

AGENDA
CHOCOLAY TOWNSHIP SPECIAL BOARD

Township Fire Hall Room
December 2, 2024 – 5:30 P.M.

- I. MEETING CALLED TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL:** Dave Lynch (Supervisor), Max Engle (Clerk), Ben Zybert (Treasurer), Richard Bohjanen, Mark Stonerock, Donald Rhein, Jon LeGalley (Trustees).
- IV. APPROVAL OF AGENDA – Additions/Deletions.**
- V. PUBLIC COMMENT**
- VI. CONSENT AGENDA**
 - A. Approve Minutes of Previous Meeting – Regular Meeting, November 11, 2024.
- VII. SUPERVISOR REPORT**
- VIII. CLERK’S REPORT**
- X. PUBLIC HEARING**
- XI. PRESENTATIONS**
- XII. UNFINISHED BUSINESS**
- XIII. NEW BUSINESS**
 - A. Consider Township Manager Applications for Interviews.
 - B. Consider Review of FOIA Coordinator, Office of Manager Procedure.
 - C. Discuss Manager Timing and Transition Planning.
- XIV. BOARD MEMBER’S COMMENTS**
- XV. PUBLIC COMMENT**
- XVI. CORRESPONDENCE, MEETING MINUTES AND INFORMATION.**
- XVII. ADJOURNMENT**

November 11, 2024

The Regular Meeting of the Chocolay Township Board was held on Monday, November 11, 2024, in the Chocolay Township Fire Hall. Supervisor Bohjanen called the meeting to order at 5:30 p.m.

PLEDGE OF ALLEGIANCE.

TOWNSHIP BOARD.

PRESENT: Richard Bohjanen, Max Engle, David Lynch, Judy White, Don Rhein

ABSENT: Ben Zyburt (excused), Kendra Symbal

STAFF PRESENT: William De Groot, Suzanne Sundell

OTHER STAFF IN ATTENDANCE: Tony Carrick, Nick Carter, Mason Mitchell, Jon LeGalley, Liz Norris-Harr, Linda Poole, Joe Neumann

APPROVAL OF AGENDA.

Rhein moved, Engle supported to approve the agenda as presented.

MOTION CARRIED

PUBLIC COMMENT – NONE.

CONSENT AGENDA

- A. Approve Minutes of Previous Meeting – Regular Meeting, October 14, 2024.
- B. Approve Revenue and Expenditure Reports – October 2024.
- C. Approve Bills Payable, Check Register Reports – October 3, 2024 (Check #'s 27145 – 27163, in the amount of \$13,602.43), October 11, 2024 (Check #'s 27164 – 27179, in the amount of \$10,987.11), October 22, 2024 (Check #'s 27180 – 27202, in the amount of \$42,245.13), and October 31, 2024 (Check #'s 27203 – 27220, in the amount of \$13,716.24).
- D. Approve Bills Payable, Tax Check Register Reports – October 3, 2024 (Check #'s 5097 – 5099, in the amount of \$1,117,644.47), October 11, 2024 (Check #'s 5100 – 5102, in the amount of \$1,106,071.60), and October 22, 2024 (Check #'s 5103 – 5105, in the amount of \$28,805.50).
- E. Approve Bills Payable – Regular Payroll of October 10, 2024 (Check #'s DD4575 – DD4612 and Check #'s 11612 – 11619, with 11604 – 11611 Voided, Federal, State, and MERS in the amount of \$51,309.96), and Regular Payroll of October 24, 2024 (Check #'s DD4613 – DD4636 and Check #'s 11620 – 11627, Federal, State, and MERS in the amount of \$49,580.40).

Lynch moved, Rhein supported to approve the consent agenda as presented.

MOTION CARRIED

SUPERVISOR'S REPORT

Supervisor Bohjanen thanked everyone for the diligent work they had done during the past term of office. This is his last meeting as supervisor.

CLERK'S REPORT

Clerk Engle reported on the November election – was a very busy at the beginning, with a steady stream of voters during the day. Total registered voters in Chocolay Township is 5,277, with 3,954 voting (combination of Early Voting, Absentee Ballots, and Election Day voters) for a 76% turnout.

TREASURER'S REPORT - NONE

PUBLIC HEARING – PUBLIC HEARING FOR THE FY 2025 BUDGET

Opened Public Hearing for input and questions at 5:34 pm – No discussion - Public Hearing closed at 5:35 pm.

PUBLIC HEARING – PUBLIC HEARING FOR THE TOWNSHIP RECREATION PLAN

Opened Public Hearing for input and questions at 5:36 pm. Supervisor Bohjanen stated that this was a very comprehensive plan which was written to satisfy the requirements of the State and use for grants. No discussion – Public Hearing closed at 5:38 pm.

PRESENTATIONS – LIFE SAVING AWARD – CHIEF TONY CARRICK AND SGT. NICK CARTER

Supervisor Bohjanen read the Letter of Commendation:

“On September 6th, 2024 at approximately 12:14 pm, Central Dispatch aired an AED incident occurring at 800 Mangum Rd. EMS and Fire were also dispatched. Sgt Carter and Chief Carrick responded and arrived on scene prior to EMS and Fire.

Upon arriving Sgt Carter found the victim was unresponsive lying on the couch. Chief Carrick and Sergeant Carter quickly checked vitals and determined that the victim was in cardiac arrest. Chief Carrick and Sergeant Carter moved the victim to the floor and Sergeant Carter initiated chest compressions. Chief Carrick prepared the AED, while relaying information to responding units. After the AED was activated and the first shock was administered Sergeant Carter continued chest compressions. A second shock was administered at which time Chief Carrick took over chest compressions and Sergeant Carter administered breaths. After several more rounds of CPR it was found that the victim regained a solid pulse. Chief Carrick assisted the victim by opening her airway and her breathing improved. Sergeant Carter and Chief Carrick continued to ensure her airway was clear and monitored vitals.

A short time later Chocolay Township Fire arrived on scene and assisted with the airway and help prepare for EMS's arrival. Once EMS arrived on scene CTFD, Chief Carrick and Sergeant Carter assisted in transporting the victim to the ambulance. Due to the quick response of all involved and our officers actions the victim lived.

You are both valued members of this department. Your actions demonstrate the dedication and commitment you have to your profession and the citizens you serve.

It is my honor to present to you this Life Saving Award for your efforts and contribution."

Awards were presented to both.

CONSIDER DELINQUENT SEWER PAYMENT TRANSFERRED TO WINTER TAX BILLING

Lynch moved, Rhein supported to accept the list of delinquent sewer charges and penalties as allowed in Ordinance 39, Division 6, 2.6.6 (B) (3) to be added to the Chocolay Township December tax roll.

ROLL CALL VOTE

AYES: White, Rhein, Lynch, Engle, Bohjanen

NAYS: None

ABSENT: Zyburt, Symbal

MOTION CARRIED

CONSIDER THE TOWNSHIP RECREATION PLAN UPDATE

CHARTER TOWNSHIP OF CHOCOLAY

2025-2029 RECREATION & NATURAL RESOURCE CONSERVATION PLAN

For Board of Trustees of the Charter Township of Chocolay, Marquette County, Michigan

WHEREAS, the Charter Township of Chocolay has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2025 through 2029, and

WHEREAS, the Charter Township Chocolay began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of the Charter Township of Chocolay were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days for plan, and

WHEREAS, a public hearing was held on November 11, 2024, at the Chocolay Township Fire Hall to provide an opportunity for all residents of the planning area to express opinions, ask questions and discuss all aspects of the 2025-2029 Recreation and Natural Resource Conservation Plan, and

WHEREAS, the Charter Township of Chocolay has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Charter Township of Chocolay, and

WHEREAS, after the public hearing, the Charter Township of Chocolay voted to adopt said 2025-2029 Recreation & Natural Resource Conservation Plan.

NOW, THEREFORE BE IT RESOLVED the Charter Township of Chocolay hereby adopts the 2025-2029 Recreation & Natural Resource Conservation Plan.

Yeas: White, Rhein, Lynch, Engle, Bohjanen Nays: None Absent: Zyburt, Symbal

I, Max Engle, Township Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Charter Township of Chocolay at a Regular Meeting thereof held on the 11th day of November, 2024.

Kudos were given to staff for preparing the document.

MANAGER RECRUITMENT UPDATE

Chet Janik, Michigan Leadership Institute (MLI) joined the meeting. Mr. Janik is the consultant that has been hired to conduct the Manager Recruitment. Janik reported that job was posted the week of October 28. As of this morning, there are 15 applicants, with 10 of those being from the Upper Peninsula. He feels he has some very qualified candidates. The deadline for applications is November 27. The morning of the 28th, Janik will scan all the applications and will be sending those out to the Board.

A committee will be set up to review the applicants. As of now, the committee will consist of Bohjanen and Lynch. This review will take place on December 2 at 2:00 pm. Supervisor Bohjanen asked about adding another member to this committee, and if so, should it be another person from the Board or someone from staff. After discussion, the Board agreed that there should be 2 from the Board, and one from staff.

Rhein moved, Lynch supported that the committee consist of two members from the Board and one person from staff to go through the preliminary applications.

MOTION CARRIED

Discussion by Board and Mr. Janik on timeline to be established – possibly interviewing 4-6 applicants.

Timeline established:

November 27 – Deadline for applications to be received

November 28 – Chet will email all applications to the entire Board

December 2 @ 2:00 pm – Hiring Committee will meet consisting of two Board members (Doc and David) and one staff member (?)

December 2 @ 5:30 pm – **Special Meeting** of full Board to go over committee recommendations on who to interview

December 9 @ 5:30 pm – **Regular Board meeting** – no interview will be conducted at this meeting as there is already a full agenda (Budget Resolution, Appointments, etc.)

December 11 @ 5:30 pm – **Special Meeting** for first set of interviews

December 12 @ 5:30 pm – **Special Meeting** for second set of interviews (if needed).

Motion:

Lynch moved, Rhein supported that the Township Board hold a Special Meeting on December 2nd at 5:30 pm to screen the candidates for interviews to occur at a Special Meeting on December 11th at 5:30 pm and, if need be, December 12th at 5:30 pm.

MOTION CARRIED

DISCUSSION OF CLERK'S SALARY REQUEST

Clerk Engle brought forward his request for an increase in salary. Engle voiced his concern on possibly losing his administrative assistant – partly due to the extra workload being placed on the Clerk's department by changes in laws for elections. Supervisor Bohjanen acknowledged that the election requirements have increased, along with FOIA requirements, but wondered if doubling the salary over the next four years was appropriate. Lynch indicated he had done some research, and indicated the numbers were all over the board. He felt there needs to be a study on what other jurisdictions in the area are paying their Board members. Rhein agreed that a study needs to be done, and that he cannot support doubling the salary at this time. Lynch did not feel they should be singling out one position.

Engle stated he would not be able to put in more hours without getting rid of his second job. He may not be here as much during an off year, but during elections there would be considerably more time in the office.

Bohjanen asked if there was an estimate on the hours he was working, as compared to what he is putting in during an election. Engle stated that his normal work schedule approximately 3 hours per day, and now he is putting in 5 – 6 hours per day, especially during elections. Feels that even with the extra hours, there is still a strain being put on his staff.

Bohjanen asked if Engle would be doubling hours with an increase in salary. Engle stated during elections he would, and the only other option would be to hire part-time help during the election which requires training.

Bohjanen then asked about FOIA, as it is his understanding that this is not a statutory duty of the Clerk. Could this be assigned to someone else? Possibly the manager.

Township Manager De Groot stated that the amount is currently being accounted for in the draft budget but reminded the Board that this a Board decision.

Lynch felt this would be hard to justify to constituents without having some type of study done. If switching the FOIA to the new manager, this would relieve the clerk of some of the extra duties.

Lynch moved, Rhein supported to move the FOIA requirements from the office of Clerk to the office of Manager.

MOTION CARRIED

Bohjanen also discussed the subject of parity within the offices of Clerk, Treasurer, and Supervisor and salaries were adjusted.

Bohjanen moved, Rhein supported to proceed with the gathering of data to make a decision at a later time.

Clerk Engle asked to abstain from this motion.

Ayes: 4

Abstain: 1 (Engle)

MOTION CARRIED

DISCUSSION OF FY 2025 FINAL BUDGET

Manager De Groot indicated that this is the last budget he will be providing. The process has changed over the last four years. De Groot challenges the Board and the new Manager to look at a four year design and a yearly design.

De Groot stated is has been an honor working with the Board. Many great things have been done for the community.

The draft of the budget is a status quo budget. The equity across officers will be changed for the motions for December. Resolutions will be prepared for December 9th meeting.

CONSIDER SCADA – SEWER MONITORING CONTRACT

Lynch moved, Rhein supported that the Chocolay Township Board approves staff recommendation to sign the contract with FDS Engineering & Electrical Services and to include the funding in the sewer fund under professional services. The allocation of money for 2025 would be \$16,000.00 and \$3,000.00, for a total of \$19,000.00 for the years 2026 through 2030.

ROLL CALL VOTE

AYES: White, Rhein, Lynch, Engle, Bohjanen

NAYS: None

ABSENT: Zyburt, Symbal

MOTION CARRIED

CONSIDER RENTAL FEE REFUND OF TOWNSHIP PAVILLION RENTAL

Rhein moved, Engle supported that the Chocolay Township Board approves staff recommendation and reimburse the \$50.00 rental fee to the resident.

MOTION CARRIED

MANAGER UPDATE OF WORK PLAN AND CORPORATE STATUS

Manager De Groot stated that he will coordinate with legal to move FOIA from the Clerk to the Manager. Resolutions for the 2025 Budget will be prepared for the December meeting.

De Groot thanked the Board for the opportunity to work with the Township for the past 5 years.

Work plan is coming to a close. Staff is now working on closing out the year, preparing budget amendments, and preparing for the audit.

BOARD MEMBER COMMENTS

Don Rhein – thanked White for her service for the last 12 years – she was an inspiration and he enjoyed working with her. Also, thanked any Veterans for their service.

Kendra Symbal – absent

Judy White – indicated this was her last meeting. It has been very educational and rewarding serving her constituents for the last 12 years.

Dave Lynch – echoed Rhein’s sentiments – she will be missed on the Board.

Ben Zyburt – absent

Max Engle – thanked White

Richard Bohjanen – thanked White.

PUBLIC COMMENT – None.

Rhein moved, Lynch supported that the meeting be adjourned.
MOTION CARRIED

The meeting was adjourned at 6:38 p.m.

INFORMATIONAL REPORTS AND COMMUNICATIONS.

- A. Minutes – Chocolay Township Planning Commission; Regular Meeting of September 16, 2024, Draft.
- B. Minutes – Marquette County Solid Waste Management Authority; Regular Meeting of October 16, 2024.
- C. Minutes – Marquette County Solid Waste Management Authority; Special Meeting of October 21, 2024.
- D. Minutes – Marquette County Solid Waste Management Authority; Special Meeting of October 30, 2024, Draft.
- E. Information – Chocolay Township Newsletter – October 2024.
- F. Information – 2024 Toys for Tots.
- G. Correspondence – D. Mulcahey, 633 Lakewood Lane
- H. Correspondence – D. Mulcahey, 633 Lakewood Lane

Max Engle, Clerk

Richard Bohjanen, Supervisor

Contact

www.linkedin.com/in/[redacted]
(LinkedIn)

Top Skills

Technical Writing
Insurance
Writing

Certifications

edX Verified Certificate for Rhetoric:
The Art of Persuasive Writing and
Public Speaking
edX Verified Certificate for Statistical
Thinking for Data Science and
Analytics
Critical Thinking for More Effective
Communication
edX Verified Certificate for
Exercising Leadership: Foundational
Principles
Engaging Your Virtual Audience



Founder at The Joseph Dwayne Albert Foundation
Seattle

Experience

The Joseph Dwayne Albert Foundation
Owner
October 2016 - Present (5 years 2 months)
United States

To support American Black Native Young People aged 16-24 who care about themselves and their community:

- *Let's Publish YOUR Journals and Art
- *Let's Set up and GROW YouTube Channels
- *Let's Increase YOUR Subscribers on Your Positive Social Media
- *Let's Set up YOUR Blog
- *Let's Set up Spotify Accounts

Goal: Establish legacy and income streams while in youth to be a foundation for the future financial stability of the Native Black American community.

CYA Administrative Services

Manager of Operations
December 2020 - October 2021 (11 months)
Seattle, Washington, United States

Freelance

Technical Writer - Manuals
October 2009 - October 2021 (12 years 1 month)

Holland America Line

Personal Cruise Consultant
May 2015 - June 2016 (1 year 2 months)
Seattle, Washington, United States

Award: Earned 166% of Goal

Old Dominion Freight Line

Business Customer Manager
May 2014 - February 2015 (10 months)
Seattle, Washington, United States

Robert Half

Executive Management Assistant

May 2000 - September 2007 (7 years 5 months)

Houston, Texas, United States

Work at various companies as a Robert Half Temporary Employee

Archdiocese of Galveston-Houston

Executive Management Assistant

January 1991 - October 1999 (8 years 10 months)

Houston, Texas, United States

Worked for Charlotte T. Davis in the Office of African American Ministries.

