PRB solid fuel)

- One of numerous Lead members for the transition Team in assimilating the first US Utility acquisition into the AES Portfolio
- Acted in role as Utility VP as well as President of the largest generating asset in the portfolio
- Utilized change management and communication skills to transition a 108 Year old regulated utility into a much more lean and innovative business model
- Managed through change with represented, as well as non-represented staffs, bringing about a completely different Organizational framework and philosophy
- Built trust and relationships within the entire Utility creating credibility and an improved business Culture after a challenging acquisition period.
- Achieved improved operating performance subsequent to a tumultuous acquisition by creating an environment of trust, responsibility, accountability and a strong case for change that was adopted by the majority of the individuals
- Used lean management and diverse team framework to reduce full time staffing subsequent to the acquisition, in accordance with the acquisition model expectations
- Supported community relations and political affairs as one of the largest employers in the area
- Partnered with surrounding communities, elected officials, key suppliers and Customers in support of being a highly recognized & respected Corporate Citizen for the local area as well as the State

Additional Senior Management Experiences include:

1996 - 1997 AES Tiszapalkonya CHP Facility, Tiszaujvaros, Hungary

Managing Director, AES Tiszapalkonya (250 MW solid fuel, Community Heat and Send Out Steam supplier)

- International Acquisition and Operating experiences
- Large City Heating & send out steam commitments require extensive community involvement
- Integrated Local Coal supply company and one of largest single employers in the area

1995 - 1996 AES Elsta Power and Send out Steam Facility, Terneuzen, The Netherlands

Assistant to the Plant Director, AES Elsta (405 MW NG CCGT, 100,000 pph Send Out Steam supplier)

- International Acquisition and Operating experiences
- Start up and transition to commercial operations support

EDUCATION

Wayne State University

Detroit, Michigan

- Bachelor of Science, Chemical Engineering

INTERESTS

[REDACTED]

Jarrold M. Doonan

Letter of Interest
Director of Sanitation

Sir or Madam,

I am writing to inform you of my interest in the position of Director of Sanitation. I feel that I am uniquely qualified for this position, as I have been working in partnership with the City of Fort Smith at the High BTU Landfill Gas Project located on the Fort Smith Landfill since 2005. I have handled all compliance in relation to the landfill gas collection system and have built the project into a substantial revenue stream for both my current employer and the City of Fort Smith. In addition to handling gas compliance items for the City of Fort Smith, I have had the opportunity to see the operations and development of the landfill itself. I have knowledge of the construction of each cell, leachate collection systems, gas collection systems, equipment, and I am familiar with the current personnel of the landfill.

I have worked for my current employer since graduation from Emporia State University in 2003 and have worked my way up to my current position of Area Operations Manager. I feel my current duties are similar to the duties the Director of Sanitation will be charged with. I have two multi-million dollar projects in two different states in which I am directly responsible for the daily operations. My duties include, budgeting, cost control, personnel, safety, environmental compliance, and continual improvement of each project.

I feel that I would be a good fit for the position, and due to my extensive knowledge of the Fort Smith Landfill, believe I would be up-to-speed and able to perform my duties faster than any other candidate that may apply. I am excited about the possibility to become the Director of Sanitation and look forward to a time we can discuss the position further.

Sincerely,



Jarrold M. Doonan



Jarrood Doonan

Greenwood, AR 72936

Experience 2004-present

Plant Manager/Operations Manager Morrow Renewables Fort Smith, AR

- Manage daily operations within a landfill gas renewable energy project
- Responsible for Environmental Compliance, Pipeline Safety Compliance, Overall Safety of Employees and Contractors
- Manage purchase orders and invoices and coordinate payment with accounts payable
- Responsible for purchasing of goods and materials practicing cost control
- Responsible for coordinating contractors for special projects and maintenance
- Responsible for meeting monthly and annual sales goals
- Responsible for monthly safety meetings and plant safety audits
- Responsible for the operation and maintenance of plant equipment and overall function of gas treatment process
- Extensive troubleshooting involving gas compression, air compression, electrical circuits and controls, pumps, electrical motors, gas measurement devices, and gas chromatography devices
- Responsible for landfill gas collection system design and repairs with experience in HDPE pipe fusion, including electrofusion
- Heavy Equipment operator (Backhoe, Track hoe, Dozer, Rough-Terrain Forklift, Skid steer)
- Liaison with City personnel, City Officials, State and Federal Inspectors
- Pipeline Operator Qualified (cathodic protection, leak survey, pipeline integrity, pipeline safety devices)
- Drug and Alcohol Qualification
- Co-wrote company safety policy and procedures
- Manage the daily activities of 10 employees at two separate sites in two different states.

Education

Emporia State University Emporia, KS

- Bachelor of Science degree in Computer Information Systems, with a minor in Chemistry.
- Freshman Honor Society, attended on Basketball scholarship (2 year letterman), honors courses.

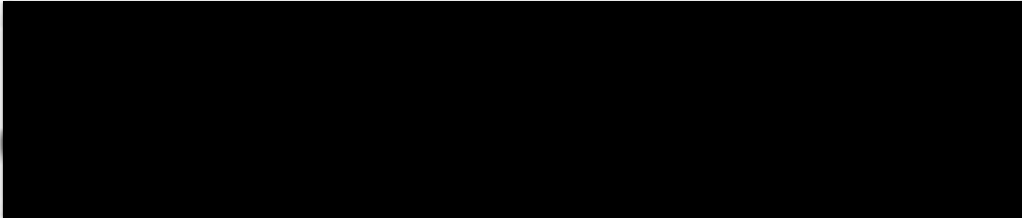
References:

Attached.

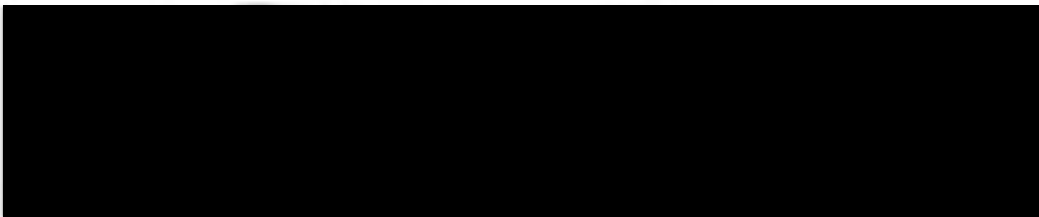
Jarrold M. Doonan

References

Work References



Personal References



Jarrold M. Doonan

Salary History

Morrow Renewables (formerly South-Tex Treaters)

1) **Field Technician** 2003-2004 [Shawnee, Kansas]

[REDACTED]

Insurance

2) **Field Manager** 2004-2005 [Shawnee, Kansas]

[REDACTED]

Company truck

Insurance

3) **Plant Manager** 2005-2012 [Fort Smith, AR]

[REDACTED]

Company Truck

Insurance

Retirement(401K)

4) **Area Operations Manager** 2012-present [Fort Smith, AR and Welsh, LA]

[REDACTED]

Company Truck

Insurance

Retirement (401K)



EMPLOYMENT APPLICATION
 CITY OF FORT SMITH HUMAN RESOURCES DEPARTMENT
 PO BOX 1908
 FORT SMITH, AR 72902
 PHONE 479-784-2221 (Human Resources)

INSTRUCTIONS: Please print. Applicants must complete all the blanks accurately and completely. Neatness and legibility are important. Questions may be directed to the Human Resources Department at the above address and telephone number.

The City of Fort Smith is an Equal Opportunity Employer

In accordance with the civil rights Acts of 1964 and 1991, as amended, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the City of Fort Smith prohibits discrimination in employment because of race, color, sex, religion, national origin, age or disability, or status as a Vietnam-era or special disabled veteran.

Job Title you are applying for: Director of Sanitation Date Able To Start Work: discuss

Name Jarrod Matthew Doonan
(number) (street) (city) (state) (zip)
 Address [redacted] Greenwood Arkansas 72936
(number) (street) (city) (state) (zip)
 Phone Number: [redacted] Email: [redacted]
(home) (cell)

Check All Types Of Work You Will Accept: Day Work Evening Full-time Part-time

Circle Your Highest Education Level: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 18 19+
 (Copies of diplomas and /or transcripts may be requested.)

Are you a high school graduate? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	HIGH SCHOOL, COLLEGE, Business, Technical Schools Attended	City	State	Diploma / Degree	
				Type	Year
	Emporia State University	Emporia	Kansas	Bachelor	2003
	Hoisington High School	Hoisington	Kansas	General	1998

	Yes	No
1. If hired, can you show proof that you are legally eligible to work in the United States? In compliance with the Immigration Reform and Control Act of 1986, the City of Fort Smith requires that the identity and employment eligibility of all new employees be verified through completion of INS Form I-9.	<input checked="" type="checkbox"/>	
2. Have you ever been fired or asked to resign from a job? If "yes," explain.		<input checked="" type="checkbox"/>
3. Have you ever pled guilty or been convicted of a crime in a civilian or military court? (This does not include Class "C" misdemeanor traffic violations which are more than three (3) years old.) If yes, please explain. If you have successfully completed a deferred adjudication or other probated sentence related to that crime, provide the date of completion and location of the court/agency administering the adjudication or probation.		<input checked="" type="checkbox"/>
4. At the time of making this application, are you under felony indictment or charged with a misdemeanor criminal violation? If the answer is "yes", please describe the charge(s).		<input checked="" type="checkbox"/>
5. Have you ever had your driver's license suspended or revoked? If "yes", explain.		<input checked="" type="checkbox"/>
6. Are you now working or have you ever worked for the City of Fort Smith? If "yes", explain.		<input checked="" type="checkbox"/>
7. Do you have any relatives, by blood or by marriage, working for or holding office for the City of Fort Smith? If "yes", explain.		<input checked="" type="checkbox"/>
Failure to answer the above questions truthfully may result in immediate dismissal. Answers of "yes" to questions #2-7 will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the job for which you are applying.		
Special Qualifications and Skills:	CDL License _____	Class _____

Special Qualifications and Skills: List qualifications and skills you possess which are required for the job described in the official job announcement, such as driver's license (give type and number), typing and /or shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or professional registration or licensing (give type of registration or licensing number, and expiration date). Indicate any training you have had which is directly related to the job.

Experience: Start with your present or most recent job. Include military service. Use additional sheets, if necessary, to show all relevant experience.

Employer's Name Morrow Renewables		Street Address 5950 Commerce Road		Type of Business High BTU Landfill Gas Producer
		City Fort Smith	State & Zip Arkansas 72916	
Dates Employed		Your Title Area Operations Manager		Supervisor's Name [REDACTED]
From 2003	To present			Phone # I request they not be contacted
Starting Salary [REDACTED]	Ending Salary [REDACTED]	Reason for Leaving [REDACTED]		
Description of Duties, Responsibilities and Accomplishments Responsible for the daily activities of two High BTU Landfill Gas Projects, one project is currently in operation at the Fort Smith Landfill				

Employer's Name		Street Address		Type of Business
		City	State & Zip	
Dates Employed		Your Title		Supervisor's Name
From	To			Phone #
Starting Salary	Ending Salary	Reason for Leaving		
Description of Duties, Responsibilities and Accomplishments				

Employer's Name		Street Address		Type of Business
		City	State & Zip	
Dates Employed		Your Title		Supervisor's Name
From	To			Phone #
Starting Salary	Ending Salary	Reason for Leaving		
Description of Duties, Responsibilities and Accomplishments				

May the City of Fort Smith contact your present employer regarding your job-related employment record? Yes ____ No ____

References:

Name	Address	Phone	Years Known
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

READ THE FOLLOWING CAREFULLY:

I hereby certify the above information is complete and accurate to the best of my knowledge and belief. I agree that my employment is based on the facts that I have given and any misrepresentation on my part will constitute a release to the employer for any liability that he or she may incur by having acted on such facts, and also constitutes grounds for my dismissal. I hereby authorize the City of Fort Smith to investigate the facts claimed by me.

I also understand that the City of Fort Smith is an "employment-at-will" employer and that the acceptance of an offer of employment does not create a contractual obligation upon the City of Fort Smith to continue to employ me in the future.

December 19, 2015

Date

Usual Signature of Applicant

Matthew Foley

Joplin, MO 64801

Objective: To put forth use of the knowledge I've acquired during my time as an Assistant Director into becoming a Director in a Healthcare System.

Education: Joplin High School 2004- 2007
Diploma Received

Franklin Technology Center 2005-2007
Automotive Technology
Certification received

Employment: Crothall Healthcare, Olathe Medical Center 02/2009- Present
Freeman Health System
1102 West 32nd Street
Joplin, MO 64804
Director of Environmental Services 08/2015-Present
Assistant Director II of Environmental Services 12/2012-08/2015
Assistant Director I 01/2012-12/2012
Operations Manager 02/2009-12/2011

- Direct oversight of 6 Managers with 114 FTE
- Review standards and work procedures for all staff in accordance with established policies and procedures of the facility.
- Plan work schedules, hours, areas of work, and job duties to ensure adequate services are rendered to all areas.
- Interview, select, hire, evaluate, and recommend termination of facility housekeeping personnel in accordance with facility standards, as well as orientation, training, and supervision of all staff.
- Regular inspections and evaluations of the facility; recommend necessary action plans.
- Conduct regular staff meetings and communicate with members of other departments to coordinate activities.
- Schedule major work projects, assuring that adequate staff and supplies are available to complete all duties.
- Conduct regular inventory of supplies.
- Manage 4.5 million dollar budget.

Downstream Casino
Buffalo Grill

01/2008-12/2008

69300 East Nee Road
Quapaw, OK 74363
Penny Lloyd- General Manager
(918) 919-6000

References:



Experience Highlight

- Budgeting
- Infection Prevention member
- EVOLVE
- Developing Dynamic Leader (DDL)
- Floor Honing
- Surfacid UV Technology

Software Knowledge

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Teletracking
- Team Chimes

To Whom It May Concern:

I am applying for the Director of Sanitation Position posted on your website. At your convenience, I'd appreciate the opportunity to discuss the position and my qualifications with you. Please find my resume attached to this letter.

I am looking to bring my 6 years of operations and supervisor experience, listed below, to excel in a Director capacity. I thrive in a fast paced and challenging environment; have great organizational, communication, analytical and multi-tasking skills.

- Knowledge of Solid Waste Industry.
- Knowledge of Budget Preparation and Administration.
- Knowledge of Transfer Station and Landfill Operations.
- General Knowledge of Equipment used in above Operations.
- Management of supervisors and drivers.
- B.S in Business Administration from East Carolina University.
- Hard working, very ethical, work well under pressure, and do not need to be micro-managed all day.

I'd like to find out more about the overall operations of your business, and I would enjoy the opportunity to share with you how my skills can benefit your organization. I can be reached at either [REDACTED]

Below please find my salary history and references.

Thanks for your consideration; I look forward to hearing from you soon.

Sincerely,

Kyle Foreman

Salary History

- Waco Transit Systems: \$37,000.00
- Community Waste Disposal: \$50,000.00
- Waste Industries: \$60,000.00
- City of Irving, TX: \$60,000.00

References

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Kyle S. Foreman

Lewisville, TX 75067

Personal Description

Highly motivated, innovative, and visionary individual. Enjoys multitasking and being challenged, Ability to learn new things quickly and with great depth, Very dynamic, decisive, and visionary, excellent problem solving abilities, Works well when pressured, Ability to approach any situation and improvise.

Capabilities Profile...

Operations Management	Time Management	Financial Planning	Technical Writing
Critical Thinking	Resource Management	Financial Analysis	Public Speaking
Customer Service	Investment Planning	Project Development	Group Communication

Education...

B.S Bachelor of Science, Business Administration, East Carolina University August 2004-May 2008

Licenses/Certificates...

✓ North Carolina CDL Class B	
✓ Solid Waste Associate of North America Member	Oct. 2014
✓ Certified Transfer Station Operator SWANA	Nov. 2014
✓ Passenger Service and Assistance Training	Oct. 2010
✓ Reasonable Suspicion Training- Heart of Texas Council of Governments	Nov. 2010
✓ Understanding ADA- Heat of Texas Council of Governments	Nov. 2010

Experience...

City of Irving

Business Services Supervisor- Solid Waste Services June 2015-Present

- ✓ Monitor, Administer, and prepare \$12 million Operating Budget.
- ✓ Contract Management and Compliance.
- ✓ Manage Payroll for department of 100 employees.
- ✓ Data Analysis to insure we are operating within our budget.

Waste Industries

Operations Supervisor

July 2012- May 2015

- ✓ Responsible for daily operations of seventeen Front-End trucks.
- ✓ Responsible for daily operations of Transfer Station
- ✓ Direct oversight of \$15 million product line.
- ✓ Insuring drivers operate within DOT regulations.

Waste Industries

Facility Supervisor

- ✓ Responsible for daily operations of ten trash trucks.
- ✓ Responsible for maintenance of facility.
- ✓ Responsible for \$3 million revenue stream
- ✓ Maintain good working relationships with all municipal officials.

Community Waste Disposal

Residential Supervisor

October 2011-July 2012

- ✓ Directly responsible for motivating and coaching 30 truck drivers.
- ✓ Coordinate and monitor manpower and routes in assigned system.
- ✓ Insure work is complete and accurate.
- ✓ Direct investigation into causes of customer complaints.

Waco Transit Systems

Senior Supervisor

August 2010-October 2011

- ✓ Directly responsible for managing, motivating, and maintaining 3 Transit Supervisors, 4 Dispatchers, and 40-60 bus drivers.
- ✓ Direct and manage all Fixed Route, Para-Transit, and Medicaid operations on a daily basis.
- ✓ Directly responsible for managing and adhering to a \$3 Million operating budget.
- ✓ Maintain and grow a productive relationship between Waco Transit and the workers union.

Professional Summary

Sales/Operational professional with extensive experience in account and customer relationship management. Cultivates nurtures and maintains long-term customer relationships to boost sales and grow brand visibility.

Skills

- | Business development
- | National account management
- | Contract negotiation
- | Customer satisfaction
- | Operations management
- | Process improvement
- | Employee relations
- | Project management

Work History

Regional Account Manager Texas

Universal Recycling Technologies – 2301 Franklin Drive, Fort Worth, TX 76106

12/2012 to Current

- | Contacted regular and prospective customers to explain product features and solicit orders.
- | Monitored market activity and quoted pricing to maintain healthy profit margins.
- | Negotiated prices, terms of sale and service agreements.
- | Organized joint sales calls with current customers and outside vendors.
- | Created proposals for new and repeat customer business transactions.
- | Developed and implemented creative, cost effective programs which increased client retention rates by 50% compared to the prior year.

Detention Officer

Harris County Sheriff's Department – 1200 Baker St. Houston, TX 77002

12/2012 to 01/2013

- | Tracked inmates through head counts, visitor logs and scheduled activities.
- | Escorted inmates to and from cells, court, hospitals and medical appointments.
- | Built solid relationships with staff and residents to help keep the institution safe and secure.
- | Conducted routine and emergency head counts.
- | Verified facility security by inspecting plumbing, outside areas, locks and cells for potential hazards.

Regional Account Manager Southern Group

Waste Management

08/2004 to 08/2010

- | Negotiated prices, terms of sale and service agreements.
- | Organized joint sales calls with current customers and outside vendors.
- | Trained peers and management team on internal system supports and implementation plans.
- | Built client relationships by acting as the liaison between the customer service and sales teams.
- | Created proposals for new and repeat customer business transactions.
- | Consulted with clients after sales and contract signings to resolve problems and provide ongoing support.

Plant Manager (2) Materials Recovery Facilities (MRF'S)

Waste Management – 2102 Atascocita Rd Humble, TX 77396/21000 E Highway 6, Alvin, Texas 11/1999 to 08/2004
77511

- | Drove daily production activities with effective communication and leadership.
- | Directed improvements in safety, product quality, service and cost efficiency.
- | Planned, directed, coordinated and assigned manpower to meet aggressive production schedules.
- | Completed and recorded all recycling and rework documentation with a high degree of accuracy.
- | L Hired and trained (50) of staff.
- | Addressed all personnel issues promptly and professional

- | Oversaw repair and maintenance staff of (2) who cared for equipment, buildings and grounds

Education

Bachelor of Arts: Liberal Education

Langston University - 701 Sammy Davis Jr. Drive Langston, OK 73050

- | Major Courses: Accounting, Business Administration, Computer Science, Corrections, Criminal Justice, Economics, Education, Finance, History, Humanities, Information Systems, Management, Marketing, Psychology, Sociology, Special Education, Organizational Leadership, Health Care Administration, Library Science, Rehabilitation Services.

Affiliations

- | Board of Directors: Atascocita Homeowners Association (2004- Present)
- | Board of Directors: Gordon Youth Foundation. (2009 - Present)
- | Prince Hall Grand Lodge F. & A.M (1985 - Present)
- | United Supreme Council Southern Jurisdiction, Prince Hall Scottish Rite 32nd Degree (2014 - Present)

References



Jacob Gorham

Roland, OK. 74954

SUMMARY

I am detail oriented and highly motivated professional who can easily adapt to challenging situations. Seeking an atmosphere where I can manage and coach people. Using my many years of experiences in managerial training, I have had great success in production. Strengthening or building teams is where I excel because I recognize how to acquire more out of people than what they think they are capable of providing.

QUALITIES

Waste Diversion
Waste Audit
DOT Regulations
Load Planning

Equipment Placement
Mill Relationships
Logistics
Public Speaking

Coaching Employees
Team Building
Production

EXPERIENCE

Smurfit Kappa - Fort Smith, AR **General Manager**

2012- 8/2015

- *All aspects of P& L responsibilities*
- *Audit several Fortune 500 companies to build and streamline their recycle programs*
- *Responsible to secure new suppliers*
- *Monitor incoming material for timely outflow*
- *Promoting our company to the general public*
- *Responsible for regional accounting*
- *Responsible for the regional shop where equipment was prepared for placement*
- *Plan and assist in equipment placement*
- *Managed our fleet of 5- 18 wheel trucks and 25 trailers*
- *Bridge gap between management and union employees designing a recycle program that benefited both parties.*
- *Started several recycle programs and built from the ground up.*

Corrugated Services- (Sold to Smurfit Kappa) -Fort Smith, AR **General Manager**

2006- 2012

- *Focused on sales, worked to increase monthly tonnage from 4000 tons to 6000 tons*
- *Revamped program of unsuccessful sister recycling plant, creating positive cash flow of +\$10,000 per month.*
- *All aspects of P& L responsibilities*
- *Audit several Fortune 500 companies to build and streamline their recycle programs*
- *Responsible for all existing suppliers*
- *Monitor incoming material for timely outflow*
- *Promoting our company to the general public*
- *Responsible for regional accounting*
- *Responsible for the regional shop where equipment was prepared for placement*
- *Managed our fleet of 5- 18 wheel trucks and 25 trailers*
- *Started several recycle programs and built from the ground up.*

Jacob Gorham

[REDACTED] Roland, OK. 74954 [REDACTED]
[REDACTED]

EXPERIENCE CONTINUED

Fibresouce Recycling (Sold to Corrugated Services)-Fort Smith, AR 2002 – 2006

General Manager

- *Took a nearly non-existent sales program and built up a book of business of 4000 tons/mo.*
- *When I took over as GM the company was losing \$40,000/mo. I worked with every employee and vendor to bring it back to profit. We were so successful that we were approached by Corrugated Services for a buyout.*

Orkin Pest Control - Fort Smith, AR

1994 – 2001

Service Manager

- *Responsible for Western Arkansas area*
- *Managed seven routes and technicians*
- *Responsible for customer retention*
- *Chemical distribution*
- *Record keeping of chemical usage*
- *Fleet Manager*
- *Reduce cancellation rate to come within company standards*
- *President's Club list for my work as a technician*

PERSONAL INFORMATION

[REDACTED]
[REDACTED]
[REDACTED]
C1 Truck Drivers School- Obtained Class A Drivers License CDL 1/4/16

Reference and letters of recommendation are available upon request

July 17, 2015

Re: Jacob Gorham

To whom it may concern,

Jacob Gorham has worked for and with me for the last 6 ½ years. I have found him to be extremely reliable and self-motivated. Jacob is excellent at sales and customer service. He has demonstrated remarkable problem solving skills. He always goes above and beyond to get the job done.

Jacob's honesty and morals are unquestionable. I found him to be both a manager I could count on and a friend who is most loyal.

Please feel free to contact me to discuss Jacob's attributes further.

Sincerely,

The signature area is redacted with two thick black horizontal bars. The first bar is positioned above the second bar, both centered horizontally under the word "Sincerely,".

CHRISTOPHER GREENE

[REDACTED]
Lavaca, AR 72941
[REDACTED]

Profile

A solid foundation in organizational management has allowed me to develop a specific acumen to understand the evolving needs of the industry. This acumen along with my educational background, leadership, and team building skills will assist me in becoming a valuable asset at any level within an organization.

Experience

Baldor Electric Company – Fort Smith, AR

10/2013-Present *Systems Analyst*

- Develop and communicate daily tactical plan to enhance network efficiency
- Use local resources to achieve the operating goal within budget
- Resolve daily issues to stay on or recover to the business plan
- Proactively communicate user & network issues
- Respond to service outages in a timely and efficient manner
- Manage and create training tools to enhance employees knowledge and abilities
- Lead employees through process changes to increase efficiency and improve morale

Bank of the Ozarks – Ozark, AR

3/2010-10/2013 *Business Analyst*

- Develop and communicate daily tactical plan to enhance network efficiency
- Use local resources to achieve the operating goal within budget
- Resolve daily issues to stay on or recover to the networking plan
- Proactively communicate user & network issues
- Respond to service outages in a timely and efficient manner
- Technical Qualifications in Cisco, VMware, Networking/Voip, Windows Servers, Microsoft Exchange 2010, Citrix Xenapp 6.0, Edgesight, VRanger, Commvault, Backup exec, paragon, SQL “00-12”, Window Servers “03-12”, Infopath 2010

Greene’s Keeper lawn care – Lavaca, AR

4/2006- Present *Owner*

- Performed routine service calls
- Manage all Customers with the best lawn service in the river valley
- Market my business to keep a continued growth

Education

John Brown University- Fort Smith, AR

03/2013-10/2014 *Bachelors, Organizational Management.*

Carl Albert State College - Poteau, OK

08/2006-05/2009 *Associate of Arts, Computer Information Systems*

Mansfield High School – Mansfield, AR

08/2002-05/2006 *High School Diploma*

References

[REDACTED] [REDACTED] [REDACTED]

Thomas E. Hodges

[REDACTED]
Farmington Ar. 72730
[REDACTED]
[REDACTED]

I have always looked at the City of Fort Smith as Arkansas Gateway to the West. I would be very proud to be considered The City of Fort Smith's Director of Landfill, Sanitation and Recycling facilities. I am very familiar with the Arkansas Department Environmental Quality operation. I have worked with A.D.E.Q. on several projects over the last Fifteen Years. I am well versed in the State of Arkansas Regulations for water, Sanitation, Landfill, and Recycling Law's.

Some of my strengths that I have been able to develop over the years are the ability to:

* Negotiate Waste and Recycling contracts. Facility for Arkansas Razorbacks Football, Basketball, and Baseball recycling. I was involved in the setting up and handling of the Arkansas naturals Recycling program. I have negotiated and dealt with Americas largest waste companies as well as the states local small waste haulers.

* Develop and Build employee morale and talent. I have managed as many as 100 employees. My outlook is no Employee/Teammate is better than the person working next to them, and I include myself in this statement. I will not ask anyone to do anything that I would not do. I have done every facet of the waste business there is.

* My ability to resolve Residential and Industrial issues. I was a industrial manager for Fifteen years and I understand the problems industries have. I can help solve those issues. I have worked in Residential waste for twenty years, and have handled some unusual situation through the years.

* I thrive on handling multiple Divisions and Departments. I have done this as an Executive Director over a Solid Waste Division, and as a City Sanitation Director.

I look forward to hearing from your search committee!

Thomas E. Hodges

Thomas Hodges

[REDACTED]
Farmington, Ar. 72730
[REDACTED]
[REDACTED]

Walnut Grove Nursing Facility. 2015 (Present) [REDACTED]

Maintenance and Safety Director.

City of Harrison / Inland waste Solutions (2012 – 2015) [REDACTED]

Environmental Advisor.

West Wood Health and Rehab (2010 – 2012) [REDACTED]

Maintenance and Safety Director.

Boston Mountain Solid Waste District. (2003 – 2010) [REDACTED]

Executive Director.

City of Searcy. (2000 – 2003) [REDACTED]

Sanitation Superintendent.

Searcy Industrial Laundry. (1994 – 2000)

Plant Manager

Wal*Mart Distribution. (1980 – 1994)

Manager

Reference:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Joseph W. M. Hopper

Alma, AR 72921

Monday, January 25, 2016

City of Fort Smith
Human Resources
P.O. Box 1908
Fort Smith, AR 72902

RE: Director of Sanitation

Dear Selection Committee,

I am writing to express my interest in the recently posted Director of Sanitation position. I believe I am qualified for this position for several reasons. I have an intimate knowledge and understanding of the challenges facing the Fort Smith Department of Sanitation. I worked in various capacities within the department for over 9 years and with the City of Fort Smith for over 14 years. I also know and have a good rapport with many of the existing employees throughout the department and the municipal organization as a whole. Since leaving the City of Fort Smith's Department of Sanitation in September 2015, I have been successfully managing the City of Conway's Department of Sanitation as the department director.

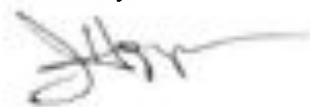
I believe I possess the skills and experience you are seeking and would, once again, make a valuable addition to the City of Fort Smith. Here's a snapshot of what I have to offer:

- Collaborative Leadership
- Efficiency/Cost Awareness
- Regulatory Compliance
- Personnel Management
- Strategic Planning
- Effective Communications
- Safety Initiatives
- Capital Improvement Projects

I am a proven leader and innovative professional. In my current role, I have identified operational opportunities that will help keep the organization ahead of the curve based on industry trends.

I have attached my resume for your review and I look forward to an in-person meeting so that we can explore how I can make a positive contribution for the City of Fort Smith.