*Arusi Retreat

*The Year of Prayer for the African American Male

Education

Linkedin Learning

Critical Thinking for More Effective Communication · (September 2021 - October 2021)

HarvardX

Rhetoric: The Art of Persuasive Writing and Public Speaking · (September 2021 - September 2021)

Columbia University in the City of New York

Educational Statistics and Research Methods · (July 2021 - August 2021)

Harvard Business School

Data Analysis · (2018 - 2021)

Cornell Law School

Marquette, MI [REDACTED] [www.linkedin.com/in/\[REDACTED\]](http://www.linkedin.com/in/[REDACTED])

OPERATIONS & SALES DIRECTOR:

- Comprehensive expertise in operations, sales, management, training, and workforce development.
- Proven ability to plan and implement continuous process improvements, deliver global operational excellence, grow revenue and sales pipeline, and enhance the customer experience.
- Multi-lingual capabilities (English, French, Spanish) with applied intercultural communication and interpersonal skills.
- Global leadership and extensive management of multi-cultural and multi-regional teams, ensuring organizational alignment across performance, quality, and results.
 - Sales & Project Management
 - Business Process Reengineering
 - Team Leadership, Collaboration & Training
 - Budgeting, Forecasting, & Cost Containment
 - Organizational Change Management
 - Intercultural Competence

GLOBAL LIGHTING – (2014 to 2024)

Provider of internationally sourced decorative & architectural light fixtures for diverse environments, including commercial & hospitality.

National Sales Director – (2017 to-2024)

Generated \$3 Million in sales; built sales pipeline; worked with customers to provide project quotes & product information; finalized sales; guided manufacturers’ representatives, interior designers & architects through ordering process; built strong client ties; enhanced trust & client retention; first point of contact for reps, designers & architects; promoted new product lines.

National Sales Manager – (2014 to 2017)

Grew sales by \$1.5 Million; worked with Representatives & Clients on project quotes, product information, ordering process and finalizing sales; grew sales pipeline & sales territory; promoted new product lines; customer service.

CARTUS CORPORATION, Intercultural & Language Solutions (ILS) – (1998 to 2014)

An industry leader in global mobility and workforce development support services to varied organizations worldwide.

Director, Global Operations – (2009 to 2014)

Ensured seamless and customer focused delivery of intercultural and language services, managing global training operations and Intercultural Program & Language Consultant teams in the Americas, EMEA, and Asia-Pacific. Led staff of 40+ international full-time employees, 125+ global Contract Training Consultants, and 1500+ global Contract Language Instructors. Managed systems and processes, and contributed to technical operations development, process mapping, rollout, and maintenance on a global scale. Maintained, enhanced, and monitored reporting process for financials, service levels, cycle times, utilization, and cost-containment.

- Led and managed international operations teams in three regions, comprised of over 20 nationalities in 6 different locations.
- Contributed to growth in global revenue generation of \$10 million in 4 years (\$15 million in 2009 vs. \$25 million in 2013).
- Designed, implemented, and monitored on-going global quality control measures, including tri-pronged evaluation process for trainers, subject matter experts, and language curricula.
- Developed, executed, and managed global invoicing centralization project, resulting in significant cost reductions, efficiency gains, and supplier payment cycle time decreases of 40%.
- Created and rolled out Global Reward & Recognition Program, and completed all function-specific training manuals.
- Implemented checks and balances to ensure global delivery of contracted services.
- Re-designed, enhanced, and delivered global customer service evaluation process in 2011, doubling return rate and increasing Top Block customer satisfaction scores by over 6%.
- Led EMEA (Europe, Middle East & Africa) staff structure re-organization and oversaw hiring of additional management and staff, doubling EMEA team size over an 18-month period.
- Executed and monitored technology integration into operational processes, program delivery, and international vendor technology interface.

Manager, Operations and Supplier Management, Americas (2004 to 2009); Manager, Training Operations, Americas (2001 to 2004)

Managed Americas Operations Teams, Supplier Networks, and Contract Trainer Network. Oversaw operations process adherence, service quality, and customer deliverables.

- Contributed cost-containment initiatives, resulting in EBITDA growth of 154% in the Americas in 2006.
- Increased utilization rate of ILS services by 12% in a 12-month period by streamlining company-wide authorization process.

- Lowered annual freight costs by \$250K by developing electronic data transfer process.
- Designed and implemented new Supplier Fee Structure, incentive process, and Supplier Contracts.
- Attended and contributed to ILS yearly Global Strategic Planning sessions as sole management representative.

Senior Training Specialist – (2000 to 2001)

Coordinated all Global Workforce Awareness programs, Global Business Briefing programs, and high-profile/high-touch cross-cultural training programs. Trained new hires and partnered with Manager to meet team performance objectives.

- Provided operational support to UK and Hong Kong offices.
- Audited all of the Americas' Training Specialists' invoicing, ensuring accurate client billing and supplier payments.
- Improved existing systems by identifying process gaps and providing process enhancement suggestions to create efficiencies.
- Assisted Manager of Training Operations in the recruitment process and served as back-up.

Global Training Operations Specialist (1999 to 2000)

Coordinated all Global Workforce Awareness and high-level consulting programs. Provided support to global Consultants and global projects. Documented and maintained current and new global processes into global server as defined by the Global Training & Organization Development Consulting Group.

- Defined newly created position within the Intercultural Services Group, creating role framework and responsibilities.
- Communicated all product/program enhancements and new Global Training and Organization Development Consulting Group processes to tri-regional cross-functional groups (Training Operations, Account Management, and Client Relations).
- Maintained, updated, and distributed Trainer Capabilities grid.
- Acted as global training operations point person for all regions, providing support and direction.

Training Specialist (1998 to 1999)

Introduced Cartus Intercultural & Language Solutions services and products to organizations and presenters. Coordinated cross-cultural training programs. Researched and recruited new presenters, and prepared and tailored participant-specific cross-cultural training manuals.

AXA ASSISTANCE USA (1997 to 1998)

Provider of travel, medical, and lifestyle assistance solutions to help clients during worldwide travel.

Assistance Coordinator (1997 to 1998)

Assisted customers with medical/financial needs and concierge/travel services worldwide. Activated agents worldwide to provide on-site medical care and assistance, and monitored all ongoing and open medical cases.

EDUCATION

Masters Degree, Intercultural and Corporate Communications - DePaul University, Chicago, Illinois. Graduated May 1997.

Bachelor of Arts, Communications and Media Studies - DePaul University, Chicago, Illinois. Graduated May 1995.

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Parent Leadership Training Institute, Class of 2014, Danbury, CT

PLTI Community Project: *Around the Globe Adventures, Fun with & Exploration of World Cultures.*

Cultural workshops for children, ages 8 through 10.

Train the Trainer, Cross-Cultural Training Program

Certification Cartus Global Performance Solutions, 2008.

SIETAR (The Society of Intercultural Communication, Training and Research), member, 2007-2011.

Language Skills & Technology:

- Bi-lingual/Bi-cultural, French/English; conversational Spanish.
- Advanced skills in MS Office Suite, internet/database searches (IBIS, Carl/Uncover, Fox Pro, AS400 and FileMaker Pro, ATLAS), and web-based & social media applications.

[REDACTED]
[REDACTED]

Professional Experience

Legal and IT Consultant, Credit Manager, Sales, Dock Worker

Bosco Food Service (3rd Generation, Family-Owned / Under \$10M) – Bay City, MI
April 2023 – Present | June 2010 – March 2020

- Acted as a liaison between workers and management, resolving grievances and facilitating smooth communication between different levels of the organization.
- Advised local government agencies and businesses on community-focused projects to improve service delivery and operational efficiency.
- Worked with the local Chamber of Commerce to advise new businesses on entering the market, navigating municipal codes, and ensuring compliance with local regulations.
- Managed insurance claims and unemployment issues in line with state regulations, demonstrating an understanding of local government processes.
- Provided strategic consulting on marketing, operational efficiency, and financial planning for new restaurants and local businesses, collaborating with local economic development initiatives.
- Coordinated procurement processes and worked with government customers to ensure compliance with procurement standards.

Self-Employed – Bay City, MI

January 2022 – April 2023

- Professional gambler.

International Exchange Coordinator

ASPECT – Bay City, MI

February 2018 – June 2019

- Worked directly with local schools and governmental organizations to coordinate student exchange programs, fostering relationships between municipal governments and international partners.
- Mediated disputes and coordinated resolution with host families and students.

Site Supervisor and Volunteer Tutor

Capitol Area Literacy Coalition – Lansing, MI

September 2005 – April 2006

- Partnered with government and nonprofit agencies to provide tutoring and educational support to underprivileged children in the Lansing area.

- Supervised staff in literacy programs, ensuring alignment with state and federal education standards.
- Worked with local government representatives to secure funding and resources for educational programs aimed at disadvantaged youth.

Marketing Consultant

Intel Semiconductors – Kalamazoo, MI

May 2004 – February 2006

- Provided sales consulting services to retail stores.
- Set up merchandising and tracked inventory to enhance sales.

Education

Executive Juris Doctor (EJD)

Purdue University Global

Master of Public Administration (M.P.A.), Law

Western Michigan University

Bachelor of Business Administration (B.B.A.) in Sales and Business Marketing

Western Michigan University

Minors: Economics, General Business

Licenses & Certifications

- Licensed Attorney, District of Columbia (Inactive)
- U.S. Tax Court
- FINRA Arbitrator Roster

Organizations

- Delta Theta Phi Fraternity
- FINRA Arbitrator
- Tutor: Children's Educational Program (RESULTS)

[REDACTED]
Marquette, MI 49855
[REDACTED]
[REDACTED]

As a Director of Strategy & Global Consulting, I excel in managing multinational projects and collaborating with C-suite executives to drive growth. With strategic analysis and market research expertise, I transform small enterprises into multimillion-dollar corporations. My leadership focuses on clear objectives, team excellence, and effective marketing strategies that boost brand visibility and revenue.

I've launched initiatives that significantly grow market presence and profitability while streamlining operations for better efficiency. Passionate about strong client relationships and exceptional results, I always want to connect with like-minded professionals. Let's discuss growth strategies, explore collaborations, or expand our networks.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

General Manager - Food, Beverage, Conference, & Catering

Base Hospitality Group, LLC-Marquette, MI

August 2024 to Present

Oversight and operation of the Ramada Inn's restaurant, bars, and, conference, and catering facilities.

Daily planning and management of restaurant and bars.

Product and Beverage selection.

Staff training and development.

Event operations and implementation.

Sales and Finance Manager

DP FOX-Marquette, MI

March 2020 to March 2024

In my role, I ensure the smooth running of our new and used vehicle sales operations, expertly managing everything from financing options to aftermarket protection products. I streamline the transaction process by handling contract remittance and funding, making sure each sale is processed efficiently and effortlessly. Achieved an increase in new vehicle sales through targeted marketing strategies and customer outreach initiatives.

Some key achievements in this role include:

- Achieved an increase in new vehicle sales through targeted marketing strategies and customer outreach initiatives.
- Implemented a streamlined contract remittance process, reducing processing time and improving cash flow management.
- Introduced customized financing packages that increased aftermarket product sales, enhancing overall profitability and customer satisfaction.

Director of Business Development

Linx Investments-Dubai

January 2015 to December 2019

I oversee the full spectrum of development planning, communications strategy, and international marketing across Europe. I lead a team of management consultants and provide clients with strategic growth recommendations. My diverse project portfolio includes IT development, international exports, sports events, and construction planning, all while ensuring GDPR compliance and data confidentiality. As a Board of Directors member, I offer strategic direction for on-site consulting, playing a pivotal role in corporate transitions and operational restructuring. I orchestrated the corporate transition of Deli-Lites Ireland from a family LLC to a corporate entity, optimizing operations and increasing profitability.

Some key achievements in this role include:

- Orchestrated the corporate transition of Deli-Lites Ireland from a family LLC to a corporate entity, optimizing operations and increasing profitability.
- Spearheaded the strategic marketing initiatives for the Football Association of Ireland, resulting in a 75% increase in revenue from global supporter clubs and enhanced digital fan engagement at the Aviva Stadium.
- Led the successful strategic planning and execution of the 2016 World Championships in Limerick, achieving a 1200% increase in social media engagements for UIPM and promoting significant growth opportunities for the MOTO GP World Championships through targeted marketing strategies.
- Led the market development and construction of green energy operations and recycling processes in compliance with EU regulations and positioning the company for international investment,
- Delivered increased manufacturing efficiency and operational growth. Providing an average of 25% increase in efficiency and doubling production output.

Broadcasting & Marketing Manager

Eagle Radio Group-Marquette, MI

July 2010 to August 2014

As the Broadcasting & Marketing Manager at Eagle Radio Group, I developed and implemented dynamic campaign strategies for clients, producing creative spot copy and audio content. I directed all on-air events, including sports productions and programming, and served as on-air talent. Additionally, I managed media sales for eight radio markets across Michigan.

Some key achievements in this role include:

- Successfully launched innovative marketing campaigns that boosted client engagement and brand recognition.
- Increased station sales by 60% over previous billings.
- Directed high-profile sports broadcasts, enhancing the audience experience and the station's reputation.

Event Manager

Tennis Ireland-Dublin, County Dublin

January 2012 to December 2012

As an Event manager at Tennis Ireland, I organized and led two Tennis Europe Junior Tour tournaments, overseeing everything from marketing and advertising to player visas and event personnel. I also managed the operations of national programs and teams and spearheaded the redevelopment of the national club and member database.

Some key achievements in this role include:

- Successfully executed two major Tennis Europe Junior Tour tournaments, attracting international participation and media coverage.
- Streamlined the national club and member database, improving data accuracy and accessibility.
- Enhanced the efficiency and performance of national programs and teams through effective leadership and operational management.

Marketing & Promotions

Marquette Rangers Hockey Club-Marquette, MI

June 2007 to June 2010

As the Marketing & Promotions Coordinator for the Marquette Rangers Hockey Club, I managed advertising campaigns for team games and events across local media and online platforms, pioneering

the use of Facebook for business purposes to enhance community engagement. I organized promotional events in collaboration with sponsors, players, and the team mascot "Rock," including parades, parties, and volunteer events. Additionally, I revamped the team's community relations strategy, fostering fan interaction during games and community appearances to strengthen public trust.

Some key achievements in this role include:

- Introduced Facebook for business purposes, significantly expanding fan engagement and enhancing the team's online presence.
- Orchestrated successful promotional events that boosted community involvement and sponsorship satisfaction.
- Implemented a revamped community relations strategy that increased fan loyalty and participation in team-related activities.

Education

MBA in International Business

University College Dublin Michael Smurfit Graduate Business School - Dublin, County Dublin

August 2014 to June 2015

Bachelor of Science in Management

Northern Michigan University - Marquette, MI

August 2007 to December 2012

Skills

- Events Management
- Budgeting
- Performance Management
- Change Management
- Branding
- Event Planning
- Business Development
- Succession Planning
- Marketing
- Business management
- Strategic management
- Supply chain
- Business consulting
- Management consulting
- Strategic Planning
- Analytics
- Process Improvement
- Project Management
- Human Resources

[REDACTED]
Leadership Development

Marquette, MI

[REDACTED]
[REDACTED]
Driven and dedicated business professional with a master's degree in International Business. Creative and forward thinker with strong writing skills. Quick learner and team player with leadership abilities. Former scholarship-athlete with adaptability across a number of working styles. Passionate about international affairs and making a difference on the global stage.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

General Manager

Taco Bell-Ishpeming, MI
June 2024 to Present

Front of House Manager

57th Restaurant Group-Chamblee, GA
November 2023 to June 2024

Director of Inventory Management

Chick-fil-A-Atlanta, GA
March 2020 to May 2022

- Led and developed others.
- ServSafe Certified.
- Provided support and assistance to corporate in implementing pilot programs.
- Managed inventory, logistics and truck ordering.

Fundraising and Operations Intern

Cincinnati Reds-Cincinnati, OH
March 2019 to October 2019

- Executed day-to-day functions of the 50/50 fundraising program.
- Provided support and assistance for all Reds Community Fund fundraising events.
- Point of contact for 50/50 volunteers and interns, as well as point of contact for sponsors/participants for fundraising events.

Fundraising and Guest Experience Associate

Miami Dolphins and Hard Rock Stadium-Miami, FL
October 2018 to March 2019

- * Advocated and educated potential donors on current and past initiatives of the Miami Dolphins Foundation.
- * Created and assembled events and booths to generate donations at all Miami Dolphins Foundation Events.
- * Assisted in the Guest Experience Department during college football games at the Hard Rock Stadium.

Logistics Coordinator

360 Blue-Santa Rosa Beach, FL
March 2018 to September 2018

- * Handled scheduling and logistics for over 600 properties.
- * Communicated with suppliers and retailers to develop business relationships.
- * Negotiated pricing with a variety of vendors to achieve profitable deals.
- * Managed billing and invoicing.

Certified Garden Specialist

Home Depot-Duluth, GA
March 2017 to September 2017

Duluth, GA

- Recipient of 'The Homer' award; voted upon by the Home Depot management team. Award acknowledged commitment and contribution to excellence.
- Contributed to generating new business by building client relationships.
- Worked with contractors and other customers on landscaping projects.

International Business Consultant

MINT Engineering GmbH-Berlin, DE
June 2017 to July 2017

Germany

- Created a marketing strategy to successfully enter the U.S. market.
- Developed a strategic business plan based on cultural and commercial customs, competitors, and business practices of a foreign country.
- Provided advice based on research about international business development.

Second Language Teacher's Assistant

Okaloosa County School System-Fort Walton Beach, FL
August 2016 to November 2016

- * Developed lesson plans, created study guides, tests, and materials.
- * Graded assessments and led classroom discussions.
- * Assisted school counselor with any behavioral or language barrier issues pertaining to ESOL students.

Education

Master of Science in International Business

Atlanta, GA - Georgia State University, J. Mack Robinson College of Business - Atlanta, GA
December 2017

Bachelor of Arts in Media Studies

University of Sioux Falls - Sioux Falls, SD
May 2015

Associate of Arts in Public Relations

Florida A&M University - Tallahassee, FL
May 2013

Skills

- Marketing
- Logistics
- Business development
- Business analysis
- Outlook
- Word
- Premiere
- Goal oriented
- Adobe premiere
- Fundraising
- Restaurant experience
- Guest services
- Supervising experience
- Team management
- Leadership
- Shift management
- POS
- Salesforce
- Quality control
- Interviewing
- Marketing
- Training & development
- Human resources
- Negotiation
- Serving
- Business development
- Financial management
- Pricing
- Budgeting
- Hospitality
- Business analysis
- Research
- Teaching
- Cash handling
- Forecasting
- Conflict management
- Customer service
- Cash register

- Store management
- Food handling
- Communication skills
- Food industry

Certifications and Licenses

ServSafe

ESL Certification

May 2016 to Present

Driver's License

Additional Information

Core Competencies: * Business Analysis * Strategic Writing and Editing * Goal Oriented
* Marketing and Social Media * Logistics and Vendor Relations * Business Development

TECHNICAL SKILLS

Proficiency in the following:

- * Power Point
- * Word
- * Salesforce
- * Outlook
- * Adobe Premiere

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

November 8, 2024

Board of Directors,

I am writing to express my interest in the Chocolay Township Manager position. With a diverse background in financial management, administration, and managing contracts including my role as Executive Director for the Marquette County Conservation District (MCCD), I am eager to discuss my skill set and qualifications for this role.

While working at MCCD I was responsible for overseeing the financial operations, implementing projects and policies suggested by the board, and reporting for the several federal/state grants and local contracts we operated under. During my time at MCCD I successfully implemented a grant reporting system to help track, manage, and report on active projects. This system improved communication with the board and helped increase financial transparency within the District. I also created new Quickbooks to further help the board gain understanding of the District's finances. I have experience in internal auditing, monthly and year end accounting, federal and state tax preparation and filing, managing account functions including AP, AR, payroll, bank deposits, reconciliations, annual budgeting, grant writing, and forecasting week to week cash flow. MCCD operates as a government agency but is not funded by the State. Because of this unique standing, I successfully wrote and managed several grants to help fund the District and its multiple projects. Furthermore, I have been responsible for the financials and seasonal planning for my family farm since 2020. I understand the importance of local government and would be thrilled to have the opportunity to work for the community I respect so deeply.

Thank you for considering my application. I am happy to discuss how my background and expertise align with the needs of the Township Manager position. Please feel free to contact me at [REDACTED] or email me at [REDACTED].

Sincerely,

[REDACTED]

[REDACTED]

[REDACTED]

Detail-oriented and organized professional with extensive knowledge in bookkeeping and proficient in QuickBooks and Excel. Demonstrates strong program and office management capabilities, complemented by field work and research experience, including data collection, entry, and analysis. Proven ability to create and maintain comprehensive filing systems for managing financial records including federal and state grants, local contracts, payroll, and tax reports. Experienced in developing employee manuals, human resource management, employee training, and standard operating procedures. Adept at building websites and leveraging technology to streamline operations and enhance organizational efficiency.

WORK EXPERIENCE

SWAMPY ACRES – Farm Owner & Manager • 3/2020 – Present

- Manage monthly and yearly farm budget.
- Oversee distribution of produce to market customers, CSA members, and local businesses.
- Plant, weed, and harvest crops.
- Prepare produce for sale by following produce safety standards.
- Manage seasonal workers and delegate tasks daily, weekly and monthly.
- Keep detailed records of seeding, transplanting, and harvest dates.
- Manage accounting for farm and complete monthly and yearly sales/withholding tax, land tax, and state/federal taxes.
- Participate in public outreach when available and manage social media platforms.

MARQUETTE COUNTY CONSERVATION DISTRICT – Executive Director • 05/2018 – 03/2020

- Oversaw fiscal and administrative management and reported on district projects, local contracts, and grants.
- Created and maintained filing system to organize over 30 grants, annual & monthly financials, board reports & minutes, taxes, payroll & fringes, and local contracts.
- Completed monthly accounting including profit and loss, balance sheets, bank & credit card reconciliations, payroll, taxes, account receivable and payable, and quarterly reporting.
- Conducted annual audits and created new fiscal year budgets.
- Wrote and managed local, state, and federal grants.
- Oversaw budgets for the district and prepared monthly board reports
- Scheduled and conducted monthly board & staff meetings.
- Filed state and federal taxes including Unemployment, federal 941, State of Michigan Sales Use and Withholding, W2s & 1099s, and all year end reporting.
- Participated in community outreach and managed social media platforms.
- Managed full time and seasonal employees.

SUPERIOR WATERSHED PARTNERSHIP – MEAP Intake Assistant & Quality Control • 01/2016 – 04/2018

- Michigan Energy Assistance Program : Processed low-income household applications by following strict federal and state guidelines.
- Worked directly with volunteers at St. Vincent De Paul's located throughout the Upper Peninsula.
- Communicated with SWP wood vendors and heat distributors on a daily basis assisting with complaints, payments, and general inquiry.
- Helped create lesson plans for educational classes that provided information on energy conservation to low-income families. Also assisted with teaching these one-hour long classes throughout the Upper Peninsula.
- Trained all employees and point of contact for general questions, instructions, and week to week updates.
- Mastered Microsoft Office and THAW applications, as well as the ability to work individually and unsupervised.

EDUCATION – B.S. in Earth Science and Minor in Biology

NORTHERN MICHIGAN UNIVERSITY • Marquette, Michigan

REFERENCES

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

28 October 2024

Subject: Chocoday Township Manager Position

To whom it may concern,

I hope this letter finds you well. I am writing to apply for the Township Manager position with the Charter Township of Chocoday.

Within the past ten years, I have led two separate local county agencies, an emergency management agency and a public health department. Working in more than one discipline has forced me to become more familiar with the workings of county and municipal government at large. I have gained experience in staff management, program management, cross-agency coordination, budgeting / fiscal responsibility, grant applications and reporting, disaster management, and agency leadership.

I am looking to challenge myself in my career by broadening my scope. Large-scale issues and complex solutions intrigue me, and I would relish the opportunity to help bring a meaningful and positive impact to communities. With a passion for public service, I learn obsessively, lead by example, and remain positive despite setbacks.

Should you be interested in learning more about my experience and skill and how they can be applied to benefit the Chocoday Township, I would love the opportunity to interview. Thank you for your time and consideration.

Sincerely,

[REDACTED]

Summary

Experienced government agency administrator with expertise in strategic management, organizational leadership, and disaster planning. Over 10 years in local government, specializing in emergency management and public health preparedness. Proven ability to lead multi-disciplinary teams, manage budgets, and build cross-agency partnerships to achieve public service objectives.

Passionate about public service and community wellbeing. Committed to enhancing community well-being and eager to apply my skills in a role that fosters regional growth and supports the public good.

Professional Experience

Public Health Administrator

Iroquois County Public Health Department | January 2023 – Present

- Oversee department operations and staff management across public health initiatives.
- Implement strategies to improve public health outcomes in the county.
- Ensure compliance with state and federal health regulations.
- Collaborate with community organizations to enhance public health services.

Director

Iroquois County Emergency Management Agency | May 2014 – July 2023

- Managed all emergency preparedness, response, recovery, and mitigation efforts.
- Led coordination efforts during major disasters, including floods and hazardous material spills.
- Developed and implemented strategic disaster response plans for the county.
- Liaised with local, state, and federal agencies to enhance emergency preparedness.

Public Health Emergency Preparedness Director

Iroquois County Public Health Department | May 2014 – July 2023

- Directed emergency health preparedness initiatives across the county.
 - Secured and managed federal and state grant funding for emergency preparedness programs.
 - Led public health response during multiple health crises and natural disasters.
-


Education

Carthage College | Kenosha, WI

Bachelor of Arts in Political Science – American Politics Emphasis | September 2009 – January 2013

- Commencement Speaker, Class of 2013
 - Early Graduate
 - Minor in Philosophy
 - Minor in Music
-

Skills

- **Staff Management:** Led and developed teams of full-time, part-time employees, and volunteers. Conducted performance reviews, staff training, and disciplinary actions.
 - **Program Management:** Oversaw and executed multiple concurrent programs, consistently meeting and exceeding goals.
 - **Cross-Agency Coordination:** Built coalitions with diverse organizations to achieve common public health and safety objectives.
 - **Budgeting & Fiscal Responsibility:** Managed budgets for two county departments, consistently ending under budget. Secured and reported on grants.
 - **Disaster Management:** Commanded the Emergency Operations Center during numerous disasters. Directed disaster protection, prevention, response, recovery, and mitigation phases.
 - **Public Relations:** Ensured clear and effective communication with the public and media outlets by leading public service announcements, handling media inquiries on disaster response, emergency preparedness, and budget matters.
- 

Soft Skills

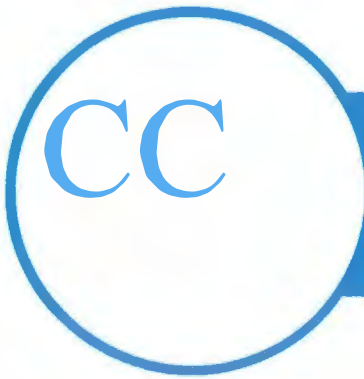
- Leadership
- Problem-Solving
- Team Collaboration
- Adaptability
- Emotional Intelligence
- Conflict Resolution
- Time Management
- Decision-Making
- Public Speaking
- Public Opinion Intuition and Assessment

Certifications & Awards

- **IESMA O.D. Troutman Outstanding Service to Emergency Management Award (2022)**
- **Licensed Illinois Lead Risk Assessor (2018)**
- **Illinois Professional Emergency Manager Certificate (2017)**
- **Student of the Year, Donovan High School (2009)**

Volunteer & Community Service

- **Council Member, St. Peter's Lutheran Church (2023 – Present)**
- **Volunteer, Martinton Community Food Pantry (2014 – 2020)**



EXPERIENCE

OBJECTIVE

To be a go to asset to the company, part of something more than myself, a valued part of the team and to leave work every day knowing I contributed to the greater good of my co-workers and employer.

Skills

- Highly organized
- Highly accountable
- Decisive
- Excellent with customers
- Great with co-workers
- Adaptability,
- Ingenuity, Decisive,
- Reliable, Punctual
- Top notch communication skills
- 3000+ fiber splices
- 3000+ copper splices
- proficient Cat-5/6 termination
- Exceptional

Securus Technologies Field Service Manager 2021-present

- **Direct Manager of 21-26 person crew over 7-14 states maintaining 250+ facilities in a fast paced, dynamic environment.**
- **Responsible for 120 million+ in annual revenue**
- **Responsible for driving performance objectives, as well as the leading Key Performance Indicators (KPI's) to ensure department and company success metrics including break-fix SLA response & resolve, Site Survey, Move Add Change and Installation Completion.**
- **Ensure company goals for customer satisfaction are met through continuous improvement based on feedback from Customer Value, Transactional, and Installation surveys. (CSAT)**
- **Manage capacity planning to ensure maximum efficiency from each function, while prioritizing and managing resource allocation based on changing business priorities and budget constraints**
- **Recruiting, selecting, orienting, training new hires.**
- **Assigning, scheduling, and coaching.**
- **Planning, coordinating and managing daily activities**
- **Training, performance monitoring, analyzing and general administrative duties**
- **Ensuring team members are working effectively and efficiently**
- **Conducting team meetings, customer meetings**
- **Assess and evaluate performance**
- **Ensure all activities are conducted in accordance to corporate and industry standards, and assure top operational capability, performance and efficiency**
- **Negotiate and manage 3rd party contracts as required to meet business needs**
- **Overall responsibility for the physical installation, repair and maintenance of all the Securus products and features in the accounts within the assigned area**
- **Manage hiring, morale, performance evaluations and development plans**
- **Provide counseling, monthly one on one reviews on performance, disciplinary actions**
- **Manage expense, capital and headcount budgets with an annual operating budget, while analyzing ways to reduce operating costs.**
- **Manage Field resources, assets, processes, procedures, work flows, ticket management/documentation, quality, CSAT, fleet**



trouble shooter

- Knowledge of computers/electronic/networking
- PBX/VOIP Phone systems
- Ability to learn anything
- Superb work ethic and attitude
- proficient in Office Suite

management, inventory management, vendor management, budget management, contract negotiations, and training.

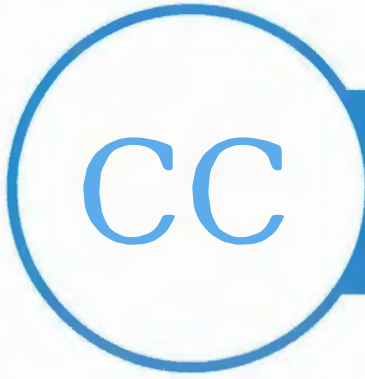
- **Responsible for direct associates made up of Field Service Technicians, Site Administrators and Investigators.**
- **Preparing & giving reports, communications and presentations to Regional Manager.**
- **Regional Asset management (Truck Inventory, Company vehicles, Tools, Laptop's, Etc.). Conducting quarterly inventory counts**

Securus Technologies 2019-2021 Field Service Technician

- **Great working relationship with current employees**
- **Excellent communication and relationship with current customers**
- **Proficient knowledge of all systems and equipment JPAY/Securus**
- **Ability to monitor and correct issues remotely on all systems like TS/IST**
- **Install and maintain internet/data and phone systems in county jails and MDOC prisons.**
- **Install EMT and Unistrut in masonry and concrete environments to engineered plans and blueprints to building code.**
- **Test and complete low voltage circuits.**
- **Maintain documentation of physical plant**
- **Program and install all electrical and data devices.**

Hiawatha Telephone Company / Peninsula Fiber Network March 2014 to 2019

- **Service Technician / Splicing Technician**
- **Splicing fiber optic and copper cables**
- **Install service to customers, residential and business, fiber optic and copper**
- **Services include, internet, dial tone, printer/fax, IP cameras, wifi networks, internet TV and the connection of all electronic devices.**
- **Install and maintain phone systems**
- **Install and maintain IT physical layer in our network and end user. Rack/wall mount equipment and patch panels. Including cat5/6 runs and termination, switches, power rectifiers and battery UPS systems.**
- **Maintain copper network, DSL, VDSL, ADSI2+ Bonded, T1, POTS,**
- **Maintain physical fiber network, Single Mode, Multi Mode,**



Calix, Cisico, Fujitsu, Cyan, DWDM, CWDM and optics fiber jumpers associated

- **Maintain remote huts and central offices including onsite generators.**
- **Build underground plant from origin to end user electronics.**
- **Build aerial plant from origin to end user electronics.**
- **Build plant and services according to maps, as built, schematics and engineering specifications.**
- **Locating underground plant (miss dig)**
- **Maintain a work vehicle with a revolving inventory.**
- **Keep precise documentation of information relevant to the job.**
- **Follow procedures to industry and company standards.**
- **Troubleshoot and repair issues in all the above.**

Compass Land Consultants January 2012 to March 2014

-Forestor / Crew lead

- Managed crew of 5-7, Created, mapped and marked timber sales.

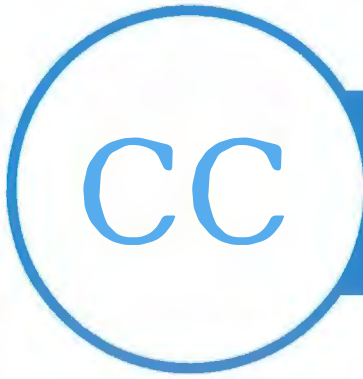
US Forest Service 2007-20012

-Engine Boss, direct management of 3-5 crew in a fire truck/engine operations, Squad Boss, direct management of 5-6 in a fire crew operations, and a Crew Boss trainee, direct management of 20 people in a fire crew operation

EDUCATION

**-B.S. FIRE SCIENCE- MAY-2007- LAKE SUPERIOR STATE UNIVERSITY
- MINOR IN SOCIOLOGY**

**-ASSOCIATES FIRE SCIENCE- MAY-2007- LAKE SUPERIOR STATE
UNIVERSITY**



HAZWOPPER LEVEL A CERTIFIED IN 2007

PLACARD AND CHEMICAL LABELING KNOWLEDGE

MIOSHA KNOWLEDGE

INCIDENT COMMANDER CERTIFIED

MANAGEMENT EXPERIENCE

- 4 years with Securus in a highly dynamic, complex work environment. Obtained exceptional leadership award in my first year.