Sincerely,



Joseph W. M. Hopper

Joseph W. M. Hopper

Alma, AR 72921

PROFESSIONAL EXPERIENCE

City of Conway · Department of Sanitation · Conway, AR

Director · 2015 – Present · [REDACTED] annually plus company vehicle

- Supervise 93 full time employees, including 4 program managers and 4 supervisors.
- Direct daily collections of solid waste and recyclables for 100% of the households and businesses in Conway as well as disposal operations for the 630 acre sanitary landfill.
- Oversee operations and sales of recyclables for a 35,000 square foot material recovery facility (MRF).
- Responsibly administer the department's \$9.4 million annual enterprise fund budget.
- Manage the City of Conway's centralized fleet maintenance and repair program.
- Ensure site compliance with Federal and State environmental regulations.
- Communicate with the Mayor, City Council, and outside agencies as necessary.
- **Accomplishments:**
 - Nomination and appointment to the Board of Directors for the Arkansas Chapter of the Solid Waste Association of North America (SWANA) and the Solid Waste Alliance of Arkansas.

City of Fort Smith · Department of Sanitation · Fort Smith, AR

Superintendent · 2012 – 2015

- Supervised 76 full time employees, including 4 program supervisors and 3 lead persons.
- Co-directed daily solid waste collection and disposal operations for over 30,000 households and around 70% of the businesses in Fort Smith.
- Assisted with administration of the department's \$13 million annual enterprise fund budget.
- Ensured compliance with Federal and State environmental regulations.
- Assisted with the management and negotiation of contracts and agreements.
- Provided department communication with and representation before the Board of Directors and other organizations as necessary.
- **Accomplishments:**
 - Collaborated with engineers to optimize landfill operations saving \$500,000 each year over the next 15 years.
 - Assisted with and coordinated a campaign to implement automated residential refuse collections citywide saving over \$400,000 annually and lowering citizens' solid waste collection bills.

Supervisor – Administration · 2007 – 2012

- Redesigned administrative functions and instituted an electronic filing system.
- Constructed and managed rate models, financial forecasting mechanisms, and decision support tools.
- Developed the annual budget and provided supporting information for the CAFR.
- Created and tracked key performance indicators.
- Coordinated audits conducted by the Federal Emergency Management Agency and the Arkansas Department of Environmental Quality.

Joseph W. M. Hopper

Page 2 of 4

Supervisor – Administration · 2007 – 2012 (continued)

- **Accomplishments:**

- Identified errors in financial system reports and recovered \$246,000 in overpaid regulatory fees.
- Assisted in negotiating a recycling agreement which saved the department \$160,000 annually.
- Identified billing errors resulting in recovery of \$52,000 in lost annual revenues.
- Discovered and investigated mismanaged funds within the department resulting in stronger internal controls and cash handling processes.

Accounting Technician · 2006 – 2007

- Served as a primary point of contact between the Department of Sanitation and citizens and/or businesses of Fort Smith.
- Managed commercial customer accounts.
- Communicated with field personnel and scheduled collection services.

City of Fort Smith · Police Department · Fort Smith, AR

Telecommunicator · 2001 – 2006

- Served as a primary point of contact between the Fort Smith Police Department and the citizens and visitors of Fort Smith.
- Operated telephones and computers, including the E-911 system, while communicating with field units, other agencies, and/or irate or irrational people.
- Trained and evaluated telecommunicators.
- **Accomplishments:**
 - Chosen for and attended the U.S. Homeland Security Weapons of Mass Destruction Technical Emergency Response Training Course (COBRA) and the National Incident Management System Course (NIMS).
 - Served on the Communications Training Committee and the Chief's Civilian Committee.
 - Assisted with the creation and implementation of the training program and standard operating procedures necessary for CALEA accreditation.

City of Ozark · Police Department · Ozark, AR

Patrolman · 1997 – 2001

- Patrolled the city of Ozark for traffic violations, criminal activity, and opportunities for public service.
- Issued citations, served warrants, and made lawful arrests.
- Documented complaints, testified in court, and transported prisoners.
- Investigated various crimes, accidents, and fires.
- Trained and evaluated police officers.
- Conducted surveillance and participated in drug investigations as an active member of the Fifth Judicial Drug Task Force.

Joseph W. M. Hopper

Page 3 of 4

EDUCATION

Bachelor of Science in Accounting
University of Arkansas – Fort Smith · Fort Smith, AR · 2006

PROFESSIONAL CERTIFICATIONS

Solid Waste Association of North America (SWANA)
Certified Manager of Recycling Systems · 2008 – Present
Certified Manager of Composting Programs · 2009 – Present

Arkansas Basic Law Enforcement Officer Certification
Arkansas Law Enforcement Training Academy · Camden, AR · 1997

BOARD MEMBERSHIPS

Solid Waste Association of North America (SWANA) – Arkansas Chapter
Board Member · 2015 - Present

Solid Waste Alliance of Arkansas (SWAAR)
Board Member · 2015 - Present

Faulkner County Solid Waste Management District
Appointed Proxy for the Mayor of Conway · 2015 – Present

PROFESSIONAL REFERENCES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

January 14, 2016

City of Fort Smith
Attn: Human Resources
P.O. Box 1908
Fort Smith, AR 72902

Good Morning

Your advertisement on the SWANA website searching for a Director of Sanitation caught my interest.

For the past fourteen years I have managed the Collections and Landfill operations for Ponca City, OK. The attached resume describes duties I am responsible for. A recent accomplishment is my service as President of SWANA National during 2013. Another item of interest is I oversaw the construction of cell #3 (completed in 2008) at my landfill. During the construction of this cell, we acquired additional permitting that allowed the storm water and leachate containment ponds to be located off the landfill proper. This increased the usable permitted area by about four acres.

I have attached a resume with references to this email for your consideration.

Thank you

David J Horinek



David J. Horinek

[REDACTED]
Newkirk, Ok 74647
[REDACTED]

City of Ponca City, January 2002 to Present

Position: Superintendent, Solid Waste Division

Current Responsibilities: Coordinate the organizational, staffing, operational, and budgetary activities for the Collections and Landfill departments. Included are responsibilities for assuring the Landfill meets all current Federal and State requirements as well as being cost efficient in its operation. Direct a staff of three people (two Supervisors and a Clerk) to coordinate the collection and disposal of residential and commercial refuse by the forty three hourly workers employed by the division. Conduct a variety of organizational and operational studies in order to recommend modifications to the operations, policies, or procedures of the Landfill or Collections departments. Maintain the depreciation schedule of equipment used by Landfill and Collection to ensure proper funding for replacements is there when needed. Prepare and present Capital and Budget Items to the City Council for their approval. Periodically review rates and revenues and recommend changes to the City Council. Provide training to increase the educational and skill level of both supervisory and hourly employees in the operation and management of the Landfill and Collections Departments. Perform a variety of HR functions including hiring, counseling employees on attendance, conduct and safety, disciplining problem employees and giving yearly performance evaluations. Recommend and deliver promotions or terminations based on reviews or disciplinary actions.

EDUCATION:

Oklahoma State University, Stillwater, Oklahoma, 1981 BS, Engineering Technology-Mechanical Design

Solid Waste Association of North America (SWANA) Certifications

Manager of Landfill Operations (MOLO)

Manager of Collection Systems

ADDITIONAL SKILLS:

Computer programs – Excel, Word, and Outlook. Old style Surveying (Level and Transit).

Professional Organization:

Solid Waste Association of North America

Past President and Life member

Current Salary:

[REDACTED] Per year

Brett King

Fort Smith, AR

Summary

20+ years experienced manager with excellent client and project management skills. Action-oriented with strong ability to communicate effectively with technology, executive and business audiences. Possessing a broad range of industrial construction/service skills and experiences. I am well versed in all disciplines. I am always compliant in protecting the confidentiality of my client.

Highlights

- Excellent analytical and methodical skills
- Excellent communication skills
- Extensive exposure to engineering

development

- Excellent plan comprehension
- Strong team player
- Thorough knowledge of several different

industrial disciplines

- Strong initiative
- Solid communication skills
- Good verbal/written communication skills
- Establishing goals and setting priorities
- Industrial supervision

Skills and Abilities

Project Planning

- Provided project controls, cost estimation and other business support services to technical line management

Recent Projects

- Interviewed, hired, trained and evaluated a team of industrial craftsmen
- Consulted/advised a \$50M project at a specialized carbon plant, inspecting the construction/execution of our designed work
- Managed a large industrial construction crew
- Managed all project managers/engineers and office staff

- Overall management of multiple projects at the Gerdau Ameri-Steel facility in Fort Smith, AR as construction management
- Numerous industrial/factory construction retros

Qualifications

- Obtained 6G certifications
- ASHE Certified
- LEED/Lean Constructor certified
- OSHA 30 Hour
- Obtained AR state master electrical license 1995
- Obtained AR state journeyman electrical license 1991

Experience

Professional Consulting Advisory Group, Inc.

Consultant – All Disciplines(General Construction)

Fort Smith, AR

3/15 - Current

Nabholz Construction Services

General Manager

Fort Smith/Conway, AR

2/12 – 2/15

BK Electric, Inc.

Owner/Operator

Fort Smith, AR

1/96 – 2/12

IBEW

Journeyman electrician

Fort Smith, AR

3/93 – 12/95

Ebby Construction

Pipefitter

Lock and Dam #13 Hydroelectric plant construction. Fit and welded oil coolant line throughout.

Fort Smith, AR

9/87 - 7/89

Matlock Electric

Journeyman electrician

Fort Smith, AR

6/92 - 2/93

Westark Community College

General Studies

Fort Smith, AR

1988-90

ALLEN LEDBETTER



EDUCATION

University of Arkansas- Fort Smith
Dec 2015
Major: Business Administration

Expected Graduation:

EMPLOYMENT

Dick's Sporting Goods
Sales Associate

May 2015- Present

- Preferred associate by customer
- Excellent task management

J. Pauley Toyota

June 2014 – May 2015

Detail Department

- Management and organization of car lot
- Inventory check-in and preparation

Finishline

November 2012- June 2014

Sales Associate

- Consistently top salesman of the month
- Most respected salesman by customers

Journeys

July 2012- November 2012

Sales Associate

- Inventory check-in and preparation

Hibbett Sports

May 2011- June 2012

Sales Associate

- Preferred salesman by customer
- Inventory management and organization

Whirlpool Corporation

May 2010 - June 2010

Vacation Replacement

- Assembly floater

SKILLS

Dear Hiring Manager,

Please accept this letter and attached resume for your consideration. I am highly interested in the Director of Sanitation position that is advertised on your website. A combination of factors including; a variety of managerial and administrative titles held in the past, extensive customer service experience and an innate sense of adapting to an independent or team oriented environment, leads me to believe that I would be a prime candidate for the position being offered.

The positions that compose my employment history and formal education have exposed me to many key facets of running and working in a healthy, prospering business environment. In return it has made me knowledgeable in areas, but not limited to, retention, hiring, performance management, operations, employee relations, quality customer service and management. I am a conscientious employee, with an ability to communicate with both my co-workers and customers professionally, efficiently and with a great team oriented attitude. Thus, I will prove to be an asset to your company. I can assure you that my work experience will help me achieve all goals expected of me.

If you would like more information or would like to schedule an interview, please contact me at [REDACTED] I can also be reached via e-mail at [REDACTED] Thank you for your time and consideration.

Sincerely,

Jerry Lee, Jr.

JERRY LEE, JR.

FORT SMITH, AR 72903

Objectives

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well within a team environment

Experience

Division Support Specialist • December 2014 - Present
Arkansas Support Network • Fort Smith, AR

- Oversee staffing for all teams assigned to the division
- Hiring, training, and all disciplinary actions to direct support employees.
- Ensure Staffing supports are provided as approved in the Plan of Care
- Monitor billing and payroll
- Provide oversight for all team to ensure the provision of quality services
- Provide on-site consultation and training in each site assigned and provide documentation for each session.

Direct Care Staff • October 2012 - Present
Children's Emergency Shelter • Fort Smith, AR

- Primarily responsible for the daily care of the residents, while working directly with children.
- Responsible for ensuring proper care, treatment, safety, and supervision of the children within the shelter.
- Implement and teach leadership skills. Help develop adequate social skills to all the children.

Claims Adjuster • January 2004 – March 2013
Farm Bureau Insurance • Fort Smith, AR

- Verified, prepared policy coverage and applied best claims practices to conclude assigned cases in accordance with company guidelines.
- Adhered to high standards of professional conduct while providing delivery of superior claims service.
- Provided fair, prompt and courteous claims service.

- Adhered to established company guidelines and procedures.
- Monitored all assigned claims, and kept them updated and properly reserved.
- Discussed potential serious losses with the District Claims Manager.
- Kept current and adhered to all laws pertaining to claims settlement.
- Partnered with SIU and Subrogation to identify fraud claims and subrogation opportunities. Assisted and prepared files for suit, trial, or subrogation. (Property/Casualty).

Education

Arkansas Tech University

May 2003 ▪ Bachelors of Science

- Physical Education, Health/Wellness

References

Available upon request

JERRY LEE, JR.

██████████
██████████
FORT SMITH, AR 72903

Salary History

Division Support Specialist • December 2014 - Present
Arkansas Support Network • Fort Smith, AR

██████████

Direct Care Staff • October 2012 - Present
Children's Emergency Shelter • Fort Smith, AR

██████████

Claims Adjuster • January 2004 – March 2013
Farm Bureau Insurance • Fort Smith, AR

██████████

SUMMARY OF QUALIFICATIONS

- 30 years' experience in Waste Management and Environmental Services Management, working collaboratively with various agencies and jurisdictions.
- Served as charter member for AB939 local task forces for San Mateo and Santa Clara counties and served as technical advisor for both SSRE implementation plans.
- Created curriculum for Commercial & Industrial Solid Waste course at U.C. Berkeley, and taught as Adjunct Professor, 1993.
- Certified Trainer for Solid Waste Industry safety programs.
- Record of innovation and accomplishments focused on recycling and diversion programs. (See attached list of Selected Accomplishments.)

EXPERIENCE

North Bay Corporation/Redwood Empire Disposal – Santa Rosa, CA 2007 – Present
Director of Government Affairs

Responsible for managing State and Federal contracts for waste disposal, diversion and recycling, as well as overseeing compliance of 16 Environmental Service Contracts (160,000 accounts). Manages, tracks, and reports on Waste Diversion Programs for 12 jurisdictions. Oversees training to businesses for commercial waste diversion and recycling. Oversees County of Sonoma's transfer station operations.

- Direct reporting to the Corporate Board.
- Contract Manager for 5 Solid Waste & Recycling Transfer Stations

California Waste Solutions – Oakland, CA 2007
General Manager

Oversaw successful start-up of City of San Jose Recycle Plus including managing \$33M hauling, processing and landfill operation with 200 employees and 160,000 customers. Implemented company-wide safety program, negotiated and managed Collective Bargaining Agreements, and acted as company liaison for government agencies.

Waste Management of Alameda County – Oakland, CA 2003 – 2007
Division Manager

Responsible for managing Operated Roll Off Division with 54 employees, 46 routes, and \$24M in annual revenue. Duties included performing district profitability analysis for all lines of business, implementing district franchise enforcement program, managing Collective Bargaining Agreements, and overseeing P&L responsibility.

- Designed and Introduced Corporate-wide Safety Incentive Program used with 52,000 employees nationally, and for which earned corporate-wide Operational Excellence Award.
- Trained 300+ employees in Corporate Safety Program and 400+ employees in Corporate Customer Service Program.
- Served as Chair of Safety Committee (2005 – 2007).