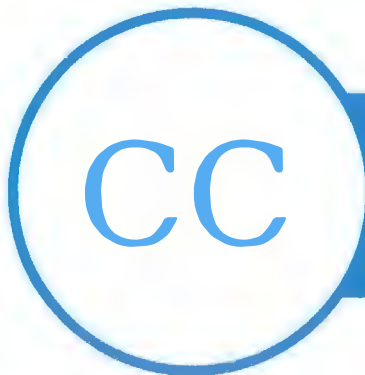
-US Forest Service. I was a certified Engine Boss, direct management of 3-5 crew in a fire truck/engine operations, Squad Boss, direct management of 5-6 in a fire crew operations, and a Crew Boss trainee, direct management of 20 people in a fire crew operation.

I am effective at day-to-day organization and deployments of coworkers. Making sure the needs of employees and customers are met. I strive for keeping people happy along with efficiency/cost savings and quality of service.

I would consider myself an excellent multitasker that excels in dynamic work environments. I can quickly make decisions and come up with outside the box solutions to any situation.

I am very much an entrepreneur and understand business thoroughly. I come from a small business family and have had 4 successful LLC's. The first of which when I was 18. Currently I am the owner operator of a 10 Unit apartment building that does long term and short term (vrbo) rentals.

Lastly, I am the type of person that puts crew and customers' needs ahead of my own. I would not expect anyone to do a job that I would not do myself. I lead by example and good attitude, not by discipline and micromanagement. I believe that a good manager is the pinnacle to crew success. Good crew morale relates to bottom lines of profit and loss.

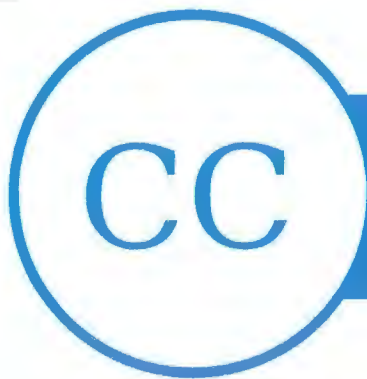


WORK EXPERIENCE

- Securus Technologies 2019 to present
- Hiawatha Telephone Company/ Peninsula Fiber Network, splicing/service tech March 2014 to 2019
- Compass Land Consultants, Forester August 2012 to March 2014
- USDA Forest Service, Wildland Firefighter/Engine Operator May 2007 to October 2012
- O'Boyle Construction Journeymen Apprentice/laborer June 2000 to May of 2007
- Foggy's Restaurant, Cook Sept 2004 to June 2006
- Buckhorn Restaurant, Cook Sept of 1998 to June of 2000
- Sydneys Restaurant, dishwasher/prep cook September 1996 to September of 1998
- A&W Restaurant, cook, June of 1996 to September of 1998

REFERENCES

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



ABOUT ME

I was born and raised in Munising MI, I started working full time at age 15 washing dishes. I was taught at a young age if I wanted anything, I had to earn it myself. I spent most of my younger years staying busy with work, sports, school, and boy scouts. Often holding multiple jobs. I pride myself on my work ethic and character qualities such as integrity, honesty, punctuality and being good to others. I believe some traits are like a skill that can be honed over time. I have been in many different fields of work and have been able to adapt, learn and prosper in all. I came into telecommunications very green, but with busy workload and intense exposure was able to go from rookie to on my own and top producer in 6 months. I still learn something new every day but can pick things up quickly. I attribute this to attitude and dedication as I studied everything that I struggled with at home until I was proficient.

Another previous job was as a forester, again, I came into the field with minimal experience from the USFS, within 6 months I was leading the other foresters under me as a lead forester responsible for daily planning, inventory and quality control.

I enjoy being outside. I spend my off-time hunting, fishing, snowmobiling and taking advantage of most outdoor activities the U.P. has to offer.

CONTACT



PROFESSIONAL PROFILE

Efficient, methodical, and focused Project Manager with over four years of proven experience driving initiatives that exceed benchmarks, boost revenue, amplify visibility, and strengthen business relationships. Consistently sets and achieves ambitious goals, meeting and surpassing expectations within deadlines. Fosters a collaborative team environment by supporting colleagues to promote satisfaction across the organization. Leverages creativity to instruct, mentor, and train individuals in best practices required for success. Proactively identifies opportunities for improvement to enhance efficiency in operations, analysis, team management, and training.

AREAS OF EXPERTISE

- Time Management, Project Leadership, Diversity Inclusion, Team Coordination, Continuous Improvement, Strategic Assessment

PROFESSIONAL EXPERIENCE

MOSQUITO SQUAD HOLLAND, MI 2021 – PRESENT

Mosquito Technician

- Independently managed over 10 projects daily, utilizing efficient checklists to enhance accuracy and speed. Completed all tasks on schedule, contributing to over \$1,000 in recurring monthly revenue. Assisted additional technicians on assigned routes, ensuring 100% project completion within deadlines. Initiated and coordinated new projects by responding to client calls and conducting onsite damage and infestation assessments. Accurately estimated project durations (1-2 days), expediting timelines by coordinating with laboratory teams for chemical solution development. Mixed chemicals for technicians, maintaining proper inventory levels and improving operational efficiency. Applied specialized knowledge of chemicals and insect zoology to consult with clients, developing personalized action plans tailored to each scenario. Provided customized solutions that enhanced client satisfaction and reduced infestation recurrence.

THE YOUNG AMERICANS CORONA, CA 2018 – 2021

Young American

- Implemented regular cast and administration meetings, resulting in improved quality of life, increased morale, and expanded growth opportunities across the organization. Facilitated new protections for cast members, achieving compensation increases, additional time off, and access to higher-quality materials. Established direct communication channels between cast and administration, bridging gaps and assisting in recruiting new clients and cast members. Led projects to set up lighting systems for each production, utilizing detailed schematics and checklists to ensure flawless operations. Minimized unforeseen variables and avoided technical difficulties, enhancing production quality and efficiency.

PROFESSIONAL EXPERIENCE - CONTINUED

- ♦ **Directed and instructed groups of over 100 children across multiple states**, teaching setups, best practices, and measures of success to develop future performers. Successfully managed large-scale projects, fostering talent and expanding the program's reach.
- ♦ **Studied and analyzed entire scripts to incorporate artistic performance into successful show completions.** Taught shows to workshop participants, enhancing their understanding and performance. **Memorized pre-show material within a 3-day period**, demonstrating rapid learning and effective instruction.

WEST OTTAWA YMCA

HOLLAND, MI

2019

Teachers Assistant

- ♦ **Consistently maintained high satisfaction ratings among children and families** by effectively educating groups of over 20 individuals. **Ensured safety and efficiency** by meticulously maintaining checklists and vigilantly monitoring all parameters in classrooms and other areas. **Enhanced communication and transparency among colleagues and guests**, leading to a secure and productive environment for all participants.

CERTIFICATIONS

Anti-Bullying & Teasing Certificate

Appelbaum Training Institute

Certificate of the Presidium Safety Equation

YMCA

Certificate of Delivering Effective Feedback

Certificate of Delivering Questions Effectively

Certificate for Affirming Difference & Valuing Background

Sanford Inspire

EDUCATION

Master in Public Administration

Bachelor of Science

Central Michigan University, Mount Pleasant, MI

Associate, Certificate in Vocal Performance

The Young Americans College of Performing Arts, Corona CA

■

[REDACTED]
Marquette, MI 49855
[REDACTED]
[REDACTED]

Authorized to work in the US for any employer

Work Experience

Merchandiser

GRIFFIN BEVERAGE - Marquette, MI
October 2020 to Present

Monitor customer warehouse inventory levels and submit comprehensive inventory reports each week. Collaborate with customers to create attractive sales floor displays and make sure that our product is prominently displayed.

Enumerator

U.S. CENSUS BREARU - Marquette, MI
August 2020 to October 2020

FROM 08/2020 - TO 10/2020

VISIT ASSIGNED NEIGHBORHOODS AND KNOCK ON DOORS OF HOUSEHOLDS THAT HAVE NOT YET PARTICIPATED IN THE CENSUS. INTERVIEW RESIDENTS IN ASSIGNED AREAS, EXPLAINING THE PURPOSE OF THE CENSUS, ANSWERING THEIR QUESTIONS, AND RECORDING THEIR ANSWERS. USE SMARTPHONES PROVIDED BY THE CENSUS TO RECORD INFORMATION.

Donor Greeter

Goodwill - Marquette, MI
May 2020 to July 2020

THE DONOR GREETER IS RESPONSIBLE FOR CUSTOMER SERVICE, GREETING AND ASSISTING DONORS, BREAKDOWN OF DONATIONS AND THE MAINTENANCE OF ACCURATE DONOR RECORDS AS BASED ON THE MDS SYSTEM.

Transportaion Clerk

SYGMA NETWORK
September 2019 to December 2019

AFTER SETTING UP MY WORK STATION I PREPARE TO DISPATCH OUT 40-50 ROUTES DEPENDING UPON THE NIGHT. THIS INCLUDES PREPPING THE ROUTE PACKET TO INCLUDE KEYS, INVOICES, PAY SHEET AND SCANNER ALONG WITH TRACTOR AND TRAILER INFORMATION. ANSWERING PHONES FROM DRIVERS AND CUSTOMERS TO HELP SOLVE ANY ISSUE THAT MAY ARRIVE.

Delivery Driver

SOUTHERN STAR EXPRESS
April 2019 to June 2019

RECEIVE ROUTE INFORMATION FROM DISPATCH. FILL OUT A AUTOMOBILE INSPECTION FORM. RECIVE ASSIGNED ROUTE AT STATION AND LOAD ON TO CARGO VAN. DEPART STATION & BEGIN YOUR ROUTE.

DELIVER ALL PACKAGES IN A TIMELY MANNER. WHEN COMPLETED RETURN TO THE STATION UNLOAD EMPTY TOTES AND FUEL UP CARGO VAN.

WFS Services Ramp Agent

WFS

April 2017 to March 2018

Coordinated loading/unloading freight based on procedures and protocols. Categorized and inventoried freight abiding by all safety precautions to ensure proper handling and jet parking safety.

Backroom Associate

WAL-MART

September 2013 to May 2014

Demonstrated prodigious Team efforts to exceed company targets and clients' business goals. Working on multiple projects at once using information technology for inventory and stocking.

Education

High school diploma or GED

Skills

- Hardworking
- Excellent Adaptability
- Physically Strong
- Great communication and administrative skills
- Collaborative team member
- Work well under pressure
- Exceptional problem solver
- Delivery driver
- Upbeat
- outgoing
- positive
- Animal Care
- Fabrication
- Freight Experience
- Load & Unload
- Kennel Experience
- Welding
- Pet Grooming
- Pet Care
- Pet Sitting
- Dog Handling

- Animal Handling
- Front Desk
- Laundry
- Video production

Languages

- English - Fluent
- Spanish - Fluent

Assessments

Sales Skills — Familiar

October 2020

Persuading reluctant customers to buy products or services, and influencing and negotiating with customers to meet sales goals.

Full results: [Familiar](#)

Cleaner Fit — Proficient

October 2020

Measures the traits that are important for successful cleaners

Full results: [Proficient](#)

Customer Focus & Orientation — Proficient

April 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Work Style: Conscientiousness — Proficient

November 2020

Tendency to be well-organized, rule-abiding, and hard-working

Full results: [Proficient](#)

Attention to Detail: Inventory — Highly Proficient

November 2020

Measures a candidate's ability to apply systematic processes for managing and storing products and merchandise.

Full results: [Highly Proficient](#)

Verbal Communication — Familiar

November 2020

Speaking clearly, correctly, and concisely

Full results: [Familiar](#)

Analyzing data — Familiar

March 2021

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data
Full results: [Familiar](#)

Work style: Reliability — Proficient

January 2022

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.



DIRECTOR OF SALES

Proven executive sales professional with a 20+ year record of outperforming sales goals and delivering commensurate levels of customer service. Dynamic communicator resulting in successful account acquisition, retention, management of key negotiation campaigns, and effective team building.

- | | | |
|--------------------------------|--------------------------------|---------------------------------|
| ➤ New Business Development | ➤ Solutions Selling Strategies | ➤ Budget & Forecast Development |
| ➤ Customer Service / Retention | ➤ Warranty Determination | ➤ Sales Management |
| ➤ Presentations / Negotiations | ➤ Technical Training | ➤ Team-Building Leadership |

PROFESSIONAL EXPERIENCE

Presently:

Independent Associate with Legal Shield.

Consulting with injection molding, notably advice with hot runner systems.

Working with Team Cares Charitable foundation.

October 2022: One of the Blue Ribbon Panel of Judges for the Society of Plastic Engineers for the Automotive Innovation Awards.

2022: I had the great, good fortune of taking some time off to study and hone my skills for our industry.

Synventive Molding Solutions, LLC

2010 to Present

In June of 2010 I returned to Synventive in the unique capacity of O.E.M. Account Manager. The role reports to the President of North American Operations and requires technical and commercial support at the highest customer level (O.E.M.). It is my responsibility to demonstrate our value so they see synergy with their products throughout the Tier base. I work with O.E.M.'s. to determine emerging technologies of interest and identify potential R & D projects to maintain the leading technical edge in our industry.

- Recognized with the President's Award in 2012 for my work with Chrysler and our largest Tier-1 customer throughout the year.
- Developed the only commercial agreement with an O.E.M in company history by concluding a commercial understanding with Chrysler. I accomplished this through demonstrating technical leadership via training seminars and consultative selling, but not selling on price alone.
- Assist multiple O.E.M's. in weekly technical meetings for new product launches that require coordination of North American, European, and Asian customers and suppliers including toolmakers, material suppliers, designers, product engineers, mold flow specialists, and buyers.
- Review all predicted North American program launches and changes via IHS data, verify accuracy of that data by reviewing it with O.E.M's. then apply it to predict program tooling releases to develop quarterly and annual forecasts and budgets.
- Participate in our new product development by working with R & D, Engineering, Marketing and the customer base to assess market needs and trends in an effort to best direct funds for development.

-
- Have lobbied for and placed a mold flow specialist to sit within and O.E.M. to work on upcoming global programs. I track upcoming programs and insure efforts expended result in forthcoming business.
 - Had physical copies of semi-functional systems built that we gave to the Big 3. Upon their completion of training they may utilize these to train their technical personnel upon our branded product.
 - Work with O.E.M's. on specification of advanced flow control technologies for highly visible Class-A interior and exterior parts that result in application of said technologies.

W.M.G. Enterprises, Inc.

2008 to 2010

Owner

Free lance injection molding wherein I created a consortium of injection molders that allowed use of their facilities and equipment to perform injection mold trials and short production runs for third party customers. This model allowed for no fixed burden while providing customers with a cost savings of 10% - 15%. I developed a network of independent contractors to perform work as needed.

TMG SPORTS MARKETING, Auburn Hills, MI

2007 to 2008

Account Director

Developed strategies for new business sales and assisted in expanding retail operations of a sister company. Supervised experiential events, magazine and photo shoots with known personalities and press releases to promote company services.

- Targeted new sales opportunities by attending leading industry summits then researching and prospecting attendees and sponsors.
- Built company's first sales tracking program and successfully solicited agencies and multiple retailers that resulted in inclusion of their bid list.
- Co-developed executive level marketing proposals/presentations for Pontiac/GMC, Chevrolet and GMPP.
- Assisted in numerous activities during key sporting and racing events including project management for execution of mobile marketing units, tracking and ensuring that event display elements ship on schedule and oversee lead generation and data capture for feedback to clients.
- Designed and built prospect database for agencies, B2C and B2B prospects.
- Implemented project management through MS Project.

SYVENTIVE MOLDING SOLUTIONS, Plymouth, MI

1996 to 2007

Automotive Business Manager

Coordinated sales efforts and project management internationally. Supported global projects to strengthen customer partnerships.

- Improved account management unity globally by initiating weekly conference calls to discuss, develop, and hone strategies, update project status, concerns, developments, and opportunities. Provided written highlights of each meeting throughout the organization, inclusive of action items and expected completion dates.

North American Sales Manager.

- Led account managers and an independent sales representative.
- Developed regional budgets for sales operations and directed hiring, training and any required management support. Managed Michigan Service Center and made final decisions on warranty or non-warranty events.
- Achieved and surpassed all yearly expected sales objectives.
- Established applications for two new product lines (Express and Dynamic Feed) successfully, through a dynamic launch with two key accounts ensuring a profitable market introduction.
- Landed the largest single project in the company history utilizing three product lines for a key account.
- Created Account Manager model to replace geographic sales territories which improved account consistency through improved customer communications and service while reducing sales territory disputes.
- Coordinated and facilitated confidentiality and proprietary agreements for new technologies.

THE WOODBRIDGE GROUP, Southfield, MI

1995 to 1996

Account Manager

Took over sales and account management for several accounts including C-Car, H-Car, DN101 and J-Car previously managed by three managers.

- Launched and facilitated new programs including GM10, DN101 refreshening, and directed product engineers and sales administrators through each program on time and under budget.

KONA CORPORATION (Now Syventive Molding Solutions), Livonia, MI

1993 to 1995

Sales Engineer

Handled technical sales of hot runner systems with success incorporating knowledge, communication and customer relationship skills to grow business with both new and existing customers.