- Waste Management of Santa Clara County** – Santa Clara, CA 2001 – 2003
Operations Manager
 Responsible for day –to-day operations of commercial hauling district with 47 employees and 38 routes including managing drivers under a Collective Bargaining Agreement, overseeing Safety Training, and conducting weekly training meetings.
- San Jose Waste Management Recycling** – San Jose, CA 2001 – 2002
District Manager
 Responsible, during process of closing facility, for overseeing operations of 6000 TPM Materials Recovery Facility, including managing the P&L and budget process, administrating the Collective Bargaining Agreement, performing weekly/annual training for 45 employees and 2 supervisors, and performing monthly health and safety inspections.
- Waste Management of Alameda County** – Oakland, CA 1996 – 2001
Division Sales Manager, Franchise Enforcement Specialist
 After purchase of Green Valley Disposal, conducted contract negotiations with municipalities and sought/abated illegal haulers. Duties included P&L development and management, handling all RFP's within company, and seeking grant funding for the company and/or community.
- Green Valley Disposal** – Las Gatos 1995 – 1996
Commercial Service Program Manager
 Same as above.
- ServiceMaster** – San Francisco, CA 1994 – 1995
Commercial Account Executive
 Developed and sold integrated pest management plans for commercial clients.
- Peninsula Sanitary Service** – Palo Alto, CA 1991 – 1993
Recycling manager for Stanford University & GreenTeam
 Responsible for managing all aspects of the Stanford University recycling program, including day-to-day operations, program development, and supervision/training of 25 employees.
 - Developed and implemented recycling program at Lucille Packard Hospital.
 - Awarded California Conservation League Program of the Year, 1992.
- Norcal Waste Systems (Recology)** – San Francisco, CA 1989 – 1991
Regional Commercial Recycling Manager
 Responsible for overseeing the development, implementation, and management of the regional commercial and institutional recycling program, including all waste and recycling for the UCSF campus. Duties included supervision and training of 13 employees.

EDUCATION AND CERTIFICATIONS

- American Association of Public Works:** Solid Waste Planning Certificate 1990
- University of California, Berkeley** – Berkeley, CA 1982
 B.A. in History

STEVE MCCAFFREY

San Francisco, CA 94132

SELECTED ACCOMPLISHMENTS

Community and Government Relations

- Only non-city employee appointed to the City of Oakland Crime & Grime committee.
- Boardmember of Rohnert Park Chamber of Commerce (2009 – Present). Past positions held include President, Treasurer, and Acting Executive Director. (NBC/RED)
- Member of both the Santa Clara County and the San Mateo County Solid Waste Technology Committees, as well as the Santa Clara County Manufacturers Group Solid Waste Committee. (NWS)
- Charter Board Member of the California Curbside Coalition. (PSS)
- Received Appreciation Award from Mayor of San Jose, for successful roll out of new collection and recycling program, 2007. (CWS)
- Served on Keep America Beautiful, an inter-governmental organization committed to educating the community on recycling. (2001 – 2002)

Business Development

- Point negotiator for NBC/RED in long-term, multi-jurisdictional waste and recycling agreement covering all of Sonoma County and valued at \$1B+. (NBC/RED)
- Developed and implemented Franchise Enforcement Program, to identify and abate illegal haulers, which was the model which management used through country. (WMAC)
- Member of team which created GreenTeam of San Jose, the first refuse company in the U.S. which focused on recycling rather than waste removal, and allowed mixed packaging, milk cartons, and textiles to be intermingled in the same cart. Tasked with writing the recycling plan for the project.
- Implemented and managed all phases of Operation Snapshot, to identify/evidence overflowing trash cans, and prompt offenders to increase container size, contain waste, or pay fine. This project, which became a model for the Western Region, both decreased blight and netted over \$750K in bottom-line revenue its initial year. (WMAC)

Program Development

- Implemented first extensive commercial highrise recycling program in San Francisco, including 88 buildings. (NWS)
- Created and implemented first comprehensive City of Oakland school recycling program, affecting 115 locations. (WMAC)
- Received Special Commendation from Chevron Richmond Refinery for designing and implementing safety program in conjunction with Solid Waste and Recycling collection. (WMAC)
- Received Apple Commendation for designing and implementing first comprehensive recycling program for 20 buildings throughout Greater Bay Area. (NWS)

Jonathan Miesner

[REDACTED]
Charleston, AR 72933

[REDACTED]
[REDACTED]
1/7/16

Dear Sir or Madam

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as yours. I am confident that my knowledge, ability and experience allow me to deliver successful results for any company.

Please allow me to highlight my key skills:

Able to effectively manage my time through careful planning and organization of work activities

An aptitude for identifying and resolving problems efficiently

Excellent communication skills that result in positive interpersonal relationships

A track record of meeting deadlines and producing accurate work of a high standard

Proven ability to make sound decisions based on valid information

The capacity to learn and apply new information quickly and accurately

Strong computer skills

I am convinced that I can be an asset in the position of Director of Sanitation for the city of Fort Smith. I look forward to hearing from you in the near future. The enclosed resume expands on my qualifications and experience.

Thank you for your time and consideration.

Sincerely,

Jonathan Miesner

OBJECTIVE: To obtain a position where I can maximize my multilayer of management skills, sales, consulting, customer service, education and acquired skills to positively impact company performance and profitability, while providing personal and professional growth.

SUMMARY OF QUALIFICATIONS:

- Successful 5-year track record of management/supervisory experience.
- Consistent, high level of performance dealing with people and services requiring solid management, organizational, time management and negotiating abilities.
- Excellent interpersonal, communication and human relations skills; able to apply knowledge to build new business, secure customer loyalty and forge strong relationships with business partners.
- Proven record of dependability, leadership and professionalism.
- Achieved Highest OSP Active Growth, Profit Margin and New Accounts Averages in 2008.
- Proficient in Windows, LotusWorks, Mississippi State Budget Generator as well as most commonly used PC compatible software.

EDUCATION:

05/95 – 12/97 Completed two full years (30 hours) Graduate Work, University of Arkansas, Fayetteville, AR

05/95 Graduate, Bachelor of Science in Agronomy, University of Arkansas, Fayetteville, AR

FARM EXPERIENCE:

I retain between 50-150 mama cows on 500 acres at any given time. Make daily management decisions including fertilizer rates, ratios and kinds (ammonium nitrate or urea, etc.) of fertilizer required. Cut, rake and bale approximately 200 tons of hay yearly. Most hay is derived from Bermuda grass, but a smaller amount comes from fescue and ryegrass. Usually over-seed about 100 acres annually with annual ryegrass to be grazed in the spring, baling that which isn't grazed. Warm and cool season grasses are planted to the most agronomically suited soils. Familiar with farm-based decisions from crop selection and fertility requirements, to harvest management and feed requirements for various classes of cattle. There is a continuously evolving situation on the farm requiring daily management decisions.

WORK EXPERIENCE:

01/15 – 08/15 **HICKORY SPRINGS MANUFACTURING, Fort Smith, AR**

Operations/Production Supervisor

- Ensure raw materials and supplies needed for production are ordered and quality inspected in a timely manner to meet a complex and changing production schedule.
- Maintain a safe working environment, hourly pay, vacations, training and quality inspections for 16 employees.
- Responsible for meeting or exceeding production rate for numerous products and customers, while meeting all specifications.

- 01/12 – 04/14 MOVING SOLUTIONS, INC. (Arkansas Best Freight, division of Arkansas Best Corporation), Fort Smith, AR
Sales Consultant
- Determine needs of customer, offer and sell moving solutions through company products and services.
 - Provide exceptional customer service certifying proper information is available, therefore ensuring customer loyalty.
- 04/08 – 01/12 FASTENAL, Van Buren, AR
Outside Sales Representative
- General management including maintaining accounts, inventory, payroll and managing personnel
 - Outside sales calls, generating new accounts, maintaining existing accounts
- 03/06 – 02/08 TRANE, Fort Smith, AR
Production Supervisor
- Supervision of 35-40 employees to ensure maximum production while maintaining quality and safety.
 - Successfully completed 10-hour Safety & Health Training Course in General Industry Safety & Health – OSHA.
- 01/03 – 02/06 SIMMONS POULTRY, Van Buren, AR
Production Supervisor
- Supervised 17-40 production workers in the efficient processing of chicken breasts to ensure product complies with USDA standards.
- 02/01 – 01/03 WAYNE FARMS, Danville, AR
Field Representative
- Monitor and assist poultry owners/operators in production of quality product for further processing.
 - Monitor and analysis of input costs and end results in an effort to maximize efficiency.
- 03/99 – 12/00 FARMER'S COOPERATIVE, Van Buren, AR
Field Representative
- Agricultural product sales to include feed, seed, fertilizers and herbicides.
 - Advise and counsel end users on weed control, varietal distinctions, susceptibility of different plants to different chemicals and other related agronomic decisions.
 - Assisted area producers with economic decisions related to input costs.
- 01/98 – 11/98 WAL-MART STORES, INC., Corporate Office, Bentonville, AR
Assistant Regional Buyer
- Purchased lawn and garden merchandise for approximately 500 stores in ten states while coordinating this merchandise with individual store manager's programs.
- 05/95 – 12/97 UNIVERSITY OF ARKANSAS, Fayetteville, AR
Graduate Research Assistant, Agronomy – Weed Science
- Conducted research on weed control programs in soybeans, rice, cotton and corn.
 - Focus on herbicide programs and their use in several planting methods as well as economic feasibility associated with row crop production in Arkansas.
 - Reviewed applicable literature in preparation for publication.
 - Aid Professor with weed identification, morphology and ecology class.

REFERENCES: Available Upon Request

David K Moreland

Roland, OK. 74954,
[REDACTED]

Objective

To have a rewarding career with opportunity for advancement.

Education Details

- Northeastern State University 2013-2015
- Criminal Justice

- Carl Albert State College 2011-2013
- Criminal Justice

- Stigler High School 2008-2011
- General Studies

Experience Details

- Rubens Mexican Restaurant
- 2009 - 2011
- Waiter/ Assistant Manager
- Provide a pleasant dining experience for my customers.

- Hibbett Sports
- 2011 - 2013
- Assistant Manager
- Began as team employee and ended as an Assistant Manager. Provided customer service, employee training, prepare schedules, overall supervision of my employees.

- Reasors
- 2013 - 2014
- Manager over video department
- Began as a sacker, ended as manager over the video department. Provided customer service, employee training, prepare schedules, overall supervision of my employees.

- Sequoyah Country District 1
- 2014 - 2014
- Road Worker
- Construction and maintaining the roadways.

- Roland Police Department
- 2014 - 2014
- Dispatcher/ Jailer
- Handled all necessary paperwork, used several computer programs, in charge of care for the inmates.

- Cherokee Nation Entertainment
- 2014 - Present

- Lead Security Officer
- Provide customer service, ensure the safety of all employees and guest, prepare shift schedules, report writing, employee training, prepare schedules, overall supervision of my employees.

Skills

- Management and Supervision
- Certified in use of CPR/ First Aid
- Problem solving
- Communication and report writing
- Skilled in several different computer programs

RESUME

GARY P. NEATHERY

Haughton, LA 71037

B.S. DEGREE CONSTRUCTION ENGINEERING TECHNOLOGY - LA. TECH UNIVERSITY 1980

CERTIFIED PUBLIC MANAGER - STEPHEN F. AUSTIN UNIVERSITY 2014

PUBLIC SERVICE CAREER 1993-PRESENT

CITY OF BOSSIER CITY 1995-PRESENT

DIRECTOR PUBLIC WORKS

**STREETS AND DRAINAGE * SOLID WASTE * ANIMAL CONTROL * MOWING AND SWEEPING *
HERBICIDE AND MOSQUITO CONTROL * BUILDING MAINTENANCE * INTERIM UTILITIES DIRECTOR**

CADDO PARISH COMMISSION 1993-1995

ASST. DIRECTOR AND DIRECTOR PUBLIC WORKS

ROADS & BRIDGES * SOLID WASTE * ENGINEERING * ZONING * PROPERTY STANDARDS * PERMITS

Accomplishments at Bossier City:

Managed Implementation of the Public Services Fund - Increased Revenue Flow

Developed RFP for Solid Waste Services - Wrote Contract and Implemented Service

Created the Solid Waste Division - Constructed Recycling Center - Renovated Drop-Off

Implemented Dangerous and Vicious Dog Ordinances - Drafted Animal Control Policies

Drafted Streets and Drainage Maintenance Policies - Rebuilt and Organized Equip. Storage

Managed \$1M - \$1.5M in Concrete Repairs Annually - \$500,000 in Asphalt Construction

Conceptualized and Constructed Public Utilities Wing at the Public Service Complex

Renovated and Expanded Animal Control Facilities - Implemented Humane Disposal

Managed Flood Emergencies - Helped Develop Long Term Solutions

Increased Storm Cleanup Capability - Developed and Expanded Mowing and Litter Routes

Creative in Overcoming Personnel, Overtime and Pay Increase Reductions

Construction Field Engineer and Superintendent - Large Projects

1980 - 1993

Bryson R. Reeves

Greenwood, AR

EXPERIENCE & ACCOMPLISHMENTS

Gerdau Special Steel – Fort Smith, AR

Aug. 2014 – Oct. 2015

Management Systems Facilitator

- Coach and train employees in continuous improvement methodologies plant wide.
- Lead and facilitate improvement projects through the Kaizen, 5W2H and Six Sigma methodologies.
- Implemented new Failure Analysis software and conducted plant wide training for impacted associates.
- Facilitated standardization across all processes by leading 5S efforts, standard auditing, and Failure Analysis.

Becton, Dickinson & Company - Oceanside, CA & Columbus, NE

Sept. 2008 – July 2014

Production Coach & SAP Project Team Member

- Lead and Coach 50+ employees in a medical device manufacturing environment.
- Lead plant-wide effort to cross-train Forming Operators in all areas of glass forming.
- Worked with cross functional team to implement new ERP system (SAP ECC 6.0)
- Lead implementation of a site-wide injection molding training course.
- Established rewards and recognitions for course completion and functioned as admin.
- Worked with cross functional team to establish Pandemic Response Plan

Knutson Reeves Insurance Agency - Temecula, CA

Apr. 2007 – Feb. 2009

Position: Independent Insurance Agent

- Obtained CA insurance licenses in Property/Casualty and Life/Health.
- Secured approximately \$250,000 in annual premium across multiple lines of insurance.
- Managed office and serviced accounts when principals were out.
- Built quality relationships with small and medium sized business owners.
- Established existing stream of renewal business in excess of \$60,000 per year.

Heifer International Foundation - Little Rock, AR

Nov. 2005 – Apr. 2007

Position: Development Coordinator

- Maintained and cultivated relationships with existing and prospective donors.
- Secured over \$800,000 in charitable gift annuities in calendar year 2006-2007.

- Participated in public speaking assignments for prospective donors.
- Continued education in gift and estate planning through conferences and workshops.

Myeloma Institute for Research and Therapy - Little Rock, AR

Dec. 2004 – Nov. 2005

Position: Project Manager

- Facilitated the addition of over 300 physicians for multiple clinical trials.
- Lead the development of a database to track documentation collection.
- Ensured regulatory compliance with NIH and FDA requirements.
- Ensured document collection methods were in harmony with regulatory standards.
- Ensured all required documents were secured before patient began clinical trial treatment.

EDUCATION

Master of Business Administration
University of Central Arkansas, Conway, AR 72034

Bachelor of Science, Healthcare Administration
University of Central Arkansas, Conway, AR 72034

INTERNSHIP

I participated in a three month internship in the summer of 2004 with a Clinical Director in the Orthopedic/Rheumatology Clinic at the University Medical Center in Little Rock, AR. Experience provided introduction to the medical environment and also afforded practical business management experience. Performed budget analysis and financial allocation for three outpatient clinics, monitored staffing of clinicians and administrative staff, maintained medical supplies inventory, and assisted in administrative staff downsizing project in which we evaluated the cost benefits of centralizing patient intake.

VOLUNTEER SERVICE

I served a two year, full-time, volunteer, service mission from August 2000 to August 2002 in the northwest region of Washington. I served in leadership positions throughout 18 months of service, culminating in 6 months of partnered oversight of all 190 volunteers serving within the area boundaries. Experience included the teaching and training of individuals from various backgrounds, public speaking, personal relationship building, personal study and preparation, self-discipline, self-motivation, and commitment to a cause that I found personally rewarding.

REFERENCES AVAILABLE UPON REQUEST

Bryson R. Reeves

[REDACTED]
Greenwood, AR 72936
[REDACTED]

References

[REDACTED]
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[REDACTED]

DAVE RYDL

[REDACTED] Eddy, Texas 76524
[REDACTED]

January 22, 2016

City of Fort Smith
Human Resources
P.O. Box 1908
Fort Smith, AR 72902

I am very interested in the Director of Sanitation position that you have available. I believe my past and current management experiences with solid waste and landfill operations in Iowa, as well as Nebraska and Texas make me an ideal candidate for this position. Currently I have a valid Class A Texas MSW license, MOLO license thru SWANA and have taken the SWANA composting classes as well.

The qualifications and professional knowledge I can bring to your organization include:

- Past board member of Iowa Society of Solid Waste Operations. (ISOSWO)
- Over 20 years of Solid Waste Facility experience. (Landfill, Transfer Station, Composting)
- Proven management skills at Solid Waste Facilities.
- Years of supervision of staffing, supervised up to 20 individuals
- Managed day to day operations of multiple locations. (million dollar budgets)
- Experienced in developing working relationships with community leaders, government authorities and business.
- Licensed as a manager of solid waste operations (MOLO) through SWANA and licensed thru exams by the State of Texas as a Class A MSW Operator.
- Past Household Hazardous waste training and managing and shipping of such wastes.
- Experience with building and construction of cells.
- Previously Haz-Wopper trained.
- Experienced in development of efficient, sound and environmentally friendly disposal options.
- Excellent customer service skills and the ability to build upon relationships

In review of your company's objectives and possible opening, I believe that my experience is in perfect line with your current needs. If your company is looking for a dependable, results-oriented professional with a solid performance track record, I would be interested in speaking with you to discuss the value that my strengths and experience can bring to your operations. I can be reached in confidence at the above telephone number or email address and I look forward to hearing from you.

Sincerely yours,

Dave Rydl

[REDACTED]
Eddy, Texas 76524
[REDACTED]

Qualifications:

A highly qualified Solid Waste Manager with years of experience in Solid Waste Management. Many years of experience in Solid Waste Administration, Finance, and Fleet Management activities. Directed and supervised Transfer Station construction and landfill constructions. SWANA certified as a Manager of Solid Waste Operations and Texas MSW "A" certification.

Experience:

2012-2015

City of Waco-Waco TX
Program Administrator

- Supervise and manage daily operations of a 1500 ton/day landfill
- Manage waste placement, leachate, groundwater and other controls
- Facilities planning, Construction and TCEQ permitting
- Responsible for two Closed Landfills
- Managed budgets, equipment, personnel and customer relations
- Certified license with State of Texas (MSW, Class A)

2010-2012

South Central Iowa Solid Waste Agency- Tracy IA
Program Manager

- Supervise day to day operations. Landfill, Transfer Station, Special Wastes
- Experienced working with Public Officials
- Managed budgets, equipment, personnel, policies and training operations.

2009-2010

Lyman Richey Corp-Waterloo, NE
Parts Department

- Procurement of heavy equipment repair parts
- Project accounting, computer operations and budgeting.

1998-2009

City of Lincoln- Lincoln, NE
Assistant Superintendent of SOLID WASTE OPERATIONS

- Supervise and manage daily operations of multiple sites (Transfer Station and Landfill).
- Responsible for equipment maintenance, procurement and compiling bid specifications.
- Responsible for budget controls within several facilities and operations.
- Personnel management, evaluations, safety program, discipline and training employees.
- Drafted and finalized bid specifications for all types of equipment and materials.
- Responsible for equipment, payroll, buildings and vehicles.
- Responsible for all customer service issues and interactions with local, city and municipal government.

1993-1998

Four Season Services- Omaha, NE
Owner/Operator

- Managed and operated a full service lawn and snow company
- Complete property management for several local companies
- Customer service, contract negotiations, payroll, scheduling, and hiring

1984-1992

The MITRE Corporation- Bellevue, NE
Administrator/Project Control Coordinator

- Directed and performed accounting, purchasing, human resources, security, and budgeting

- Responsible for project management from beginning to the end
- Compiled proposals, information, forecasting, and staffing levels and presented to upper management

Education:

1984-1988

Columbia Pacific University- San Rafael, CA
Masters Degree in Business Administration

1979-1983

Bellevue University- Bellevue, NE
Bachelor of Arts Degree in Business Administration

References:

- Numerous references available upon request
-

Dave Rydl

[REDACTED] Eddy Texas 76524
[REDACTED]

Reference List:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Mark Schlievert

Moncks Corner, SC 29461

Management Profile

Utility Management • Client Relations • Public Relations • Project Management

Summary: Professional with over 41 years of track record of accomplishments in inspection, design, and project management of all types of heavy construction projects with the last 17 years directly related TO WASTE Management. Highly effective in Project management and operations with major accomplishments in permitting of MSW Sub-Title D Landfills, Vertical Expansions for both C&D, groundwater management and MSW Landfills, Wetlands Management, Landfill Gas to Energy Projects, Title V Air Quality Monitoring and permitting, Landfill Heavy Equipment Maintenance Programs, Employee Motivational Incentives, and Budget/Cost Saving Programs.

Highlights Or Awards

- Cumberland County, NC - Received an Outstanding Performance Recognition OPRA Award while with CDM for permitting, designing, project management, and Operational Training for Landfills to include permitting vertical expansion of an MSW and C&D Landfill over Old Capped Landfills.
- Berkeley County Landfill, SC - Responsible for turning around five (5) different landfills, at that site, that had three (3) pages of violations written up by the state inspection agency and at risk of being shut down. Within in three (3) months of implementing a turnaround plan, the site was listed as the best landfill in SC. Berkeley County Landfill has perfect state inspections for the past eight (8) years.
- Berkeley County Landfill, SC Implemented a reorganization plan that added new grades for the Heavy Equipment Operators that allowed us to provide incentives that increased productivity and decreased employee turnover. The end result was that we were able to decrease the number of heavy equipment operators, improve employee morale and reduce the overall costs while maintaining quality.
- Certified SWANA Manager of Landfill Operations and South Carolina SWANA Chapter Chairman of the Gas to Energy Projects.

Professional Experience

Berkeley County Water and Sanitation, Berkeley County, South Carolina

Berkeley County Water and Sanitation is a public utility company servicing in water, waste water, and solid waste for a population of approximately 175,000. They employ 237 people of which 77 falls under the solid waste department. Berkeley County Landfill receives about 1400-1600 tons/day of solid waste.

Director of Solid Waste

2000-2002 & 2004 - Present

As the Director of Solid Waste I am responsible for all aspects of landfill operations. This includes Landfill Gas to Energy Facility, Recycling, Operations of C&D, Sub-title D, and Compost Landfills, as

well as maintenance of a Pre-73, trench method, and vertical expansion landfills that have been capped, to include design of new landfill cells and closure projects. Responsible for writing and controlling a \$12 million dollar per year budget, Hurricane Emergency Management, Project Manager, to include Grant Writing, writing Federal, State, and Local Government reports, and leadership of 77 employees. Restructured operator advancement based on skill levels which has all but eliminated turnover of skilled employees. I have also completed a number of vertical expansion permits allowing MSW or C&D Waste to be placed over an old Trench Method Landfill. As an additional duty I am responsible for writing and management of emergency preposition contracts which has become the template used by FEMA across the country.

Landfill of North Iowa, Clear Lake, IA

Landfill of North Iowa is located in North Central Iowa about 40 miles from the Minnesota border and is a public owned landfill. It services 29 local municipalities and receives about 800 tons/day of solid waste.

Director of Solid Waste

2002-2004

As Director of Landfill of North Iowa I was responsible for all landfill activities. This includes management of 11 employees, a recycling/educational program, budgeting, and landfill engineering requirements, working with 29 different municipalities, emergency management, and submitting required local, state and federal reports to government agencies. I took this position as my father was ill and needed someone to take care of him, which is the reason you will notice a break as Director of Solid Waste for Berkeley County, SC.

Camp Dresser & McKee

1996 - 2000

Cambridge, MA

CDM is a worldwide engineering consulting firm offering consulting in water, waste water, solid waste, transportation, and other large construction projects.

Environmental Scientist

1999-2000

Raleigh, NC

Served as an environmental scientist who was responsible for writing Solid Waste Management Plans, permitting and designing landfills for different clients. Was an advisor to entrance level engineers in writing proposals for landfill construction, as well as the design and specifications of new Sub-title D MSW Landfills. Performed duties as project manager and geo-technical consultant on many other projects and writing pre-position contracts for emergency management.

Resident Engineer

1998-1999

Greensboro, NC

Served as the resident engineer for the Lake Daniel Finished Water Transfer Station and Reservoir Modifications in Greensboro, North Carolina. The project included the construction of 3-acre HDPE lined, eleven million-gallon clear well, pump station, force main, and park. As resident engineer, I coordinated and managed all construction-related issues between Owner, Contractor and CDM. Other duties included design modifications, monitoring and testing of subsurface strata for construction operations. Managed all payment applications and wide range of construction reports

Senior Construction Engineer

1997-1998

Berkeley County, SC

Served as the senior construction engineer for a \$12 million lined landfill located in Berkeley County, South Carolina. My duties and responsibilities include providing construction coordination for the owner, general contractor, and CDM's Raleigh office, supervising one to three soil technicians at various times, advising CDM on construction and geotechnical problems, and generating a wide range of construction correspondence and reports. Additional duties included, completion of numerous groundwater assessment reports for this project, as well as negotiations of future projects. This project was completed under budget and with-in schedule for which I received an outstanding performance award.

Senior Construction Engineer

1996-1997

Raleigh, NC

Served as the senior construction engineer for the design and construction of Cell 3 of the Buncombe County, North Carolina Subtitle D Landfill. I served in the same capacity at the \$6 million and \$8 Million lined landfill located in Onslow County and Wake County, North Carolina. My duties and responsibilities include providing construction coordination for the owner, general contractor, and CDM, supervising one to three soil technicians at various times, advising CDM on construction and geotechnical problems, and generating a wide range of construction correspondence, contractor's application for pay, and a wide range of construction/engineering reports. During this time I also served as senior construction engineer for a \$7 million vertical landfill expansion located in Cumberland County, North Carolina. All projects were completed ahead of schedule and within budget constraints, for which I received an outstanding performance award.

Prior experience includes Chief Quality Control Engineer for ACS Construction Company, Owner of Travertine Construction, and Serving with the U.S. Army Corps of Engineers.

Educational Background

Bachelor of Engineering Geology University of Iowa
Associates in Construction Technology Iowa Central Community College
U.S. Army Combat Engineering (Basic - Advance Civil Engineering)
U.S. Army Construction Diving
U.S. Army Heavy Equipment Maintenance

Technical Skills

Word, PowerPoint, Excel, Outlook, Surveying, Computer Aided Drafting, Nuclear Soil Testing Equipment, FEMA Certified (NIMS 100-400 & 700 levels) P.G.

Willing to Travel as Required

R. Landen Scoggins

[REDACTED]
LAVACA, AR 72941
[REDACTED]

01/26/2016

Director of Sanitation
City of Fort Smith
Human Resources
P.O. Box 1908
Fort Smith, AR 72902

To whom it may concern:

I am writing this letter to express my interest in the Director of Sanitation with the City of Fort Smith. I hold a Bachelor's degree in Professional Studies with Agriculture Business concentration and also a Master's degree in Secondary Education. I have a background in business and am seeking a position which is challenging and allow me to further develop my skills as a leader.

I have enclosed my resume' and an application from your Human Resources department. I look forward to visiting with you regarding this opening and appreciate your consideration.

Sincerely,

R. Landen Scoggins

Landen Scoggins

[REDACTED] Lavaca, AR 72941
[REDACTED]

Objective To gain employment using the skills and knowledge I have gained through education and life experiences.

Experience 2014-Present Lavaca Public Schools Lavaca, AR
Vocational Agriculture Teacher
Teach agri courses
FFA Advisor

2009-2014 Lavaca Public Schools Lavaca, AR
Construction Technology Instructor

- Teach NCCER Core curriculum
- Carpentry
- SkillsUSA Student Organization Advisor/Member

2005-2010 Lavaca Public Schools Lavaca, AR
Transportation Supervisor

- Oversee daily operation and coordination of transporting students to and from school.
- Maintenance of buses as well as records.
- Inventory control/purchasing of supplies.
- Comply with State regulations.
- Train new drivers
- Assist Administration with implementation and enforcement of District policies

1997-2005 L.S. Liquid Feed, Inc. Charleston, AR
Owner/President/Sales Representative

- Promotion, sale, and delivery of animal feed supplements.
- Maintained territory consisting of five counties and approx.
- 100-150 clients.
- Handled all aspects of business including advertising, conducting and
- Organizing producer meetings, creating computer-generated reports and
- Newsletters, marketing, purchasing, inventory control, and tracking product performance.
- Maintained client records and working relationships.

1997-Present Rafter 4S Farms Charleston, AR
Owner/Operator

- 157 Acre farm
- Beef cattle and hay production

- Custom Agri-Lime application

1992-1997 RLS Enterprises, Inc. Charleston, AR
Sales Representative

- Responsible for product delivery of animal feed supplements.
- Track inventory and quality control.
- Participate in and conduct producer meetings.
- Maintain customer/client relations.

Education

2012 University of Arkansas Fayetteville, AR
• **Masters of Education**
Career and Technical Education Concentration

2008-2009 Arkansas Tech University Russellville, AR
• **Bachelor of Professional Studies w/Agri Bus. Conc.**

1976-1989 Charleston Public Schools Charleston, AR
• Graduated 1989

Interest

[REDACTED]

References

[REDACTED]



EMPLOYMENT APPLICATION
 CITY OF FORT SMITH HUMAN RESOURCES DEPARTMENT
 PO BOX 1908
 FORT SMITH, AR 72902
 PHONE 479-784-2221 (Human Resources)

INSTRUCTIONS: Please print. Applicants must complete all the blanks accurately and completely. Neatness and legibility are important. Questions may be directed to the Human Resources Department at the above address and telephone number.

The City of Fort Smith is an Equal Opportunity Employer

In accordance with the civil rights Acts of 1964 and 1991, as amended, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the City of Fort Smith prohibits discrimination in employment because of race, color, sex, religion, national origin, age or disability, or status as a Vietnam-era or special disabled veteran.