- Ranked #1 with sales 30-40% higher than sales team members, exceeding \$2.5 million.
- Penetrated two accounts sought for more than three years resulting in \$1 million in additional sales.
- Exceed every annual forecast objective by minimum of 20%.
- Appointed Chairman of the Sales Automation committee.

EDUCATIONAL BACKGROUND

UNIVERSITY OF PHOENIX, MI

Bachelor of Science Degree in Business Management, GPA 3.92.



KEY QUALIFICATIONS

- **Civil Construction Experience**
 - Site engineer for the Department of Transportation (MDOT) on highway and bridge construction projects.
 - Managed contractors on site for various construction activities including asphalt and concrete paving, new builds, mill and fill, reconstruction, and water and utility works.
 - Attended progress, pre-construction, and post-construction meetings.
 - Estimated project variations and managed costs to stay within budget.
 - Interpreted specifications and standards to make on-site decisions for deviations due to unforeseen issues (e.g., unmarked water lines).
 - Enforced site safety and levied fines for violations.
 - Collaborated with the Department of Natural Resources (DNR) and the Department of Environmental Quality (DEQ) on environmental issues.
- **Quality Assurance and Quality Control (QA/QC)**
 - Conducted lab and field tests, sampling, and inspections of construction materials.
 - Ensured materials met specifications for base and subbase aggregates, concrete, asphalt, grout, and mortar.
 - Referenced standards from ASTM, MTM, and AASHTO.
- **Surveying**
 - Conducted surveying for civil projects including Right of Way (ROW), centerline roadway staking, cut and fills, and slope and spiral surveying.
 - Used tools such as dumpy level, laser level, theodolite, and total station.
 - Verified elevations on-site against engineers' or architects' drawings.
- **Civils and Groundwork Estimating**
 - Estimated labor, material, equipment, and overhead costs for groundwork and civil construction projects.
 - Calculated unit rates for reinforced concrete works, backfill, aggregates, asphalt and concrete paving, guardrails, and bridge construction.
- **Construction Estimating**
 - Estimated labor, materials, equipment, and overhead costs for various construction projects.
 - Projects included groundwork, water and utility placement, reinforced concrete foundations, and earthworks for industrial and military buildings.
 - Specialized in architectural metals estimating for staircases, balustrades, and decorative metalworks (e.g., projects at the United States Embassy in Nine Elms and the Museum of London).
 - Estimated structural steelwork for new structural framing, building extensions, and cut and carve works.

EDUCATION AND PROFESSIONAL STATUS

Member, Society of Professional Economists, 2022

Member, Institution of Highway Engineers (MIHE), 2022
Fellow, Institute of Administrative Management (FInstAM), 2022
Member, Institution of Engineering and Technology (MIET), 2021
Member, Association of Cost Engineers (MACostE), 2021
MBA, University of Phoenix, 2009
BSBA, University of Phoenix, 2007
Civil Engineering Technology, Ferris State University, 2001
Building Construction Technology, Ferris State University, 2000

EXPERIENCE RECORD

2021 – present MOTT MACDONALD GROUP

2021 – present Senior Estimator – Advisory and Programme Delivery

Professional Experience:

- **Senior Estimator, ADX-Advisory Executive Division, ADP-Advisory Management Unit (Nov 2021 - Present)**
 - **Client Support Framework (CSF), Environment Agency (Aug 2022 - Present)**
 - Cost and Carbon Estimator for the Eastern Region Hub
 - Responsible for target cost setting in a client-led environment
 - Collaborates with integrated project delivery teams and framework delivery partners
 - Produces estimated cost and carbon for program and project delivery, including forecasting from strategic business case planning through to project development and asset operation
- **HS2 Project, Greater London**
 - Previous experience working on the HS2 project

2021-2021 LOMAS STEEL STRUCTURES LTD
Estimating Manager (Contract)

1. **Role and Responsibilities**
 - Managed estimating department
 - Trained junior estimators
 - Streamlined estimating processes
2. **Key Activities**
 - Modified estimating process, database, and tender processing
 - Negotiated pricing with suppliers
 - Computed labor rates and project durations
3. **Company Context**

- Small structural steel company
- Primarily worked as Estimator/Quantity Surveyor in preconstruction phase
- Occasionally built variance estimates for ongoing projects
- 4. Collaboration**
 - Shared project details with project manager
 - Participated in meetings with project manager, quantity surveyor, and preconstruction manager
- 5. Achievements**
 - More than doubled company turnover
 - Secured larger scope and higher-priced projects
 - Enabled hiring of three new positions: Preconstruction Manager, Quantity Surveyor, Contracts Manager
- 6. Role Evolution**
 - Shifted focus to preconstruction activities
 - Reduced involvement in construction process

**2020-2021 ASME ENGINEERING LTD
Senior Estimator (Contract)**

- 1. Mentorship and Training**
 - Mentored junior estimators
- 2. Supplier and Pricing Management**
 - Contacted suppliers for material and equipment quotations
 - Negotiated pricing for materials and equipment rates
- 3. Estimating and Budgeting**
 - Computed labor rates and project durations
 - Collaborated with engineers and design firms on specifications and design details
 - Focused on estimating and determining the operating budget during preconstruction
 - Identified potential safety issues during the estimating process
 - Addressed deviations in awarded tenders with managing estimator or director
- 4. Project Management and Cost Control**
 - Assisted project manager with cost controls
 - Developed unit cost rates and labor rates per project
- 5. Detailed Work and Coordination**
 - Worked on detailed tasks such as plans, specifications, labor rates, contract details, permits, and project scheduling
 - Supervised junior estimators performing bill of material take-offs

**2018-2020 JOHN DESMOND LTD
Estimator (Contract)**

- 1. Role and Responsibilities**
 - Sole estimator in the office
 - Contacted suppliers for material and equipment quotations
 - Negotiated pricing for materials and equipment rates
 - Computed labor rates and project durations
- 2. Collaboration**
 - Worked with architects, engineers, owners, and design firms

- Addressed specifications, design, scope of work variations, high-cost materials, and specialty items
- 3. Project Handover**
 - Handed off successful tenders to project managers or directors
 - Architects took over during the construction phase
- 4. Types of Projects**
 - Architectural metals and spiral staircases
 - Balustrades, mainly glass with steel framing
 - Design issues related to structural integrity and architectural aesthetics
- 5. Notable Projects**
 - **Museum of London:** Bronze architectural metalworks with ribbing, addressing design and fabrication conflicts
 - **Westminster Building:** External bronze works, reducing costs by over 25% through improved fabrication processes

2015-2017 J&J BURNING AND FABRICATION INC
Estimator / Sales (Contract)

- 1. Leadership and Management**
 - Headed the estimating department
 - Handed off successful tenders to the shop manager
 - Managed client interactions from tendering to fabrication
 - Supervised two junior estimators
- 2. Performance and Growth**
 - Increased incoming work by over 80% within six months
 - Monitored actual versus estimated costs on projects over \$300,000
- 3. Meetings and Coordination**
 - Held monthly progress meetings with Vice President and Shop Manager
 - Conducted weekly short meetings for smaller projects
- 4. Cost Tracking and Scheduling**
 - Tracked labor costs and adjusted schedules to maintain project timelines
- 5. Training and Development**
 - Trained junior estimators in drawing readings, building quotations, and calculating unit rates

2015-2015 TBL FABRICATION
Estimator (Contract)

- 1. Role and Duration**
 - Estimator for a steel fabrication and machining company
 - Three-month term contract
- 2. Key Responsibilities**
 - Cleared backlogged quotations
 - Oversaw completion of fabrication and machining projects
- 3. Company Context**
 - Business was in administration during the contract period

2014-2015 F&M CONTRACTORS, SOUTHERN DIVISION
Project Engineer / Project Manager / Estimator (Contract)

- 1. Role and Responsibilities**
 - Estimator for groundwork projects

- Military construction
 - Civil construction
 - Commercial construction
2. **Project Management**
 - Project manager on active projects
 3. **Project Engineering**
 - Project engineer on civil construction projects

**2011-2013 GM Construction
Crew Lead (Contract)**

1. **Crew Management**
 - Managed a crew of 5-6 men
2. **Concrete Work**
 - Placed and poured reinforced concrete for foundations and foundation slabs
 - Placed and poured unreinforced concrete for driveways and sidewalks
3. **Safety and Compliance**
 - Ensured proper PPE usage
 - Monitored use of proper tools and correct lifting techniques
4. **Project Context**
 - Worked on luxury homes costing between £2m to £6m
 - Projects located in an affluent residential gated community
5. **Concrete Work Scope**
 - Monetary value of concrete work was part of the overall project

**2005-2006 CL TRUCKING & EXCAVATING LLC
Estimator (Contract)**

1. **Role and Specialization**
 - Estimator for civil projects
 - Specialized in Michigan Department of Transportation (MDOT) contracts
2. **Scope of Duties**
 - Same type of duties as employed with the DOT
 - Limited to the estimating scope of works

2002-2005

**MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)
Construction Technician**

1. Role and Responsibilities

- Performed engineering technician assignments with independent judgment
- Sampled and tested highway construction materials
- Evaluated soils for road and foundation investigations
- Monitored asphalt plants for compliance
- Conducted soil and rock borings
- Conducted laboratory and field tests on soils
- Inspected bridges, grade separations, and culverts
- Prepared engineering drawings, charts, maps, specifications, and cost estimates

2. Collaboration and Compliance

- Worked with local, state, and federal officials, contractors, and consultants
- Provided expertise on permit requirements
- Ensured right of way permit activities and traffic technical activities were performed to standards

3. Project Management

- Site engineer for highway construction projects (5-6 projects per season)
- Managed contractors and interns/junior engineers
- Processed paperwork and issued payment releases
- Tracked running costs and adjusted budgets

4. Health and Safety

- Enforced health and safety regulations
- Conducted safety road checks and monitored traffic control
- Issued fines and shut down projects for safety violations

5. Notable Projects and Issues

- Managed reconstruction, mill and fill, and overlay projects
- Handled environmental contamination and safety violations on a bridge reconstruction project
- Coordinated with multiple agencies to resolve issues and enforce compliance

2001-2002

**MIDWEST ENGINEERING SERVICES INC
Civil Engineering Technician**

1. Sampling and Testing

- Aggregate sampling
- Core sample borings and classifications
- Asphalt and concrete sampling
- Quality control and quality assurance testing

2. Risk Assessment

- Identified contaminated soils (oil or sewage)
- Assessed additional costs for removing contaminated soil and buried storage/sewage tanks
- Conducted risk assessments before construction

3. Surveying

- Ran a survey crew of three people
- Measured and verified right of way locations and boundary lines
- Considered zoning classifications, underground utility connections, and easements

[REDACTED]
Marquette, MI 49855
[REDACTED]

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Deputy Sheriff

Marquette County Sheriffs Department-Marquette, MI
June 2016 to Present

Primary tasks: Book in individuals, deal with inmates in a close environment, make 15-60 minute rounds, deal with

hostile individuals, and maintain safety and security of the jail.

Skills gained: Conflict resolution, communication skills, report writing, proper use of a safety restraint chair, Taser

certified, and how to properly fingerprint and take identifying pictures of an individual.

Parking Enforcement Officer

Northern Michigan University-Marquette, MI
April 2015 to September 2016

Primary tasks: Checking parking permits, and writing tickets.

Skills gained: Resolving conflicts with hostile individuals.

Shipping and Receiving Team Member

Menards-Marquette, MI
April 2015 to May 2016

Primary tasks: The operation of forklifts, order selectors. The unloading and loading of semi-trucks. Assembling orders for customers, and loading their vehicles.

Skills gained: One on one customer service, organization, and properly operations of a forklift, and order selector

Permit Service Provider Manager

Foran Financial-Palatine, IL
August 2013 to January 2015

Primary tasks: Obtain permits from various states for semi-trucks. Wrote notarized letters to the Federal Motor Carrier Safety Administration and the Department of Transportation.

Skills gained: Knowledge of governmental paperwork, organization, composition, filling out legal, and time sensitive documents. Extensive experience in cross culture communication, and working with eastern European cultures.

Store Manager

Midas-Palatine, IL
July 2010 to August 2013

Primary tasks: Trouble shoot situations with vehicles and customers, sell services from factory scheduled maintenance recommendations, and other services noticed on the bays. Dealt with regional offices, national offices, stock, inventory, employee scheduling, and customer complaints.

Skills gained: Leadership, management skills, monetary insight, inventory management, departmental insight, and corporate management techniques

Education

B.A in Criminal Justice

Northern Michigan University - Marquette, MI

January 2015 to May 2017

Associate in Science (AS) in Criminal Justice

Northern Michigan University - Marquette, MI

January 2015 to August 2016

Skills

- Loss Prevention
- Security (7 years)
- Law Enforcement (7 years)
- Case Management
- Writing Skills (7 years)
- Conflict Management
- Crisis Intervention (7 years)
- Management (3 years)
- Teaching
- Taser Certified Instructor (2 years)
- Interpersonal Communications
- Surveillance
- Individual / Group Counseling
- Crisis Management
- Supervising Experience
- Store Management Experience
- Social Work
- Interviewing
- Customer service
- Time management
- Sales
- Automotive service
- Service writing
- Phone etiquette
- Marketing

- Customer relationship management
- Insurance sales

Certifications and Licenses

Taser

January 2020 to Present

Taser Certified Instructor.

CPR Certification

Certified Safety Professional

Additional Information

Correctional Academy Instructor

[REDACTED]
[REDACTED]
[REDACTED]

Will relocate

EDUCATION: University of Arizona GC Doctorate Psychology & Justice Studies (2025)
Child Welfare Training Institute 2012/Certified Forensic Interviewer
University of Phoenix M.S. Administration of Justice, 2008
Siena Heights University B.A. Community Service 1995
Oakland Community College A.A.S. Police Evidence Technology, 1989
Designated Medication Administrator 2021

EMPLOYMENT:

04/2022--08/26/22 Wolverine Human Services-**Director of Residential Programs/Chief Administrator**-Oversee programming and operations of a juvenile offender residential facility.. Oversight of transportation, licensing, clinical and food services and monitoring of state reporting and audits

12/2021-04/2022 Chippewa County Foster Home Project-**Chief Administrator**-Responsible for fiscal/operational/licensing aspects of new juvenile residential home

06/2021-12/2021 Beacon Specialized Living-**Program Director**-Responsible for fiscal, operational, transportation, medical licensing aspects of an adolescent crisis residential unit with additional responsibilities in DD and MI adult residential homes. Oversight in food services and monitoring of state reporting and audits

05/2020-01/2021 Catholic Charities-**Supervisor**-Supervise Family Reunification Program, hire and train staff, review reports, fiscal responsibilities.

06/2016-05/2018 Youth Opportunity Investments MI-**Assistant Director**-Assist with the operations of a secure juvenile offender detention and-residential facility. Facilitate employee training, assure compliance with state licensing regulations, oversight of school programming, medical, transportation and statistical data.Maintain budget for client programming and food services submit corrective action plans, monitor court reports and medical record compliance, conduct grievance & PREA investigations, RFP submissions, contract and court compliance and development (laid off)

04/2012-05/2016 State of MI Department of Human Services- **Case Manager/Social Work**- Investigate child abuse, guardianship and neglect cases, testify in court, prepare friend of the court documents and reports, conduct home study investigations, develop treatment plans related to substance abuse, maintain medical record compliance, facilitate family team meetings. Manage foster care, interstate compact and juvenile justice cases in Michigan, Ohio and Florida

12/08-03/09 Holy Cross Children's Services **Home Developer/Program Manager**-Licensing investigations, create new service and security plans for residential male treatment unit, facilitate group, prepare court reports, mental health and medical evaluations, testify in courts, conduct safety and security evaluations, employee training, supervise staff, process payroll and evaluations (laid off)

08/04-12/08 Saginaw County Jail- **Pretrial Services/Tether Agent/Mi Prisoner Re-entry Coordinator (Supervisor)**- Oversee 3 county prisoner re-entry program for adult and adjudicated juvenile parolees through the MI Dept. of Corrections (Board Chair), develop and oversee the grant and contracts, conduct public presentations, legal research, training, monitoring and evaluation of staff, conduct safety assessments, supervise adult and juvenile offenders, interview and investigate offenders, prepare

reports/orders, testify in court, facilitate classes to inmates, medical referrals, conduct substance abuse and mental health evaluations of inmates (grant ended)

02/00-12/01 State of Michigan Bureau of Juvenile Justice Maxey Boys Correctional Facility-**Youth Specialist E-9**-Supervise male youth in a maximum-security correctional facility, rotate between intake, psychiatric, substance abuse & sex offender units, complete assessments, assist in developing treatment plans, administer medications, facilitate groups (laid off)

02/98-06/98 Oakland County Community Corrections **Pretrial Services Investigator**-Supervise adult offenders in a community corrections program

09/89-08/98 Oakland Community College Police Department **Police Reserve Officer**-

09/91-12/95 Nation Wide Security, Inc. **Investigations Div. Corporate Investigations Supervisor**-Budget development, created training program, fill in for department director (laid off)

Extensive experience in probate and criminal court systems

Non-Violent Crisis Intervention certification

Thinking for a Change certified

MJJAS certified

CARF, COA and JACO certification experience

Grant writing experience

Trained in Trauma Informed Care

Pressley Ridge trained

Experience with budgets exceeding 1.5 million

Volunteer with Animal Advocates of Wexford County

Former manager of Birmingham Humane Society(closed)

In response to the opening within your organization, I have included my résumé.

I am in the process of relocating to Marquette and am looking for employment. I have over 20 years experience working in the human services field to include public, private and government related organizations.

I have experience working with government boards and am a previous chairperson for one.

I have a bachelors degree in Community Services and a masters degree in Administration of Justice. I am also a doctoral candidate in Psychology.

I look forward to speaking to you regarding this opportunity and you can reach me at

██████████

████████████████████


SUMMARY

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

SKILLS

- Group Facilitation
- Problem Solving
- Attention to Detail
- Adaptability
- Inventory Management

EXPERIENCE

Dakota State University Track & Field GA, Dakota State University Athletics, August 2023-Current
Madison, SD

- Planned and implemented daily practice sessions for athletes in the Track and Field program.
- Developed training plans tailored to each athlete's needs and abilities.
- Encouraged athletes to strive for personal bests while maintaining team goals.
- Provided feedback to athletes regarding their performance and progress towards individual goals.

Front of House Manager, Empire Village Inn, August 2022-August 2023
Empire, MI

- Greeted customers and addressed their needs in a friendly and professional manner.
- Assisted with training new staff members on proper customer service techniques.
- Ensured that all front-of-house operations ran smoothly and efficiently.
- Responsible for ordering supplies necessary for front-of-house operations.

Operations Coordinator, Traverse City Pit Spitters, May 2022-August 2022
Traverse City, MI

- Oversaw aspects of team operations, including player transportation, equipment management, and facility coordination, ensuring smooth day-to-day operations.
- Supported the development and execution of practice schedules, travel arrangements, and game-day logistics.
- Collaborated with facilities management to maintain baseball facilities and ensure game readiness.

EDUCATION AND TRAINING

BBA

Sports Management, Northwood University, Midland MI August 2022

MBA

Supply Chain Management, Dakota State University, Madison SD



November 26, 2024

Supervisor Richard Bohjanen
Charter Township of Chocolay
5010 US 41 South
Marquette, Michigan 49855

Dear Supervisor Bohjanen,

I wish to be considered for the position of Township Manager. I am confident you will find my qualifications will be a good fit for this position. I have a background in municipal management, small business management, economic development, project management, and I have fiscal management experience.

I have twenty years of management experience in both small business and in local government, supervising teams with success. I have a background in project management in water and wastewater operations and worked with city, county, and state officials in resolving community issues. I've worked for six years with the Office of Program Management Assistance, a special projects division of the Detroit Water and Sewerage Department, (DWSD) and reported to the Deputy Director. Working as a team we implemented projects focusing on the Capital Improvements Plan (CIP). With a strong commitment to service, I would manage project teams that required coordination between DWSD, and with communities and partner organizations throughout southeastern Michigan. I worked with community customers implementing storm water management plans. I co-chaired a community economic development board for 10 years and helped apply for and receive state and foundation grants. In addition, I helped raise funds and participated in the Rouge River Cleanup. I have long experience working with Boards and the general public. I am continuing to utilize my skills in budgeting and personnel management in the sports technology field. I can wear many hats.

My accomplishments include: a) administering consulting and construction contracts; b) planning and expediting projects that were time sensitive and critical to operations including renovating a wastewater system; c) meeting budgeting goals at department level; d) working with volunteers in community-wide housing renovation project; e) experience working within a unionized environment; and f) managing teams in coordinated efforts to meet specific goals.

With my team-oriented management and liaison skills, coupled with my knowledge of project management and customer service, I am confident that I would make a major contribution to Charter Township of Chocolay. I have spent over 25 years enjoying vacations and spending time with family in upper Michigan. I would be happy to relocate to the community of Charter Township of Chocolay. You can reach me at the email or phone number above. I look forward to meeting with you. Thank you for your consideration.

Yours truly,



Qualifications:

- Twenty-five years experience supervising staff, directing projects, and preparing and administering budgets.
- Strong analytic, strategic and problem-solving skills.
- Experience with representing local government to regional and state agencies, community partners and professional groups.
- Prepared written communication, including recommendations to city administration, Board of Commissioners and City Council.
- Implemented plans for operations and capital improvements.
- Strong team building, interpersonal and communication skills.

Experience:

2009-Current

Playdata, LLC, Ann Arbor, MI

Operations Manager

- Responsible for day-to-day management of Human Resources, project management and budget.

1996-2006

Vision Solutions, Inc., Ann Arbor, MI

Operations Manager

- Responsible for day-to-day operations, Human Resources, team management and project management.

1990-1995

Detroit Water and Sewerage Department, Detroit, MI

Office of Program Management Assistance, (OPMA)

Program Manager

- Coordinated the day-to-day management of the Materials Management Division for three years, including budget and personnel management of 40+ employees. Supervised employees and assigned work.
- Liaison between Department, community partners, and utilities on OPMA projects.
- Administered construction and consulting contracts.
- Prepared recommendations for departmental management, Director and Board of Commissioners.
- Responsible for a cost reduction program for the department resulting in cost savings of approximately \$800,000 in the first year.

1989-1990

**Detroit Water and Sewerage Department, (OPMA)
Program Coordinator**

- Coordinated systems control center upgrade for water and wastewater, working with consultants and Department Engineering team.
- Assembled and organized Judicial Consent Documentation.

1988-1989

**Detroit Water and Sewerage Department, Contracts Group
Contract Analyst**

- Responsible for all phases of contract procurement, negotiation, award, invoice monitoring and close out.

1985-1988

**City of Grosse Pointe Farms, Grosse Pointe Farms, MI
Assistant to the Parks Director**

- Assisted three directors with improving the operations of park services, including security, recreational program development, festival coordination, and buildings, marina and picnic area maintenance and repair.

**Community
Service:**

Community Economic Development

- Wrote and administered state and foundation economic development grants for local community group.
- Co-chaired economic development board of local community group for ten years.

Education:

Adrian College, Adrian, MI
Bachelor of Arts -- Economics, 1985

City of Detroit

- Training Department, Supervision and Labor Relations Courses



November 2, 2024

Charter Township of Chocolay
5010 US 41 South
Marquette, Michigan 49855

Township Board and Supervisor:

I submit my resume with enthusiasm for the open Township Manager Position with the Charter Township of Chocolay. As my resume indicates, I have a solid foundation of relevant education and 20-plus years of experience in public management in government. I've earned a Bachelor of Science in Political Science, a Masters of Public Administration, and I have achieved designation as a Certified Public Manager from Texas Tech University. My interest in the position is our desire for my wife and I to move back to the Marquette area.

Over the last year, I have taken a break from my career in local government management to focus on my family and to reflect on my tenure in the profession. During my career as a public manager, I worked for very difficult communities with challenges in the organization and the community. Most of these communities have had a history of short tenure for their City Managers unless they were locals taking the position, these communities did not want a professional manager but more of a caretaker. I have come to this belief after more than a year of reflection.

Currently, I run a reselling business and am a content creator. Reselling is something I have done all of my life and is a passion of mine. I have used this skill to sell retired assets of the organizations I served creating additional revenue for them to utilize. Creating content on social media is an extension of my reselling business. More recently, I worked for the Mackinac Bridge Authority as a Bridge Services Representative for the last two years. This was a seasonal position and was the first time in 20 years I worked as line staff under a supervisor, instead of being the head of the organization. I believe this was good for me as it helped me better understand the union environment from a nonsupervisory role and to recognize the challenges line staff deal with in the field. I know this will help me be a better manager in the future because of the experience.

I served as City Manager for the City of St. Ignace, Michigan; working with local, regional, State, Federal, and Tribal Officials was a significant part of my role in managing the city. During my time as St. Ignace City Manager, I worked closely with elected and appointed city leaders, developing health, safety, regulatory, and organizational policies to improve efficiency.

As City Manager, I managed the development of the annual budget of \$7.3 million and its implementation. In coordination with the Council, developed and implemented organizational policies, ordinances, or regulations. The City of St. Ignace has 50 full and part-time employees; the City Manager has these employees under his management responsibilities along with all the City Department Functions.

[REDACTED]
[REDACTED]
[REDACTED]

While City Manager of Gladstone, I completed a sophisticated analysis of employee costs and large projects like the \$4.8 million 9th Street infrastructure project to provide the Commission with valuable information to make appropriate financial budget decisions. As a leader of Gladstone, I worked with the Commission to implement a comprehensive budget process and a CIP of \$11.5 million, as the organization did not have one previously. As you review my tenure in Gladstone you will note I was terminated by the City Commission, but I was not the first City Manager to be fired from this community there was a long string of managers who left under tough circumstances.

As a leader in Amery, Wisconsin, I worked on the Amery Trailhead Pavilion, a \$200,000 public-private project that created a sense of place in the heart of the downtown. I was also instrumental in working it the Council to create a fund balance of over 1 million dollars before my departure.

I enjoy the close integrations and consultations between the public and elected officials in forging policy initiatives. This teamwork and cooperation in these relationships will help foster a better community. As a public management professional, I have been fortunate to serve several organizations learning along the way, improving myself as a person and my understanding of government administration.

As my resume indicates, I have 20 years of management and supervisory experience with staff in the organizations I have served. I also have vast experience with financial operations and oversight from my years of public management, which are outlined in my resume. In the roles, I served as a manager; I used Microsoft products regularly in the performance of my duties as well as other computer software. I can quickly learn new software and technology and can be characterized as an early adopter of it.

I am confident that my advanced education, work experience, commitment to public service, and strong work ethic are well suited for the Charter Township of Choccolay, Township Manager Position.

I would be pleased to discuss my interest in the position and qualifications further either by video or phone. Thank you in advance for your consideration of my application.

Best Regards,

[REDACTED]
[REDACTED]
[REDACTED]





SUMMARY

Experienced manager with a proven track record in representing organizations, enhancing operations, and maximizing department effectiveness. Proficient in contemporary management and finance strategies, with hands-on experience in the administration of both small and large organizations. Adept in the use of computers and technology.

EXPERIENCE

Mackinac Bridge Authority- Bridge Services Representative

August 2023-Present

- *Vehicle Classification and Data Entry:* Accurately classify vehicles and enter relevant information into the computer system.
- *Revenue Collection:* Collect tolls from motorists according to established policies, ensuring accurate vehicle classification.
- *Transaction Handling:* Provide correct change as necessary and issue receipts upon request.
- *Transaction Review and Adjustment:* Review electronic and automated toll revenue transactions, making necessary adjustments for any discrepancies.
- *Revenue Management:* Count all collected revenues and perform daily deposits with the bridge office.
- *Customer Assistance:* Explain bridge rates, toll policies, vehicle classifications, and assist customers with any questions or payment issues.
- *Automated Lane Monitoring:* Monitor the availability and service concerns of automated lanes.
- *Reporting and Accountability:* Account for all revenue at the beginning of the shift and report any nonstandard vehicles, unusual incidents, and revenue collection issues to the supervisor.

Content Creator (Podunk Picker) - YouTube and Other Social Media Platforms

Self-employed | 2023 - Present

- Create and edit video content focused on reselling activities and food.
- Promote brand through social media and photography.
- Build subscriber base via full-length and short videos documenting thrift store finds, garage sales, and auctions.
- Utilize video and photo editing software.

Online Reseller - Sole Proprietor, eBay Store Podunk Picks

Self-employed | 2006 – Present

- Transitioned from part-time to full-time reselling in 2023.
- Manage listings, photography, pricing, and platform selection.
- Source items for resale to maximize profits.
- Track sales and inventory, and manage shipping.

██████████ ██████████
City Manager/Zoning Administrator

City of St. Ignace, MI | 2020 – 2022

- Supervised 50 employees across various departments with an annual budget of \$7.3 million.
- Navigated COVID-19 regulations to ensure safety.
- Implemented cost-saving vehicle lease program for police department.
- Administered city permits, short-term rental ordinances, and departmental purchases.
- Developed and launched a new city website for enhanced public engagement.
- Coordinated significant infrastructure projects and large community events.
- Responsible for training programs and work with supervisors to provide training to line staff
- Developed and preformed employee evaluations of department heads
- Experience with employee discipline including employee grievances, and arbitrations.

City Manager

City of Gladstone, MI | 2017 - 2019

- Managed an \$18 million budget and 50 employees.
- Implemented a paperless board packet system.
- Handled HR functions including mediations, grievances, and union negotiations.
- Developed a long-range capital plan and generated additional revenue through property auctions.
- Developed and preformed employee evaluations of direct reports
- Experience with employee discipline including employee grievances, and arbitrations.

City Administrator/Zoning Administrator

City of Amery, WI | 2008 - 2017

- Facilitated significant debt refinancing and economic development projects.
- Implemented digital board packets and new branding for the city.
- Managed a \$5.2 million budget and long-range capital planning.
- Spearheaded community development initiatives and social media presence.
- Responsible for security of the city facilities and property
- Developed Human Resources Policies and preformed employee evaluations of direct reports
- Experience with employee discipline including employee grievances, and arbitrations.

Town Manager

Town of Markle, IN | 2005 - 2008

- Oversaw daily operations and completed major downtown revitalization projects.

Early Career

- Interim Village Manager, Village of Cass City, MI | 2005-Supervised Employees
- City Manager, City of Brown City, MI | 2003 – 2004-Supervised Employees
- City Manager, City of Booker, TX | 2000 – 2003-Supervised Employees
- Interim Personnel Officer, Montcalm County, MI | 2000



EDUCATION AND TRAINING

- **Certified Public Manager Certification**
Texas Tech University, Lubbock, TX
- **Master of Public Administration**
Northern Michigan University, Marquette, MI
- **Bachelor of Political Science**
Lake Superior State University, Sault Ste. Marie, MI

HIGHLIGHTED TRAINING

- Numerous ICMA webinars on management and COVID-19 strategies (2020)
- Indiana Basic Economic Development Course (2006)
- Principles of Emergency Management, Texas Dept. of Public Safety (2002) 40 Hours

AFFILIATIONS

- International City/County Management Association (ICMA)-Current Member
- Michigan Municipal Executives-Current Member
- Former Member of the Wisconsin City/County Management Association
- Past Vice-President of the Indiana Municipal Management Association (IMMA)

COMMUNITY INVOLVEMENT

- Former Secretary St. Ignace Ambulance Authority
- Served Member St. Ignace Recreation Board
- Served Board Member Eastern U.P. Regional Planning
- Member of St. Ignace Kiwanis
- Former Gladstone Lions Club Member
- Served as Delta County Economic Development Alliance Board Member
- Former Treasurer and President Amery Rotary Club (Started Annual Beer Tent Fundraiser)
- Former Board Member- President and Director of Worn Again (Amery Nonprofit Thrift Store)

OTHER LEADERSHIP/AWARDS

- Outstanding Leadership, Woodland Lakes Rotary Club (2009-2010)
- Various photography awards at Polk Co. WI Fair (2012-2013)
- Youth Mentor, Amery Strive Program (8 years)
- 2023 ICMA 20-Year Service Award

*Resume of [REDACTED]

*XIII.A.18

Website: [REDACTED]

2007 - 2024 Owner & President of [REDACTED]; Artist & Photographer.

I am an Artist & Photographer. I sell scenic photography, postcards & art posters. Most recently "Exaltation of Life Scenes" featuring 10 Original Paintings & my Mini Art Posters, were featured at Lower Level Gallery, at Peter White Library of Marquette; In August & September 2023. My photography & paintings were featured in the show, "Dreaming" @ The Oasis Gallery in Marquette, Michigan, & "The Curators' Show 2011", "Snapshots", & more. My photography & my son's [REDACTED] was selected to appear in the "North of the 45th Parallel" Contest Show @ The DeVos Gallery @ N.M.U. The Postcard Sets have been used as a school fundraiser item. I enjoy being a Vendor at the Skandia Market, as well as various other occasional markets.