Job Title you are applying for: Director of Sanitation Date Able To Start Work: _____

Name: Roger London Seagins

Address: _____ (number) _____ (apt #) _____ (city) _____ (state) _____ (zip)

Phone Number: _____ (home) _____ (cell) Email: _____

Check All Types Of Work You Will Accept: Day Work Evening Full-time Part-time

Circle Your Highest Education Level: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19+
 (Copies of diplomas and/or transcripts may be requested.)

Are you a high school graduate? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> or GED? Yes _____ No _____	HIGH SCHOOL, COLLEGE, Business, Technical Schools Attended	City	State	Diploma / Degree	
		<u>Charleston High School</u>	<u>Charleston</u>	<u>AR</u>	<u>DHS</u>
	<u>Arkansas Tech University</u>	<u>Russellville</u>	<u>AR</u>	<u>Bachelor's</u>	<u>2009</u>
	<u>University of Arkansas - Fayetteville</u>	<u>Fayetteville</u>	<u>AR</u>	<u>Master's</u>	<u>2012</u>

	Yes	No
1. If hired, can you show proof that you are legally eligible to work in the United States? In compliance with the Immigration Reform and Control Act of 1986, the City of Fort Smith requires that the identity and employment eligibility of all new employees be verified through completion of DHS Form I-9.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been fired or asked to resign from a job? If "yes," explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Have you ever pled guilty or been convicted of a crime in a civilian or military court? (This does not include Class "C" misdemeanor traffic violations which are more than three (3) years old.) If yes, please explain. If you have successfully completed a deferred adjudication or other probated sentence related to that crime, provide the date of completion and location of the court/agency administering the adjudication or probation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. At the time of making this application, are you under felony indictment or charged with a misdemeanor criminal violation? If the answer is "yes", please describe the charge(s).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Have you ever had your driver's license suspended or revoked? If "yes", explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Are you now working or have you ever worked for the City of Fort Smith? If "yes", explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Do you have any relatives, by blood or by marriage, working for or holding office for the City of Fort Smith? If "yes", explain.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Failure to answer the above questions truthfully may result in immediate dismissal. Answers of "yes" to questions #2-7 will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the job for which you are applying.

Special Qualifications and Skills: _____ CDL License Arkansas Class B
Supervisory experience, mechanical experience, MS Office, presentation experience

Special Qualifications and Skills: List qualifications and skills you possess which are required for the job described in the official job announcement, such as driver's license (give type and number), typing and/or shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or professional registration or licensing (give type of registration or licensing number, and expiration date). Indicate any training you have had which is directly related to the job.

Experience: Start with your present or most recent job. Include military service. Use additional sheets, if necessary, to show all relevant experience.

Employer's Name Lawson School District		Street Address 203 Fir Street		Type of Business Public School
City Lawson		State & Zip AR 72411		
Dates Employed From 2009 To Present		Your Title Teacher - Agriculture	Supervisor's Name [REDACTED]	
Starting Salary [REDACTED]	Ending Salary [REDACTED]	Reason for Leaving Presently Employed		
Description of Duties, Responsibilities and Accomplishments Teach, FFA Advisor				

Employer's Name Lawson School District		Street Address 203 Fir Street		Type of Business Public School
City Lawson		State & Zip AR 72411		
Dates Employed From 08/2005 To 08/2010		Your Title Transportation Supervisor	Supervisor's Name [REDACTED]	
Starting Salary [REDACTED]	Ending Salary [REDACTED]	Reason for Leaving Promoted to Teaching Position		
Description of Duties, Responsibilities and Accomplishments Supervise trans. personnel, train drivers, maintain required records for Dept. of Ed. Transportation, operate fleet management and maintenance.				

Employer's Name L.S. Liquid Feed, Inc.		Street Address 7719 Grand Prairie Rd		Type of Business Animal Feed Supplements
City Charleston		State & Zip AR 72433		
Dates Employed From 01/1997 To 12/2005		Your Title Owner	Supervisor's Name Self-employed	
Starting Salary [REDACTED]	Ending Salary [REDACTED]	Reason for Leaving Sold business		
Description of Duties, Responsibilities and Accomplishments				

May the City of Fort Smith contact your present employer regarding your job-related employment record? Yes _____ No

References:

Name	Address	Phone	Years Known
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

READ THE FOLLOWING CAREFULLY:

I hereby certify the above information is complete and accurate to the best of my knowledge and belief. I agree that my employment is based on the facts that I have given and any misrepresentation on my part will constitute a release to the employer for any liability that he or she may incur by having acted on such facts, and also constitutes grounds for my dismissal. I hereby authorize the City of Fort Smith to investigate the facts claimed by me.

I also understand that the City of Fort Smith is an "employment-at-will" employer and that the acceptance of an offer of employment does not create a contractual obligation upon the City of Fort Smith to continue to employ me in the future.

01/26/2010
Date

R. [Signature]
Legal Signature of Applicant

Bhagawan Shamrao

26 years experience in the field of solid waste

Mumbai, Work Statement

Intend to build a career with leading organisations which are involve in environment activity with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

Experience

Indian Institute of Technology, Bombay

Head of Department- HSE 21 september 1999 - Tilldate

Handling around 500 nos manpower Solid waste management of campus Segregation of MSW Operation and maintenance of Biomethanetion plant Operation and maintenance of composting plants Operation and maintenance of campus landfill Expirence in civil Engineering water and waste water treatment Roads & infrstructure

Education

KIT college of Engineering

B.E. Environmental May 1988

Walchand college of Engineering

M.Tech 1999

Indian Institue of Technology, Bombay, India

Ph.D. Contact 2014

Details

Career Job Title

26 years experience in the field of solid waste

Employment Type

Full Time

Education Completed

Doctorate

Current Salary



Desired Salary

\$150,000/yr

Are you willing to relocate?

Yes

Willingness to Travel

Up to 50%

Career Categories

Landfill

Solid Waste Services

Waste-to-Energy

CURRICULAM VITAE

Dr. Bhagawan Shamrao Patil

Indian Institute of Technology, Bombay,
Powai, Mumbai- 400076, India



Current Position

Head – Public Health Services, at **Indian Institute of Technology Bombay**, Powai, Mumbai, India

DOB: June 24 1965

Qualifications

BE – Environmental/Civil Engineering, Shivaji University of Kolhapur, India, 1988

ME – Environmental Engineering, Walchand Engineering college, Sangli, India, 1999

Diploma in Industrial & Construction safety, MSBTE, 2007.

Ph. D.: Civil Engineering Department, Indian Institute of Technology Bombay, Powai, Mumbai, India, 2014

Key Experience:

26 years experience in the field of Environment, Solid waste management, Health, Safety, Infrastructure, and Facility management.

International visits:

Presented paper in International conference of Solid waste management and technology, Philadelphia, USA in 2014

Visited Widener and Drexel Universities from Philadelphia and Cambridge and MIT, Boston, USA in 2014

Visited Universities and Industries from Beijing and Shanghai, China in 2013

Educational Qualifications:

Degree	Year of Passing	Board/ University	Grade
Ph. D.	October - 2014	Indian Institute of Technology, Bombay, Mumbai, India	AB
Advanced Diploma in Industrial and Construction Safety	January - 2007	M.S.B.T.E, Mumbai, India	First
M.E. (Environmental Engineering)	April - 1999	Shivaji University, Kolhapur, India	First
B.E. (Environmental Engineering)	April - 1988	Shivaji University, Kolhapur, India	First

Ph.D. Research (January 2010 – October 2014):

Research Theme:

DEVELOPMENT AND EFFICIENCY MONITORING OF BIOREACTOR LANDFILLS

Research Visit

- Visited Waste to energy generation plant, mechanical segregation of MSW and construction waste and E-waste segregation at Philadelphia, USA in April 2014
- Visited waste to energy plant at Shanghai, China in October 2013

Other activities as Ph.D. Research Scholar at IIT Bombay

- Visits to various industries, construction sites and waste process and disposal facilities in India
- Study on MSW generation, composition, segregation, recycle, and reuse
- Good experience on working with advanced instruments such as Frequency Domain Reflectometry, Time Domain Reflectometry, multilevel thermocouples and Impedance analyzer which are useful in bioreactor landfills to monitor and control moisture content and temperature.
- Operation and exposure to various advanced material characterization techniques/instruments such as CHNS analysis, Scanning Electron Microscopy (Environmental-SEM), Inductively Coupled Plasma-Atomic Adsorption Spectrometer (ICP-AES), Gas chromatography (GC & GCMS) and Atomic Adsorption Spectrometer (AAS).

Research Project undertaken

- Efficiency audit of water treatment plant at Balinga, Kolhapur, Maharashtra, India
- Water budgeting and waste water characterization – Sugar and Paper and pulp Industry
- Design, construction and commissioning of ETP - Sugar Industry and petrochemical Plants
- Environmental Impact Assessment (EIA) work for various industries and townships
- Aerobic and anaerobic composting and use of different bio-culture for acceleration in decomposition rate
- Enrichment of compost with help of natural minerals
- Conversion of biomass into energy and manure
- Design and installation work of plumbing and firefighting services for commercial and high rise buildings
- Design, construction and commissioning of STP and Biomethanation plant for small townships
- Segregation of MSW into recyclable and non-recyclable and installation of stationary compactor for compaction of non-recyclable MSW
- Development of field sustainable engineered bioreactor landfill (SEBLF) setup for treatment and disposal of MSW

Achievements:

- Presented research work in the Solid Waste Technology and Management conference at Philadelphia, PA, USA (March-April 2014)
- Selected for Global Social Venture Competition (GSVC) for Asia-Africa region conducted at ISB Hyderabad (March 2014)
- Development and efficiency monitoring of bioreactor landfill at IIT Bombay

- Use of advanced instrumentation in bioreactor landfills for control and monitoring of moisture content and scheduling of leachate recirculation
- Development of solid waste Management model at IIT Bombay
- Plant trial conducted for conversion biomass into energy

Research Papers Published:

03 - International Journals

04 - International and National Conference

Professional Associations (Member):

1. Water Environment Federation
2. Sustainability Professionals
3. ASCE: Environmental & Water Resources Engineering
4. ASCE: Geotechnical Engineering
5. Environmental Consulting Professionals
6. Biological Wastewater Treatment
7. Solid Waste Association of North America (SWANA)
8. Industrial Wastewater Treatment
9. Water Environment Federation
10. International Solid Waste Association (ISWA)

Experience

1- Indian Institute of Technology, Bombay, Powai, Mumbai - 400076, India. (September 1999 to December 2007 and January 2009 to Till date)

Period completed—14 years

Position Held - Head- services

Responsibilities handled:

Maintenance of educational campus having 550 acers area

Campus having residents around 25000 nos.

12000 nos. students

1100 nos. faculties and staff

17 nos. hostels having residential capacity min. 300 and max. 1000 students

More than 50 nos. departmental buildings

More than 100 nos. work shops

Every day more than 1000 nos visitors from various industries, institutions and Govt. offices

Regular visits of many other countries delegates

(Yearly budget of section ranges from 40cr to 50 cr)

Major activity

Solid Waste Management- MSW, Hazardous Waste, Hospital and Biomedical Waste, E-waste

Plumbing and sanitation - Design, construction and maintenance

Water & waste water treatment plants - Design, operation and maintenance

Environmental Impact Assessment (EIA) and Environmental audit,

Design and construction of composting and biomethanation plant
Development of MSW sustainable engineered bioreactor landfill,
Conversion of biomass in to energy
Water conservation and water budgeting
Housekeeping and pest control work
Liaising with Govt. Authorities
Handling of 500 nos supporting staff

2- Akrruti City, Mumbai, India. January 2008 to December 2008 (one year Lien from IIT Bombay)

Period completed— 01 year

Position Held – Dy General Manager - services

Responsibilities handled:

Design and execution of Solid waste management, plumbing, waste water treatment, rain water harvesting, safety and fire fighting systems for the following projects

02 - High rise residential building projects
04 - Ccommercial building projects (IT Parks)
07 - SRA projects
02 - MIDC development projects
(Cost of each project ranges from 50 cr to 800 cr)

Major activity

Environmental Impact Assessment (EIA) and Environmental audit work of upcoming townships
Team leader for ISO 14001 certification, green buildings accreditation and ERP system
Use of MSP and Auto CAD in all projects
Preparation of master plan for large campus and infrastructure development
Design and finalization of drawings for various services of high rise commercial and residential buildings
Design, construction & operations of sewerage, STP, SWD and rain water harvesting
Landscaping and garden development
Handling of construction and demolition waste
Handling of supporting staff

3- Sahydri S. S. K. Ltd, Karad, Dist. Satara, India. (November 1992 to September 1999)

Period completed— 07 years

Position Held – Head, Environmental Department

Responsibilities handled:

10000 MT per day capacity sugar industry plant
100000 liter per day capacity rectified spirit plant
30000 MT per year capacity composting plant
200 nos houses in residential colony

Major activity

Design, operation and maintenance of water and waste water treatment plants
Design, construction and operations of STP, ETP and CETP
Design, construction and maintenance of residential buildings
Environmental Impact Assessment and Environmental audit
Solid waste Management
Design, construction and operation of composting plant
Water budgeting, water conservation and reuse
Liaising with State and Central pollution control Board, Environment & Forest Department

4- R.B.P.S.S.K. Ltd, Rajaramnagar, Dist. Sangli, India. October 1990 TO October 1992

Period completed— 02 years

Position Held – Environmental Engineer

Responsibilities handled:

5000 MT per day capacity sugar industry plant
100000 lpd capacity rectified spirit plant
10000 lpd capacity aciton plant

Major activity

Design, operation and maintenance of water and waste water treatment plants
Water budgeting and conservation
Environmental Impact Assessment and Environmental audit
Liaising with State and Central pollution control board, Environment & Forest department
Handling of manpower

5- Environmental Protection Research Foundation, Sangli, India. August 1988 to September 1990

Period completed— 02 years

Position Held – Project Engineer

Responsibilities handled:

04 Nos Industry and 02 nos state and central govt. projects

Major Activity

Design of water and waste water treatment plants
EIA study and Environmental audit of industries and irrigation projects
Consent to development and consent to operate for industries
Krishna river project
Ambient Air and stack monitoring work
Water and waste water analysis

Training completed

- Environmental & Safety Audit
- Computer Training - MS-Office & Open -Office and Operating System
- Export - Import Rules
- First-Aid treatment
- Operation & Maintenance of Fire Extinguishers & Water Hydrants
- Use & Maintenance of Personal Protective Equipments
- ISO 14001:1996.
- Auto CAD
- MSP

Extra Co-Curricular activities:

- Developed solid waste and waste water treatment facility for small village
- Conducted basic computer training camp for children in the village school
- Started library facility in the village for children and seniors
- Formed group of younger's in the village for environmental activities
- Formed Organization for socio-economical activities in villages

Personal Details:

Name Dr. Bhagawan Shamrao Patil

Father Name

Gender

Marital Status

Date of Birth

Religion

Nationality

Languages Known

Correspondence Address

Permanent Address

Passport Details

PAN details

Driving Licence

References:

[Redacted]

[Redacted]

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.



Place: Mumbai
Date – 19 February 2015

(BHAGAWAN S PATIL)

Beverly A. Sinkuler

Fort Smith, AR 72016

PROFILE

- Analytical, organized, and dependable team leader with more than 20 years of accounting experience including proven measurable results in inventory control and cash flow enhancement.

PROFESSIONAL EXPERIENCE

West Fraser, Inc.

Controller

Mansfield, AR

8/2013 – 12/2015

\$45M annual revenue

- Played key role in conversion of ownership systems
- Led inventory team for monthly counts
- Created the purchase order system and accounts payable process
- Produced daily Sawmill, Planer Mill, Kiln and KPI reports
- Supervised nine employees
- Coordinated Oracle training for regional mill controllers
- Assisted with internal audits resulting in zero findings

Cloyes Gear & Products, Inc.

Controller (manufacturing plant and distribution center)

Fort Smith, AR

2011 - 2013

\$75M annual revenue

- Reduced inventory loss exposure from \$90k per quarter to \$1k in Q4 2011
- Created inventory and champion team, who performed monthly cycle counts
- Involved in quality audit and production fast response teams
- Formed quarantine audit trail that reduced scrap by 75%
- Performed month-end close, prepared financial statements, and reported fixed assets
- Established and monitored internal controls
- Assisted with external audits and SOX compliance procedures
- Analyzed standard costing, inventory valuation, and material/customer profitability
- Developed annual operating plans and monthly forecasts

RLI Transportation Services, Inc.

Controller

Fort Smith, AR

2001 - 2011

\$12M annual revenue

- Assisted in creation of three additional business entities and completed reporting requirements for each
- Prepared monthly, quarterly, and annual financial statements
- Supervised eight employees
- Completed payroll and sales tax returns for more than twenty states
- Implemented two accounting software conversions, as well as two database conversions
- Created commissions program for sales staff

Precision Glass Bending, Inc.

Controller

Greenwood, AR

1998 - 2001

- Prepared monthly, quarterly, and annual financial statements
- Maintained all human resource files and related government documentation
- Converted company from paper based accounting system to computerized system

- Implemented accounting software conversion
- Prepared company portfolio in order to secure \$14M in funding for new manufacturing equipment.
- Created computerized individual workstation costing systems throughout the plant to aid in costing analysis and inventory tracking/valuation

EDUCATION

Arkansas State University

Bachelor of Science, Accounting – 1994

REFERENCES

Available upon request

CAREER OBJECTIVE

To acquire the Director of Sanitation Position so that my work ethic, organizational skill, leadership and military experience along with my passion for excellence can contribute to our community.

CAREER BACKGROUND

Baldor/ABB 2002-Present Department Supervisor

Production Supervisor

- Meet or exceed the productivity goals of Stator Department and previously Rotor Department so that Baldor's overall success could be achieved
- Trained and cross trained most personnel within the department so that attendance issues would not increase risk level for safe production
- Continuously Communicate with other departments throughout the shift so that Safety and production is maintained and customers are taken care of
- Use knowledge of computer programs such as power point, and excel to professionally communicate statistics, productivity, and other pertinent information to proper department heads

Key Achievements

- Through the Team Philosophy and leading by example, set and surpassed the production record of within my department
- Helped implement the new Safe Start Program by delivering, by presentation, 18 sessions to groups of employees.
- Created PVC Covers for our customer's stators with extended end-turns to eliminate damage to windings and maximize space for production
- Helped develop and implement the TTX Varnish System confined space cleaning procedure
- Currently involved in a lean cell that will save in excess of \$150,000 per year
- Was a member of the CEO's Team, put together to develop Baldor's History and Culture Awareness class. Was sent to offsite facilities to present the course.
- Have helped develop multiple hourly employees to take on supervisor or other leadership roles

U.S. Army National Guard 1996-Present **UH-60 Blackhawk Helicopter Pilot / Unit Safety Officer (2008-Present)**

- Specialized trainer, counselor, and leader.
- Routinely operate, maintain, train others, and maintain accountability of multimillion dollar Military Aircraft and other sensitive equipment
- Take a proactive role in leadership, accountable for the health and welfare of others, I place safety at the forefront of every decision making process
- As an Army Aviator, I have extensive experience making quick educated decisions in a fast paced and sometimes stressful environment
- As the Unit Safety Officer, I advise leadership in risk mitigation/management and safety related issues with a zero accident goal
- I am an Army Officer and as such, support all leadership in achieving or exceeding the organizational goals

EDUCATION

Grantham University- 115 credits toward Bachelor of Science, Multi-Disciplinary Studies (active in my last semester)
GPA. 3.8

Additional Credentials

- CNC Operator experience in Stator, Endplate, and Rotor Depts.
- UFAS Workforce Leadership I and II
- Dale Carnegie Course
- Primary Leadership Development Course
- Basic NCO Leadership
- Officer Development Course
- Additional Duty Safety Officer Course
- OSHA 10 General Industry Safety Course
- Baldor Microsoft Excel Level I and II
- 49 CFR 80hr Technical Transportation of Hazardous Materials Course
- Command and Leadership Safety Course
- Developing Successful Managers Course lead by V.P. of Operations

James Thompson

[REDACTED]
Fort Smith, AR 72916

[REDACTED]
January 4, 2016

Human Resources
PO Box 1908
Fort Smith, AR 72902

Dear Human Resources:

I would like to express interest in response to your advertisement for the position of Director of Sanitation. Based on the requirements listed in the ad, I feel that my skills and experience is a perfect match for this position.

I have over 15 years' experience in operations as both a Director and Operations Manager. I have a Master's Degree in Human Resource Management and a Bachelor's Degree in Industrial Operations Management. In my career I have excelled at Budget creation and Management. I have also have excelled at Employee relations, whether it is Hiring, Retention or Team Building. I believe in Policies and process improvement. I have a strong core in Safety, Quality and Customer Service.

I have enclosed my resume for your review. I look forward to further discussing opportunities. If you have any questions or would like to schedule an interview, please call me [REDACTED]

Sincerely,

James Thompson

Enclosure

JAMES THOMPSON

Fort Smith, AR

EXECUTIVE SUMMARY

A proven manager and strategic leader that can maximize an organization's growth. Dedicated to maintaining a reputation built on quality, service, and uncompromising ethics. Utilizing intuition and experience in designing effective workflows and procedures.

PROFESSIONAL EXPERIENCE

RYDER

2014 –present

OPERATIONS MANAGER-RESPONSIBLE FOR DISTRIBUTION OF FROZEN PRODUCT. I AM ALSO RESPONSIBLE FOR THE SAFETY OF THE EMPLOYEES AND THE OVERALL OPERATION OF A THIRD PARTY FACILITY

Safety Management

- Observations and Reporting
- Training and Compliance
- Lead Food Safety Team

Customer Service

- Customer Contact and follow up
- Complaints and Corrective Actions

Inventory Management

- Utilizing Accellos Software
- Cycle Counting
- Full Annual Inventory
- Making Positive and Negative Adjustments
- RF Management

Budget Management

- Develop and manage a budget by implementing and developing cost saving measures
- Create Invoices
- Equipment Purchases-CAP EX

Quality Control

- Minimize problems by addressing them in their early stages
- Create SOP's for Receiving and Distribution
- Implement ASI Standards in Food Safety
- Train Employees
- Lean

Personal Management

- Match employees with their skill levels
- Employee retention
- Human Resources
- Conduct Employee Appraisals

- Developing KPI's
- Hire/ Terminate
- Employee Appreciation

OZARKS FOOD HARVEST

2007 –2014

DIRECTOR OF OPERATIONS-RESPONSIBLE FOR TRANSPORTATION AND WAREHOUSING OF DRY, REFRIDGERATED AND FROZEN PRODUCT. I AM ALSO RESPONSIBLE FOR THE SAFETY OF THE EMPLOYEES AND THE SAFETY OF THE CLIENTS UTILIZING OUR PRODUCTS.

Disaster Responses

- Worked with FEMA and SEMA in response to Joplin Disaster
- Served on Mass Care Committee with FEMA and SEMA
- Worked with Court Ogilvie and Debi Meeds of Red Cross to facilitate Mass Distribution
- Was main source of perishable product for Joplin
- Planned Distribution of 3.5 Million lbs of food in Joplin Disaster
- Developed Mass Distribution Plan
- FEMA course IS454 Fundamentals of Risk Management
- Consulted for Flooding Efforts for New England Area 2011
- Spoke at SEMA Regional Meeting
- Helped create MOU with SEMA(Missouri)
- Point of contact for negotiating Mass Distribution for Feeding America and Ozarks Food Harvest
- Developed Continuity Plan and Disaster Plan
- Disaster Response Team for Feeding America during Joplin Disaster
- Developing POD (Points of Distribution) reduction Plan
- Developed Disaster Response Map by overlying agencies and potential PODS

Government Relations

- USDA reporting
- Homeland Security Inspections
- County Inspections
- Donor Inspections

Safety Management

- Implemented Equipment and Vehicle Maintenance SOP's
- Ensure employees are DOT compliant
- Implement Safety Program
- Lead Food Safety Team to Superior Rating of AIB

Customer Service

- Customer Contact and follow up
- Donor Management

Inventory Management

- Utilizing Primarius Software
- Cycle Counting
- Full Annual Inventory
- Making Positive and Negative Adjustments

Budget Management

- Develop and manage a budget by implementing and developing cost saving measures
- Create Invoices

- Equipment Purchases
- Building and Vehicle Maintenance

Quality Control

- Minimize problems by addressing them in their early stages
- Create SOP's for Receiving and Distribution
- Implement AIB Standards in Food Safety
- Train Employees

Personal Management

- Match employees with their skill levels
- Increased productivity by 50%
- Employee retention
- Human Resources
- Conduct Employee Appraisals
- Hire/ Terminate
- Employee Appreciation

Volunteer Management

- Planning
- Supervising
- Recruiting

BUSKE TRUCK LINES

2001- 2006

OPERATIONS AND WAREHOUSE MANAGER

STARTED AS DISPATCHER AND MOVED IN THE RANKS OF **OPERATIONS** AND **WAREHOUSE MANAGER**

- Managed 250,000 square foot warehouse and 20 tractor trailers.
- Developed and managed operating budget
- Customer Service
- Develop employee retention
- Increased revenue
- Load planning

EDUCATION

MASTER OF ARTS

2002-2004

HUMAN RESOURCE MANAGEMENT

WEBSTER UNIVERSITY

ST. LOUIS MISSOURI

BACHELORS OF ARTS

1997-2001

INDUSTRIAL OPERATIONS MANAGEMENT

MINOR-SAFETY MANAGEMENT

NORTHEASTERN STATE UNIVERSITY

TAHLEQUAH OKLAHOMA

SALARY HISTORY

James Thompson

[REDACTED]

Fort Smith, AR 72916

[REDACTED]

OPERATIONS MANAGER (2014-PRESENT)

Ryder System, Inc., Van Buren, AR

Current annual Salary

[REDACTED]

Beginning annual Salary

[REDACTED]

DIRECTOR OF OPERATIONS (2007-2014)

Ozarks Food Harvest, Springfield, MO

Current annual Salary

[REDACTED]

Beginning annual Salary

[REDACTED]

OPERATIONS MANAGER

Buske Lines Inc., Fort Smith, AR (2001-2006)

Current annual Salary

[REDACTED]

Beginning annual Salary

[REDACTED]

Professional References for James Thompson

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

SHANE THOMPSON

[REDACTED]
Spiro, OK 74959
[REDACTED]

OBJECTIVE

- **To Help Your Establishment Be the Best That it Can Possibly Be**
- **Work Hard**
- **Fast Learner**
- **Always Complete Tasks**
- **Obtain Employment**

EXPERIENCE

Oklahoma Department of Human Services
Poteau, OK 74953
July 2015 to Present
Child Welfare Specialist
Supervisor: Lora Daugherty
918-649-2300

Spiro High School/Spiro Middle School
January 2015 to May 2015
Substitute Teacher
Supervisors: Larry Greenwood
918-962-2493

Spiro High School (Baseball Internship)
January 2015 to May 2015
Assistant Coach to High School Baseball Team
Supervisor: D.J. Gist
918-962-2493

Spiro High School (Internship)
May 2014 to December 2014
Supervisor: Larry Greenwood
918-962-2493

Platinum Distribution
June 2014 to August 2014
Merchandiser
Supervisor: Aaron McGrew
479-474-7632

Spiro Little League
April, 2014 – July, 2014
Umpire
Supervisor: Justin Warren
918-413-4999

Arkoma High School Baseball
Feb. 2014 to May 2014
Umpire and various duties
Supervisor: Rick Harvey
479-647-0369

John's Sanitation
November 2012 to August 2014
Trash Truck Operator
Supervisor: John Redwine, III
479-650-5675

Spiro School (pre-internship)
May 2013 – December 2013
Spiro High School Football Team
Supervisor: Coach Chris Bunch
918-962-2493

Northwest Arkansas Naturals Minor League Baseball Team (pre-internship)
Jan 2013 to September 2013
Many Different Positions from field crew to working in office
Supervisor: Adam Wright
479-927-4900

Kenneth Waddell

[REDACTED] Gore, Ok (currently relocating to Ft. Smith, Ar.)
[REDACTED]
[REDACTED]

Career Goal: My goal as a Safety and Environmental professional is to find a home with a company that believes as much as I do in the importance of protecting people and the environment. Seeking a position near my residence.

Work Experience

Site Safety and Environmental Advisor

Inland Dredging Company

10-2015 to present in Lake Charles, La with US Army Corp of Engineers

Site Safety and Environmental Advisor

Project assignment for Aerotek contracting with Great Lakes Dredge and Dock

6-2015 to 10-2015

- Reviewed and prepared permit applications.
- Prepared documents and reports.
- Strived to preserve a pre-established culture, while planning, establishing, implementing, and maintaining a variety of environmental programs, safety practices and procedures, to reduce the frequency and severity of accidental loss in the areas of worker's compensation, general liability, and property.
- Completed investigations with the United States Coast Guard and the United States Army Corps of Engineers.
- Evaluated effectiveness of safety and environmental programs through daily field walks and observations.
- Mentored and coached employees exhibiting unsafe behaviors and provided recognition for employees exhibiting safe behaviors.
- Delivered safety training and orientations.
- Performed incident investigations and assisted our claims management and upper HSE management.
- Provided regular feedback to project management for improvement and recognition.
- Ensured compliance with all local, state, federal safety and environmental standards and regulations.
- Performed USACE EM385 inspections and assessed working conditions in relation to federal, state, and local regulations safety compliance.
- Conducted safety meeting
- Established a professional relationship and built rapport with USACE chief inspector.

Safety Coordinator

Project assignment with National Boiler Services Inc. Trenton, Ga. April 2015-June 2015
Safety Coordinator for two projects with International Paper in North and South Carolina

- Ensured compliance with all local, state and federal regulations, while working outages/shut down operations with 198 employees on-site.
- Evaluated effectiveness of safety programs through daily field walks and observations.
- Delivered safety training/orientations as well as conduct safety meetings.
- Performed incident investigations.
- Provided regular feedback to HSE project management for improvement and recognition.
- Audited and assessed working conditions in relation to safety compliance.
- Managed a large staff of hole watch and fire watch foreman for two 12 story boiler systems.
- Assured effectiveness of lock out/tag out procedures, confined space procedures for over 100 entrants and attendants.
- Ensured proper use of PPE, fall protection, respirators and calibrated and maintained atmospheric monitoring equipment.
- Mentored employees for both safe and unsafe behaviors and gave due recognition.
- Tested for substance abuse.