- 2018-2022 Founder/President/Executive Director, [REDACTED] * Established * Artists Of Aquarius Foundation * a 501C3 Non Profit Organization, to Create an Artists' Residence in the Upper Peninsula of Michigan * Board Of Directors: Dr. Roy Dittman, Los Angeles, California, & Mr. Curtis Harwell, New Plymouth, Idaho.
- 2013-2015 Art Student @ Northern Michigan University. School of Art & Design, Painting & Photography, Acting, & Broadcasting, & more.
- 2012-2010 Curator @ The Oasis Gallery of Marquette, Michigan
- 2005-2007 Sales Clerk @ the Bell Hospital Gift Shop, Ishpeming, MI
- 1998 DJ & Board Operator @ WJPD Radio Station, Marquette
- 1997 Advertising Sales Rep, Board Operator, Disc Jockey/DJ, Voice, Commercial Production, Fox 103 Radio Station, Marquette
- 1996 Public Relations Representative Seeking Funding & Promotion; Personal Assistant; & Talent including Actress & Singer @ Stage III Records Eco-Warrior World Tour Movie Project, & Classic Management International of Los Angeles, California * Company Shareholder *
- 1995-1996 Daycare Supervisor, Marquette Mountain Ski Hill, Marquette, Michigan
- 1994-1995 Anchor/Producer, Public Eye News @ Public TV-13/PBS, Northern Michigan University, 3 Semesters
- 1994 Local Coordinator, Academic Year In America, worked with Negaunee High School, German Student
- 1992-1993 Sales Rep @ National Calendar Company & U.S. Fundraisers, & The Idea Factory of Los Angeles, CA
- 1991 Public Relations Representative, Great Expectations Dating Service, Los Angeles, California
- 1991-1991 Sales Rep/self-employment, MLM/Multi Level Marketing of Equinox International & N.S.A. Water Filtration & Nutrition, Health & Beauty products
- 1991 Executive Secretary to Vice President @ Sanwa Bank California of Los Angeles, California
- 1989-1987 Secretary/Application Processor @ CAP/MPT, Cooperative of American Physicians, Los Angeles CA
- 1986-1987 Secretary @ Stevens Tree Experts, Pasadena, California
- 1985-1986 Head Cocktail Waitress & Substitute Bartender @ The Glass Onion Niteclub of Rochester, New York
- 1985-1986 Secretary @ Water Products Company, Rochester, New York
- 1985 Production Assistant @ Blair/BBDO Advertising of Rochester, New York
- 1984-1985 Receptionist/Optician Trainee @ Shopko Optical Center, Marquette, Michigan
- 1983 Sales Associate @ Country Britches clothing store, of Marquette Mall, Michigan

Education [REDACTED] *Resume* *

[REDACTED]

Page 2/Continued*

Education:

- 2019-2020** **MasterClass.com * CreativeArtsVideoClasses**
- 2013-2015** **School of Art&Design, focusing of Painting**
@ NorthernMichiganUniversity, Marquette, MI
- 1989-1990** **V.W.School of Painting & T Gallery, Vibul Wonprasat, Artist/Teacher of**
MarinaDelRey, California* StudentTrip to Taos, NewMexico
- 1985** **AssociateDegree in Business, NorthernMichiganUniversity**
- 1983** **Graduate of NegauneeHighSchool, 1983, Negaunee, Michigan**
***Who'sWhoAmongAmericanHighSchoolStudents 1983,**
***5th & 6th Grades SpellingBeeWinner (1stPlace Regionals, twice, & 3rd & 7th**
in UpperPeninsula),
***Cheerleader Every Year; Freshman & Senior Homecoming Queen**
Candidate, Class Officer Secretary & StudentCouncil; & SkiClub.
- 1986** **Graduate of BarblzonModelingSchool, Rochester, NewYork**
- 1988-1992+** **ActingClasses, LosAngelesCommunityCollege &**
ManuTupou, & NorthernMichiganUniversity, Filmed, Acted in Monologue &
Soap Opera Scene (A).
- 1988-1993** **Landmark Education Seminars, featuring the Training of WernerErhard**
(creator of EST), including TheForum, Money, ProducingResults,
Communication, Relationships, & more. LosAngeles
- 1988-1989** **TriuneLightCenter-Metaphysics, ESP & Dream Interpretation Classes, by**
Jacquaeline, LosAngeles Psychic Reader, Teacher/Lecturer, RadioTalkShow.
- 1991-1992** **Advanced MarketingSeminars- Taught by Bill Gould, including**
JourneyBeyondPerception, Creating A Perpetual Money Machine & Rally
& BasicBuildingBlocks, Re MLM & Philosophy, LosAngeles, California
- 1993** **California Republic State Citizenship classes taught**
By Jared Held & Richard MacDonald
- 1990-1991** **Hypnosis Motivation Institute, Certified Hypnotist & Hypnotherapy;**
Hypnosis Training Institute, Certified Hypnotist, Certificate, LosAngeles,
California
- 1989** **Travel to London, England & Amsterdam, Holland***

Personal:

- 2008-Current** **I workout 5 days per week & maintain a YMCA Healthclub Membership.**
- 1021-Current** **American Legion Auxiliary Member, Post 44, Marquette Michigan**
- 2021- Current** **VFW Auxiliary Member, Negaunee Michigan**
- 2022-Current** **Lake Superior Artists Association Member & Exhibitor**
- 2023** **Cheyenne Artists Guild Member**
- 2023** **Santa Clarita Artists Association Member**

- 2020-Current** **U.S.A. Road Trips**
- 1989** **Travel to London, England & Amsterdam, Holland * USA Travel &**
Road Trips * Mexico & Canada *

References:

[REDACTED]



Work Experience

Good will Industries-Marquette, MI
June 2017 to June 2017

Work Study

Education

Diploma

Marquette Senior High School - Marquette, MI
2016

Microbiology

Northern Michigan University - Marquette, MI

Skills

- CUSTOMER SERVICE (Less than 1 year)
- EXCEL (Less than 1 year)
- GREET (Less than 1 year)
- MICROSOFT WORD (Less than 1 year)
- PRINTERS (Less than 1 year)

Additional Information

Skills

Customer Service

- Greet customers, quickly develop a relationship and determine their needs
- Assist customers with locating items throughout the store and speak about each item's qualities
- Build displays and stock items according to a planogram
- Recover items throughout the store and return them to their correct place

Technology

- Know how to operate Microsoft Word, Excel and Power Point
- Skilled assembling computer components to meet the specifications of the owner
- Skilled at setting up printers, copiers, routers and modems

- Expert at conducting computer searches, arrainging and store information

Janitorial

- Skilled at sweeping, vacuuming and mopping various types of flooring surfaces
- Knowledge of keeping spaces sanitary through applying chemicals to counters, sinks, toilets and other surfaces
- Remove dust from shelves, tables, displays and merchandise
- Polish glass, mirrors and windows
- Remove snow from walk drives and other areas by hand or using a snow blower

[Redacted]

November 7, 2024

Chocolay Township Manager's Office
Attn: Chet Janik
5010 US 41 South
Marquette, MI 49855

Re: Township Manager Position

Dear Mr. Janik and Board Members,

I am very excited about the opportunity to pursue this position. I believe my combination of education, background, and experience make me an excellent candidate. I have over 13 years of experience working in local government, about 12 of those as a city manager in Florida and Michigan, including a successful tenure as the City Manager in nearby Ishpeming for several years. I returned to this area because it feels like home to me and I would be honored to be considered for this position. I believe my skillset and background would be a good fit.

I have broad supervisory experience in executive positions; serving as a project manager on large development projects; preparing and overseeing budgets; preparing and updating master plans; and providing staff representation to various boards and committees. I have worked on a range of projects from EPA funded environmental remediation to complex privately-funded redevelopment projects and everything in between. I have been an AICP-certified planner since 2008 and I believe my combination of managerial experience and planning expertise would provide added value to the Township Manager position. I would be able to fulfill the same obligations as your outgoing manager in that respect. Perhaps most importantly, I have a successful management style emphasizing cooperation and engagement while still maintaining a sharp focus on results.

I have been on hiatus from the city management profession for the past few years while I pursued a different career track during the Covid pandemic and following my most recent city manager appointment. I miss working in local government and I believe I have a strong skillset that lends itself most suitably to local management long-term. I am passionate about local government and I have invested many successful years into building a career as a manager. I believe I have a solid understanding and appreciation for the issues faced by the Township and would be effective immediately in the position. Thank you for taking the time to consider my interest in the position and I look forward to hearing back from you.

Sincerely,

[Redacted Signature]

[REDACTED]

EDUCATION

University of Michigan

Ann Arbor, Michigan

Taubman College of Architecture and Urban Planning

April 2004

- Master of Urban Planning

University of Michigan

Ann Arbor, Michigan

College of Literature, Science and Arts

May 2001

- Bachelor of Arts

Free University of Berlin

Berlin, Germany

- Summer Program

Summer 1999

PROFESSIONAL EXPERIENCE

Direct Home Mortgages

Troy, Michigan

Mortgage Loan Officer

August 2020 – present

- Initiate the mortgage process for potential clients, preparing, analyzing, and verifying mortgage loan applications for the purchase or refinance of real estate.

City of Keego Harbor

Keego Harbor, Michigan

City Manager

February 2019 – February 2020

- Enforce all laws and ordinances under direction of the mayor.
- Manage and supervise all public improvements, works, and undertakings of the city
- Prepare and administer the annual budget under policies formulated by the council and keep the council fully advised at all times as to the financial condition and future needs of the city and make such recommendations as may seem to him advisable.
- Act as the purchasing agent for the city or delegate such duties to some other officer or employee of the city.
- Act as personnel director of all city employees or delegate.
- Member ex officio of all committees of the council.

Ascendant Property Management

Troy, Michigan

Owner/Property Manager

November 2015 – June 2018

- Manage all aspects of 7-unit apartment building and retail commercial building including rent collection and disbursement, tenant recruitment and oversight, compliance with insurance and regulatory requirements, and general maintenance and upkeep.
- Plan and implement construction projects including as liaison with contractors, financing and banking professionals, and owner and owner's agents.

City of Traverse City

Traverse City, Michigan

City Manager

July 2013 – March 2015

- Enforce all City laws and ordinances.
- Supervise all public utilities, improvements, works and undertakings, and the finances of the City.
- Appoint and remove all administrative officers and employees in the administrative service of the City.
- Attend all meetings of the City Commission, and to take part therein, but without vote.
- Prepare annual itemized budget, and keep the Commission fully advised as to the financial condition and needs of the City.
- Purchase all supplies, including insurance, for the City, and approve all vouchers for the payment of same.
- Recommend to the City Commission, for adoption, measures necessary or expedient for City operations;
- Serve as member ex officio of all committees of the Commission.

[REDACTED]
City of Ishpeming

Ishpeming, Michigan

City Manager

March 2010 – July 2013

- Served as the **Chief Administrative Officer** appointed by the City Council
 - Ensure that all laws and provisions of the City Charter and resolutions of the City Council are faithfully executed;
 - Enforce all City contracts and franchises, works, and undertakings;
 - Supervise all public utilities, improvements, works, and undertakings;
 - Prepare, submit, and administer an annual budget and keep City Council informed as to the financial condition and needs of the City;
 - Administer all procurement and property disposal;
 - Member ex-officio of all commissions and boards of the City;
 - Assume all duties and responsibilities as personnel director of all City employees.
- **DDA Executive Director and ex-officio DDA Board Member**. The DDA implements projects including infrastructure construction, recreation improvements, and streetscaping. The DDA also funds ongoing promotional events and small-scale improvements such as pocket parks.
- **Freedom of Information Act (FOIA) Administrator** in charge of receiving and processing requests in compliance with the Act.

City of Trenton

Trenton, Florida

City Manager

Sept 2005 – February 2010

- **Chief Administrative Officer** appointed by the Board of City Commissioners. Responsible for all personnel, finance, and city clerk responsibilities. Implemented the policies and objectives established by the City Commission and ensures that city services are provided in the most efficient, effective, and fiscally responsible manner possible.
- **Director of Community Redevelopment Area (CRA)**. The CRA undertook large-scale projects including downtown redevelopment, streetscaping, park construction, and stormwater management improvements.
- **Land Development Regulations (LDR) Administrator** in charge of interpreting and enforcing the Comprehensive Plan and Land Development Regulations, including site planning, subdivision approval process, zoning changes, and future land use amendments.
- **Floodplain Administrator** responsible for development permitting in flood hazard areas and ensuring conformance with National Flood Insurance Program.
- Represented the City of Trenton as **Secretary/Treasurer** of the Nature Coast Regional Water Authority.

Causeaux & Ellington, Inc. (now Causeaux, Hewitt, & Walpole, Inc.)

Gainesville, Florida

Land Development Planner

June 2004 – Sept 2005

- Project management of development planning including, but not limited to, land use and zoning changes, subdivision approval, fiscal impact modeling, and market analysis.
- Coordinate and conduct community participation and outreach programs such as neighborhood workshops, public hearings, and neighborhood plans.
- Extensive use of GIS for product development, research, analysis, site planning, and plan adoptions and amendments.

City of Ypsilanti

Ypsilanti, Michigan

Planning Assistant

Aug 2003 – April 2004

- Research including, but not limited to, future land use and zoning changes, subdivision approval, legal opinions, and CDBG administration.
- Code enforcement, building code compliance review, public information, and file maintenance.
- Extensive use of GIS for research, analysis, and staff recommendations.
- Building permit and plat research to modernize administration and filing system.

Studies in Urban Security Group

Ann Arbor, Michigan

Graduate Assistant

September 2002 – June 2003

- Conduct extensive research into infrastructure assets, security operations, and disaster preparedness of Detroit Water and Sewerage.
- Utilize disaster modeling software to prepare contingency plans.

PUBLICATIONS

“Case Study: Rural and Urban Distinctions in Florida”. Practicing Planner, Volume 6, Issue 3, 2008; American Planning Association.

AFFILIATIONS / CERTIFICATIONS

American Planning Association (APA)

- Member from 2004-present
- American Institute of Certified Planners (AICP) Certification 2008-present

International City Managers Association (ICMA)

- Member from 2005-2019

Michigan Local Government Management Association (MLGMA)

- Member from 2010-2015

Florida City and County Managers Association (FCCMA)

- Member from 2005-2010

[Redacted]

[Redacted]

November 10, 2024

Chocolay Charter Township
5010 US 41 South
Marquette, Michigan 49855

Dear Chocolay Township Board of Trustees,

As a prior federal law enforcement officer, fire fighter, search and rescue program coordinator and in my currently held 4-year tenure in the Community Development Department with the City of Marquette, I have developed a diverse skillset that allows me to excel in leadership, clear and effective communication, decision making, and problem solving. I have an impeccable record of documentation and representation for each of those complex duties I've performed and therefore, it is my intent to submit my resume for the vacancy of Township Manager.

Enclosed is a copy of my résumé. Key strengths that I may offer include:

- Experienced interpreting, applying, and teaching federal, state, and local law in a variety of applications.
- Highly skilled at conflict management and incident resolution.
- Maintained complicated caseload and documentation as police officer, medical professional, and municipal agent.

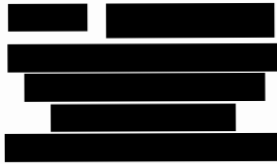
Through my current profession, I've developed a strong understanding of municipal operations and how they should be applied for the betterment of a community. I have worked with countless residents to listen to their concerns and help them resolve a wide variety of issues. I have also proven myself to be a strong leader during complicated, stressful, and even dangerous scenarios to effectively resolve conflict. My resume demonstrates further experience and potential that I hope to bring to the Chocolay Charter Township, its residents, and staff. I look forward to an interview and to further discuss what contributions I can offer your community.

Sincerely,

[Redacted Signature]

[Redacted Title]

Enclosure



PROFESSIONAL EXPERIENCE

City of Marquette

Planning/Zoning Specialist

Marquette, MI

November 2020–Present

- Maintained current and extensive knowledge of local and state laws as they relate to municipal government.
- Enforced violations of the City of Marquette Land Development Code and Code of Ordinances and worked with landowners to reach compliance.
- Routinely collaborated with City Attorney, Department Heads from multiple municipal divisions, and their staff, to accomplish mutual goals.
- Reviewed permits and plans submitted for compliance prior to construction.
- Researched, drafted, and introduced amendments for zoning ordinances based on community needs and national trends.
- Improved permitting process to expand resident options and lowered permit fees by 30%.
- Procured funding to fully fund demolition of private resident's blighted structure.

Pictured Rocks National Lakeshore

US Park Ranger

Munising, MI

May 2016–November 2020

- Served as Search and Rescue Program Coordinator responsible for instructing training, team certification, team and gear management, and maintaining industry standards. Led entire reported National Park Service in SAR responses (2020).
- Conducted and led multi-agency all-hazard incidents to include largescale events, dignitary protection details, medical/trauma injuries, marine and land search and rescue/recovery missions, wildfires, and general public safety.
- Patrolled public lands and waters as conservation officer to enforce state and federal law.
- Made arrests, conducted investigations, issued federal violation notices, and maintained documentation to support cases to be tried in federal court.

Michigan Department of Health and Human Services

Services Specialist – Children's Protective Services Investigator

Marquette, MI

October 2015–April 2016

- Conducted investigations of alleged abuse and neglect against children.
- Maintained detailed documentation of case investigations, interviews conducted, recommendations on behalf of probate court, and the MI DHHS.

Kings Mountain National Military Park / Glen Canyon National Recreation Area / Glacier National Park

US Park Ranger (Seasonal)

Blacksburg, SC / Page, AZ / St. Mary, MT

May 2012–October 2015

- Removed lost, injured, and dangerous individuals from remote wilderness locations.
- Interviewed suspects and victims of crimes.
- Responded to high-risk situations including structural and wildland fires, fatalities, dangerous criminal responses and manhunts, missing persons, and major medical traumas.
- Arrested individuals for crimes against state and federal law.
- Patrolled protected archeological resource sites to maintain cultural and historical artifacts.