HSE Consultant

One-year contract assignment with Taylor Safety consulting / Lewis Energy Group / British Petroleum. Encinall, TX May 2014 April 2015

- Performed OSHA 31 and pre-spud inspections for each natural gas well-site.
- Provided over-site for critical lifts in excess of 75 tons.
- Assured compliance and with all local, state and federal regulations.
- Evaluated effectiveness of safety programs through daily field walks and observations.
- Performed Taproot analysis.
- Mentored and coached employees exhibiting unsafe behaviors and provide recognition for employees exhibiting safe behaviors.
- Delivered safety training and orientations.
- Performed incident investigations.
- Provided regular feedback to HSE project management for improvement and recognition.
- Ensured compliance with all local, state and federal safety and environmental standards and regulations.
- Audited and assessed working conditions in relation to safety compliance.
- Conducted safety meetings.
- Assured effectiveness of lock out/tag out procedures, confined space procedures, H2S monitoring procedures and etc...
- Monitored release and spill clean-up as well improved spill prevention clean-up and counter measure programs.
- Maintained an impressive record of zero loss time accidents for one year.

Environmental Advisor/Safety Coordinator/Pusher

Service provider for mills, power plants and drilling rigs.

Specializing in confined space cleaning and excavation

Fidget Oilfield Services Eufaula, Oklahoma 2009-2014

- Assured compliance with all local, state and federal regulations.
- Managed all operations for the transportation and disposal of hazardous waste.
- Prepared a written hazardous communication program.
- Established a written respiratory program.
- Designed an emergency action plan.
- Facilitated a spill prevention programs
- Provided training on lock out/tag out procedures, confined space entry, blood borne pathogens, H2S, trenching, excavation and etc...
- Maintained DOT compliance for company fleet.
- Performed job hazards analysis and accident investigations and prevention.
- Calibrated and maintained atmospheric monitoring equipment.
- Oversee of release and spill clean-up as well as improve SPCC spill prevention clean-up and counter measure programs.

Education: Double major, Bachelors of Science in Environmental Health and Safety Management. Northeastern State University overall **3.6 GPA**.

Certifications/Training: Class A (CDL) Commercial Driver's License, First Aid, CPR/AED Rescue, Hazwoper 40, OSHA 30 general industry and Construction, Confined Space, Industrial HVAC (EPA), Gas Piping, Major appliance repair, electrical trades, H2S, boaters safety ed., certified rigger and etc.

Groups/Organizations: American Society of Safety Engineers, Honors Society, Northeastern State University Alumni, Help-n-Crisis.

- I also have several years of oil gas experience, drilling and completing natural gas wells. With Nabors drilling, Alexander Drilling, Caza Drilling and circle K well completions.



Mike Wiederkehr



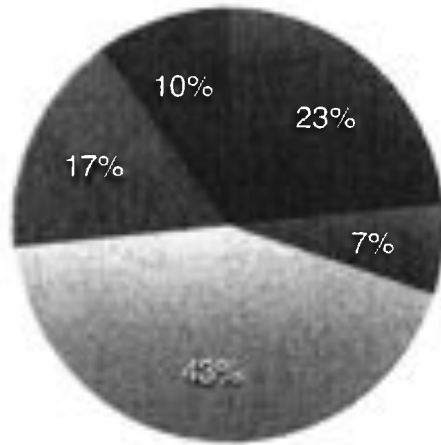
Glendale, CA 91207

Profile

Thirty years of municipal government experience including solid waste management, Human Resources, Economic development, management of a multi-departmental permit center, organizational restructuring assessments, complex budgetary/cost analyses, contract management, staff liaison to multiple boards and commissions. Currently oversee a staff of 75 and a budget of \$22 million. First two years of municipal experience were at the City of Fort Worth, Texas. All subsequent years of continuous service are at the City of Glendale, California.

Career Tenure by Field

- Human Resources
- Economic Development
- Building & Safety
- Public Works Administration
- Integrated Waste Management



Experience

ASSISTANT INTEGRATED WASTE ADMINISTRATOR – 09/2012-PRESENT

Manage the day-to-day operations of a full service Sanitation division at the City of Glendale which provides single-family, multi-family and commercial refuse collection and disposal services. Responsible for budget, customer service, goal attainment, KPI reporting, and diversion efforts.

PUBLIC WORKS ADMINISTRATOR – 05/2007-09/2012

Handled special projects for the Director of Public Works including: Study of sewer maintenance and sidewalk replacement operations; determination of the city's true cost to own, operate, maintain, and replace a fleet of 1,200 vehicles and apparatus; Personnel investigations; preparation of Council agenda staff reports; conduct special community meetings; ordinance preparation.

PERMIT SERVICES ADMINISTRATOR – 10/1994-05/2007 CITY OF GLENDALE, CA

Began as a one-year overlapping acting assignment from the City Manager, became a thirteen year endeavor in which I oversaw and streamlined processes for a multi-departmental, one-stop permit center. Oversaw 37 Building & Safety staff and housed/coordinated the work of additional Zoning, Engineering, Fire, Traffic, Integrated Waste, Environmental management, and Water & Power staff.

BUSINESS ASSISTANCE OFFICER – 03/1993-07/1995 CITY OF GLENDALE, CA

Served as Ombudsman to the business community on behalf of the City Council and City Manager. Shepherded large or significant projects through City processes. Analyzed and proposed streamlining modifications to project review processes, procedures and ordinances.

SENIOR PERSONNEL ANALYST – 1989-1993 CITY OF GLENDALE, CA

ASSOCIATE PERSONNEL ANALYST – 1987-1989 CITY OF GLENDALE, CA

PERSONNEL ANALYST – 1987-1987 CITY OF GLENDALE, CA

PERSONNEL ANALYST II – 1986-1987 CITY OF FORT WORTH, TX

PERSONNEL ANALYST I – 1985-1986 CITY OF FORT WORTH, TX

PERSONNEL TECHNICIAN I – 1985-1985 CITY OF FORT WORTH, TX

Performed traditional functions of job analysis, testing, selection, salary/benefit surveys, labor relations negotiations, contract cost analysis, personnel investigations, supervisory training, employee counseling, and served as staff to the Civil Service Commission within a formal, civil service system.

Education

Woodbury University, Burbank, CA - M.A. 2007 - Organizational Leadership

University of North Texas, Denton, TX - 45 graduate units - Industrial/Organizational Psychology
with an emphasis in organizational assessment and consulting

Loyola University, New Orleans, LA - B.A. in 3 years, 1978 - Psychology

Skills and Credentials

Member of the American Public Works Association (APWA)

Member of the APWA Leadership and Management Committee

Earned the APWA's highest credential of Public Works Leadership Fellow

Member of the Solid Waste Association of North America (SWANA)

Earned SWANA certification as Collection Systems Technical Associate (Cert # 915920)

Formal professional presentations include the 2008 APWA Southern CA chapter monthly meeting; the 2009 League of California Cities annual Public Works conference held in Monterey, CA; Article publication in the June 2014 issue of the national APWA Reporter magazine; and inclusion of three chapters in the soon to be published APWA Public Works Institute textbook.

References

References will be provided upon request.

Wiederkehr, Michael

From: [REDACTED]
Sent: Thursday, December 17, 2015 8:48 AM
To: Wiederkehr, Michael
Subject: Thank you!

Dear Mike,

I just wanted to briefly say "Thank you" for the work you're doing for the American Public Works Association. Your articles for the APWA Reporter and the chapters you wrote for our new textbook, Supervision and Management in Public Works, were great! We appreciate your willingness to share your knowledge and experience with the rest of the Public Works industry.

We hope you will continue to participate in APWA's Knowledge Team as well as sharing insights in the field of sanitary engineering with others.

Thank you!

[REDACTED] PE, PWLF
Member, APWA Leadership and Management Committee

Sent from my iPhone



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www.apwa.net

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Kansas City, MO 64108-2673
816-472-6100 800-848-APWA
fax 816-472-1510

1275 K Street NW, Suite 750
Washington, DC 20005-4083
202-408-9541
fax 202-408-9542

AMERICAN PUBLIC WORKS ASSOCIATION

December 18, 2015

This letter is to confirm that Michael Wiederkehr is a member of APWA's Leadership & Management (LM) Knowledge Team. LM Knowledge Team members have a unique opportunity to share their input with APWA's Leadership and Management Committee and have a primary role in shaping the future of APWA and public works leaders.

As a member of the knowledge team, Mr. Wiederkehr recently served as a subject matter expert writing chapters on "Training New Employees", "Understanding Line-Staff Roles and Relationships" and "Basic Organizational Design" for APWA's new publication *Public Works Supervision and Management* and contributing articles to APWA's monthly magazine the *Reporter*.

In addition, Mr. Wiederkehr has earned APWA's Donald C. Stone (DCS) Center Public Works Leadership Fellow (PWLF) credential. The PWLF credentialing program is the fourth level of the Leadership and Management career path offered through the DCS Center. With nearly half of the current leaders in public works nearing retirement age, the PWLF program was created to meet the critical need to foster and develop leadership skills in the next generation of public works executives. Leadership Fellows have a unique opportunity to invest in the future through a focused mentorship program.

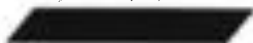
Sincerely,



DCS Operations Manager

PRESIDENT
Brian R. Usher, PWLF

INTERIM EXECUTIVE DIRECTOR
Larry W. Frevert, P.E., PWLF



October 10, 2015



Letter of Recommendation: Michael Wiederkehr


Dear Mr. Knapp;

This letter is intended to provide a brief background, recommendation and my personal comments on Mike Wiederkehr. I have had the pleasure of working with Mr. Wiederkehr for almost 25 years while I served as the Director of Parks and Recreation and Assistant City Manager for the City of Glendale. During this time, I worked closely with Mike as he progressed from Human Resources into increasingly more complex and responsible positions including the City's Business Assistance Officer, Permit Services/Building and Safety Administrator and as a key assistant in to the Public Works Director. Due to Mike's analytical skills, he personally assisted me with several organizational/operational assessments, which directly led to Mike being appointed as Business Assistance Officer and ultimately the Permit Administrator, in which case he was assigned to bring structure and accountability to a unit that was experiencing operational difficulties. In both regards, Mike was trusted with and responsible for developing new programmatic efforts with specific effectiveness and performance expectations, which he fully achieved. Mr. Wiederkehr was then moved into a key role that could allow his administrative skills to be used on an even broader basis.

In all respects, Mr. Wiederkehr performed these responsibilities in an outstanding, competent and professional manner. He is structured and organized, establishes performance expectations and metrics to insure their accomplishment. Given his HR background, Mr. Wiederkehr fully understands the value of employee engagement, training and preparation, as well as the need to hold employees accountable for expected performance. He is highly self-motivated, fully embraces the tenants and responsibilities of public service and is unmatched in his workplace ethical performance and customer service skills. Mr. Wiederkehr is an excellent communicator and has outstanding analytical skills and writing ability, often being responsible for preparing staff reports to City Council on complex initiatives as well as routine operational matters. Given the duties assigned to Mr. Wiederkehr, he has often been responsible for conducting community and focus group meetings, where his humility and sincere style and approach make him very effective working in such circumstances.

Beyond the "technical" aspects of Mr. Wiederkehr's work, he is also simply a "good" person. Mike is an extremely valuable member of any team, contributing much more than his job would require. He is a very pleasant person to work with, possesses a good sense of humor and has a contagious positive outlook. Mike is able to deal with fellow employees and the general public in a friendly yet professional manner, utilizes progressive leadership and supervisory skills and simply is very effective in whatever role or challenge he undertakes.

It is with confidence that I recommend Mr. Wiederkehr for the role of Sanitation Services Manager. Please don't hesitate to contact me if I can provide additional insight into Mr. Wiederkehr's suitability for this role.



Recognize Your Leaders

Leaders, the Cardinal Virtues and Door Hinges

OR: Why our clerical Office Operations Supervisor is so important to our success here at Integrated Waste Management

Submitted by: Michael Wiederkehr, PWLF, Assistant Administrator, Integrated Waste Management, Glendale Public Works, Glendale, California, mwiederkehr@glendaleheights.org

If leaders were construction materials, what part of the building would they be? Strong foundations? Exemplary vertical pillars? Windows that let in light and reveal the outside world? Sheltering roofs? Borrowing from classical antiquity, I'd like to suggest that door hinges are a remarkably good fit.

The Cardinal Virtues and Good Cities

In *The Republic*, Plato (roughly 400 BC) narrates a discussion on the characteristics of a good city where the

following virtues are ultimately agreed upon: "Clearly, then, it will be wise, brave, temperate (literally: healthy-minded), and just."

The Roman philosopher and statesman Cicero (106-43 BC), like Plato, identified four key aspects of virtue. "Virtue...has four parts: wisdom, justice, courage, temperance."

In Christian tradition, St. Ambrose (330-397 AD) was the first to use the expression "cardinal virtues." "And

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we know that there are four cardinal virtues: temperance, justice, prudence, fortitude.”

And here’s where I make my connection. The term “cardinal” has nothing to do with the church or birds. It comes from the Latin word *cardo*, meaning the hinge of a door. The cardinal virtues got their name precisely because they are the “pivotal” virtues which successful civilizations recognize as required for a virtuous life, a good city, and I would suggest, for successful leaders.

Glendale, California

The City of Glendale, California, is a full-service municipality and the third largest city in Los Angeles County with approximately 200,000 residents. In addition to police and fire departments, the city is its own water and power provider, power plant operator as well as solid waste collector with our own active landfill and fleet of refuse trucks.

But our fleet of refuse vehicles don’t drive themselves. A team of 60 drivers are the arms and legs of our operation who are harnessed and coordinated by the eyes of our team, four field supervisors who ensure that the job gets accomplished out in the real world each day. If this is an accurate analogy (if not a corny one) then our team of seven office staff are the ears who listen to our customers and relay their requests for service as well as handle the administration and billing which, frankly, keeps us in the commercial as well as residential refuse collection business.

Cynthia Torres, Office Operations Supervisor

At the center, or heart, of our team is a woman named Cynthia Torres who acts as our air traffic controller. She supervises our office staff, but also acts



Cynthia Torres

as the critical connection between the world of our customers and our field staff. She is, in fact, the hinge in our building and it is through her doorway that so much critical information flows which enables the day-to-day coordination of service delivery within our operation.

Cynthia is indeed pivotal to our success. She has one foot in the world of customer service office staff and the other in the world of trash truck drivers and their supervisors. She is not even close to being our highest paid supervisor, nor does she wield the broadest authority. She is critical not because of her title but because of her leadership, and she is successful not just because of her job knowledge, but because she embodies the cardinal virtues that Plato acknowledged as important for “good cities”:

- Prudence: also called wisdom; the ability to judge between possible alternatives and take appropriate actions at a given time.

- Justice: also called fairness; consistently rendering to each one what is due to them.
- Temperance: also called restraint; the practice of self-control and moderation.
- Courage: also called fortitude; forbearance, strength, endurance, and the ability to confront fear, uncertainty, and intimidation.

While they may not appear in our organization’s job descriptions or performance evaluation criteria, I would suggest that the cardinal virtues never get old or lose their relevance, even after 2,400 years. They not only make for good cities, but for good leaders as well. Who in your organization embodies these virtues?

If you would like to submit a nomination for a future Recognize Your Leaders column, e-mail Becky Stein at bstein@apwa.net.