EDUCATION

Federal Law Enforcement Training Center (FLECTC)
Land Management Police Training Program

Brunswick, GA
December 2019-July 2019

- “Expert” Marksman award, Physical Efficiency Battery Distinguished Honors award

Northern Michigan University
Bachelor of Science in Criminal Justice

Marquette, MI
January 2010–December 2010

- Dean’s List
- Nominated for “Outstanding Student of the Year”

Northern Michigan University
Bachelor of Arts in English Literature

Marquette, MI
August 2003–May 2008

- Dean’s List

SKILLS & CERTIFICATIONS

- Seasonal Law Enforcement Training Program, Type II Police Commission, Northern Arizona University +500 hour program (2011, expired)
- Certified by SOLO as Wilderness First Responder (2010-2013, expired)
- Certified by National Registry of Emergency Medical Technician as EMT-B (2012-2022, expired)
- Certified by American Red Cross in CPR/AED (2009-2022, expired)
- Certified Wildland Fire Fighter (2009-2021, expired)
- Held many certifications in police training including impaired driver detection, active shooter response, victim/witness assistance, control tactics, leadership training, annual policy/legal/ethics updates, etc.
- Citizen Community Planner – Michigan State University Extension (2022)

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

November 19, 2024

Administrator Search
Chocolay Township Manager’s Office – Att. Chet Janik
5010 US 41 South
Marquette, MI 49855

Dear Chet Janik and the other members of the Chocolay Township Manager Hiring Committee:

Please accept this letter as my intention for applying to the Township Manager position. I learned of this position while conducting a job search on the Indeed website. In my current role as Director of Non-Instructional Services, I manage several departments of Iron Mountain Public Schools. I have helped create opportunities for the school district to differentiate itself from the other local school districts, which is an absolute necessity in this time of school of choice.

When I first was hired at Iron Mountain Public Schools as the Director of Technology, the school district was in less than ideal financial shape. Collaborating with the school’s superintendent, Mr. Jerome Sardina, and the school board, I changed the technology department’s focus into one that emphasizes a lean financial footprint while maintaining a culture of continuous improvement.

To this end, our school district is part of a local technology consortium (TechCo), which is comprised of three other school districts and the local Intermediate School District (ISD). TechCo has allowed the school districts to provide more services than they otherwise could, principally by combining the human and technology resources of the member organizations. One of the goals I would have if offered the Township Manager role would be to explore opportunities for intergovernmental partnerships between Chocolay Township and other local communities, to both become more financially efficient and to provide better services for all communities involved.

In reviewing the 2021 Master Plan, one item that stood out to me was that the township currently relies on private wells to provide its citizens and businesses with drinking water. One opportunity that the township has is to move to a public water utility, which would allow for more businesses to move into the area, as they would have a net-lower cost than if they had to build a private well themselves. This would also reduce strain on the underlying aquifers that the townships draw from, which would be a net-positive effect for both the community and the environment.

I’m truly excited for this opportunity as I am the innovative manager Chocolay Township needs and deserves. I sincerely thank you for your time and consideration of my application. Please contact me at your earliest convenience to schedule a mutually agreeable time to meet.

[REDACTED]



Work Experience

Iron Mountain Public Schools – 217 Izzo Mariucci Way, Iron Mountain, MI 49801

Director of Non-Instructional Services - July 2022 – Currently Employed

Director of Technology – September 2019 – June 2022

- Oversee and maintain the Information Technology and Physical Plant Operations of the district
- Collaborate with other administrators in setting, monitoring, and achieving organizational goals
- Manage and implement projects within the school district, including the following:
 - Video scoreboards in the Izzo-Mariucci Gymnasium
 - Layer 3 and Layer 2 network switch upgrades
 - Security camera system upgrades
 - North Elementary Kinetix flooring
 - VoIP phone system replacement
 - New Public Addressing system replacement
 - Exterior and interior door replacements
 - Emergency sewer repair at IMHS
 - Annual student Chromebook refresh
 - PowerSchool plugin installations
 - Musco LED lighting system at the football stadium
 - Football stadium and Izzo gymnasium sound system upgrades
- Developed and maintains the 1:1 student device program for the district
- Deploy and maintain staff technology devices
- Maintain the district's network
- Maintain the digital signage of the school district

Bay de Noc Community College West Campus – 2801 N. US 2, Iron Mountain, MI 49801

Technical Support Coordinator – December 2014 – September 2019

Technical Support Specialist – August 2013 – December 2014

- Key accomplishments
 - Played a key role in the design and implementation of the Fornetti Hall technology upgrade
 - Led a very lean IT support staff at the West Campus
 - Cable managed active network switches with over 200 device connections without end-user impact
 - Developed process maps, including the lean placement testing processes
 - Designed a network patch panel map for the Iron Mountain campus
- Provide support and guidance for IT to improve its end-user technology
- Assisted with various software systems, including the Jenzabar SIS
- Supervise, lead, and develop IT student employees

Education

University of Wisconsin – Superior – Superior, WI - Bachelor's in Sustainable Management

Bay de Noc Community College – Escanaba, MI – Associate in Computer Systems Technology and Associate in Business Administration

November 26, 2024

Administrator Search
Chocolay Township Manager's Office
Attn: Chet Janik
Marquette, MI 49855

Dear Mr. Chet Janik:

It is with great enthusiasm that I submit my resume for the Township Administrator position. Being a frequent visitor to the Marquette area, I am familiar with the Chocolay Township, would welcome the opportunity to be part of the Township's team to preserve and enhance your unique community.

Since the start of my career, I have served in various executive leadership positions, especially in local governments that afforded me with the opportunity to utilize my innovative skillset to preserve, maintain, and/or enhance a variety of communities. Besides the City of Cheboygan, I have provided leadership in fiscal and budget oversight, personnel management, capital project development, and recreational/cultural programming, with the Town of West Yellowstone, City of Sandusky, and Erie County (Ohio).

In addition, I have been responsible for the development and management of diverse assets that included municipal, residential, commercial, industrial, public transit, water/sewer, roadway, and recreational projects and facilities. Over the last three years, under my leadership, the City of Cheboygan has undertaken approximately \$40 million in infrastructure improvements with nearly half being funded by federal/state grants with the remaining balance funded by low-interest private and public sector loans.

Throughout my career, I have been extremely accessible to community residents and staff, very active in the community, and developed successful partnerships with local governments, non-profit organizations, federal governmental agencies, and as well as the business community. Besides being a self-motivated person, I also possess the adaptability and vision that will complement the strong leaders and staff in Chocolay and appreciate all the organization has to offer. For additional information, I can be reached at [REDACTED] or at [REDACTED].

Sincerely,

[REDACTED]



EDUCATION

Masters in Public Administration Bowling Green State University
Specializations: Management in Small Local Government and Community Development/Planning

Bachelor of Science Bowling Green State University
Major: Biology (Wildlife) Minor: Comprehensive Science

Completed all required coursework and exams for a PhD in Demography at BGSU.

WORK EXPERIENCE

CITY MANAGER

City of Cheboygan, MI. May 2021 to Present.

- Population of approx. 5,000 with tourist season daily average population of 7,500.
- Oversees a combined operational and capital budget of approximately \$17 million – generates revenue projections.
- Leads a staff of 50 employees plus performs all human resource functions including training, development, and union negotiations.
- Conducts all planning, zoning, and community/economic development activities.
- Developed and implemented a Capital Improvements Plan (not done in ten years).
- Oversaw the \$20 million financing and renovation of the City’s Wastewater Treatment Plant.
- Secured a USDA Loan (1%) for \$9 million upgrade to the City’s Water System including a new water tower.
- Awarded two Michigan RLF grants (\$7.8 million) for additional upgrades in the Water and Wastewater Systems.
- Coordinated the revision of the DDA TIF Plan.
- Purchased key Downtown/Riverfront properties for re-development purposes (Water Street Property).
- Assisted Walstrom Marine with \$6 million expansion.
- Acts as the Zoning Administrator.
- Streamlined the City’s permitting process and improved coordinated with other agencies involved with development.
- Updated or created by-laws and procedures for City Boards and Commissions.
- In a week, Raised \$117,000 in donations to purchase a Zamboni.
- Updating Zoning Ordinance, Comprehensive Plan, and Rec Plan.

TOWN MANAGER

Town of West Yellowstone, MT. Jan. 2016 to March 2021.

- Population of approx. 2,000 with tourist season daily average population of 14,000 +.
- Oversaw a combined operational and capital budget of approximately \$15 million – includes revenue projections.

- Led a staff of 40 employees plus performs all human resource functions including training, development, and union negotiations.
- Obtained approval of the Montana State Legislature and Governor to modify existing tax law to increase a local option tax limit (In an anti-tax state). Net gain of \$1.4 million/year in new revenue for the Town.
- Invested \$500,000 in new well and transmission line. Negotiated water rights transfer with DEQ and DNRC.
- Created a public/private partnership to build a state-of-the-art learning center by raising \$650,000 in donations to match a Town investment of \$650,000.
- Entered into a \$2.5 million design and construction management contract for a state-of-the-art wastewater treatment plant (Approx. \$16 million).
- Undertook \$500,000 in emergency renovations to sewer lagoon to increase capacity (finished ahead of schedule and underbudget).
- Purchased 80 acres from National Forest Service using a commercial mortgage secured by Resort Tax revenue.
- Drafted and implemented a new Growth Policy and the site plan for the redevelopment of the Old Airport (80 Acre project).
- Updated the Town's Personnel Policy Manual and Drug Testing Policy.
- Revised the outdated business license and special event permits ordinance.
- Obtained the Town's first DEQ permit for the wastewater system.
- Developed a capital plan for Pioneer Park and invested \$650,000.
- Conducted an analysis of the Town's utility rates and modified them to plan for future capital project needs.
- Wrote job descriptions for all Town employees.
- Conducted a comprehensive wage and benefit study.
- Worked with a developer to construct 180 housing units.
- Issued RFPs/RFQs for legal, engineering, auditing, medical, judicial, and architectural services.

VICE PRESIDENT

Stone Environmental, LLC. Sandusky, OH, Jan. 1990 to Jan. 2016.

- Worked for a variety of governments and non-profits as a contract employee/consultant. Full-time endeavor 2009 -2016.
- Areas of consulting include executive leadership, economic development, planning, zoning, environmental testing, and grant writing and management.
- Provided leadership for Clydescope, Clyde Ohio's economic development and planning agency. Worked on a \$6 million commercial project that included annexation, infrastructure extension, and land acquisition, and structured innovative financing. In a six-month period, recruited a hardware store, two financial intuitions, and manufacturing facility with 100 new jobs.
- Worked with State Paper and Metal to expand their facility onto the former Jeep Plant site in Toledo, OH. Coordinating this \$7 million effort with the City, Lucas County Port Authority, and the State of Ohio.
- Acted as the Executive Director for Direct Action for Central Lorain. See the description below.

- Provided planning/zoning services for Jerusalem Township.
- Obtained and managed the Neighborhood Stabilization Program grants (\$6.0 million HUD program) for the City of East Cleveland.
- Other past clients: City of Lorain, Heidelberg College, Bowling Green State University, Burton Township, City of Pepper Pike, City of Sandusky, Erie County, and the Bunge Corporation.

EXECUTIVE DIRECTOR Direct Action for Central Lorain, Lorain, Feb. 2002 to Jan. 2009.

- Led community development corporation for 10,000 residents, including full budgetary and personnel responsibilities.
- Enforced neighborhood zoning and property maintenance codes.
- Developed and implemented neighborhood revitalization plans.
- Developed affordable housing projects using HOME and CDBG funds including apartments and single-family homes.
- Constructed and managed commercial and residential construction projects and properties.

COM. DEV. DIRECTOR City of Sandusky. Sandusky, Ohio, May 2000 to Jan. 2002.

- Managed a staff of 12 full-time, 3 part-time employees, and 40 contractual employees including all personnel functions.
- Led all economic development activities, including the development of a business roundtable, site visit program, and ombudsman programs to focus on business retention and expansion.
- Completed the Paper District Urban Revitalization Plan that started Sandusky's waterfront redevelopment projects.
- Supervised the housing and property maintenance inspectors.
- Coordinated the operation of the County-wide Transit System.
- Updated the comprehensive land use plan and zoning code.
- Negotiated leases and purchase agreements for City property.

EXECUTIVE DIRECTOR Greater Erie County Marketing Group. Sandusky, Ohio, December 1998 to April 2001.

- Conducted all economic development activities in Erie County, with a population of 78,000.
- Created over 360 industrial jobs with an investment of \$300 million.
- Recruited the Great Bear Waterpark (Now Great Wolf Lodge) that started the Erie County Waterpark Craze.
- Completed financing packages for large scale economic development and housing projects.

OTHER PROFESSIONAL POSITIONS

INSTRUCTOR Bowling Green State University 1993 to 2016.

Courses included State and Local Government, Planning and Economic Development, Public Administration, Environmental Science, and Political Science.

PROFESSIONAL AWARDS

Ohio CDC of the Year by the Ohio Community Development Association
Ohio CDC Director of the Year by Ohio Community Development Association

Date 11/03/2024

Charter Township of Chocolay Board of Trustees
50110 US 41 South
Marquette, MI 49855

Dear Trustee Members, after reviewing your job advertisement for Charter Township Manager, I am submitting my attached resume for consideration.

With over 27 years in government and more than 20 years in executive management, I bring extensive experience and a successful track record in various administrative roles. My qualifications include:

- **Finance:** Managed budgets from a few million dollars to overseeing a \$126 million budget.
- **Human Resources:** Directed personnel operations for 450 employees and currently supervise 14 department heads.
- **Safety Compliance:** Led County-wide safety programs.
- **Health Insurance:** Administered self-funded health insurance plans, implementing cost-effective, high-quality health services for employees.
- **Public Affairs:** Served as the main contact for County-wide media communications.
- **Economic Development:** Led significant economic development projects and collaborated with various stakeholders.
- **Community Engagement:** Initiated and managed community-focused programs, such as the "Take a Stand Against Meth" campaign and Adverse Childhood Experiences (ACEs) training.
- **Employee Engagement:** Developed a comprehensive employee engagement program to boost morale and productivity.
- **Collaboration:** Fostered strong working relationships with municipalities and non-government entities.

My unique career path from highway worker to County Administrator provides me with a comprehensive perspective. I do not ever want to lose that perspective that the decisions I make, as well as the final decisions made by the Elected Officials, affects the employees and the citizens that we all work for. I am confident that my skills, experience, relationship-building, and dedication, make me an excellent candidate for the role of Charter Township Manager.

Additionally, my understanding and years of experience with finance, human resource, organizational planning, infrastructure with roads and buildings, working with elected officials, and department heads, will allow me to provide immediate contribution to the Charter Township of Chocolay. Please feel free to contact me at your convenience.

Thank you for your time and consideration.

Sincerely,

██████████

[REDACTED]

OBJECTIVE

To secure the position of Charter Township of Chocoday Manager

SPECIAL SKILLS

- **Upper Management:** 20 years of experience.
- **Certifications:**
 - National Highway Institute Certified Bridge Inspector.
 - Emergency Management Institute (IS 100, 200, 300, 700, 800, 1900).
 - Liberty Mutual Safety Management Institute I, II, III.
 - General Colin Powell Professional Development Academy – Leadership.
 - Fraud Hotline – Fraud Risks and Effective Controls – Manager Training.
 - Leadership Training - Conducting Difficult Conversations.
 - Civil Rights Compliance Training.
 - Wisconsin Basic Economic Development (Wisconsin Economic Development Association, The Community Economic Development Program, The International Economic Development Council).
 - Fred Pryor Seminar: Coaching Skills for Managers & Supervisors, 7 Habits of Highly Effective People.
 - Ramsey’s Financial Peace University.
- **Professional Development:** Courses in law, management, accounting, conflict resolution, and problem-solving.

WORK HISTORY

Administrator, Chippewa County (2018-Present)

- Chief Administrative Officer for 425 employees and a \$126 million budget.
- Implemented forensic financial audits.
- Led economic development initiatives, including a County-owned business park. Leading efforts to build a new business park with the City of Chippewa Falls being equal partners.
- Started the "Take a Stand Against Meth" campaign.

- Implemented self-funded health insurance to guide employees to choose a low-cost, high-quality outcome for their doctor and health procedures.
- Initiated comprehensive employee engagement program.
- Conducted and implemented a County-wide wage study.
- Initiated a comprehensive employee engagement program.
- Established collaboration with other local County Administrators, which is currently at 16 counties.
- Attend monthly meetings with Chippewa Falls Chamber of Commerce Director and Tourism Director.

Administrative Coordinator, Lincoln County (2010-2018)

- Chief Administrator Officer for 450 employees and a \$48 million budget.
- Roles included Safety Compliance Officer, Affirmative Action/EEO Officer, ADA Compliance Officer, Public Affairs Officer, Personnel Director, and health plan administrator.
- Chief Negotiator for Union contracts.
- Facility Director for 2 years.
- Conducted a County-wide HIPAA audit.
- Implemented safety and return-to-work programs.
- Conducted and implemented a County-wide wage study.
- Administrator of the self-funded insurance plan.
- Responsible for Loss Control program.

Highway Commissioner, Lincoln County (2004-2010)

- Supervised Highway Department staff and managed a \$6.5 million budget.
- Maintained contracts with State, County, and Local authorities, as well as private contractors.
- Secured over \$2 million in grants and \$1.9 million in ARRA funds.
- Established a comprehensive safety program adopted by other departments.
- Worked closely with Workman's Compensation provider to implement a return-to work program.
- Participated in contract negotiations and grievances with the Highway Union.

State Patrolman/Truck Driver, Lincoln County Highway Dept. (1997-2004)

- Operated heavy machinery and performed maintenance on equipment.
- Chief-Stuart and Union President.

Vice President/Machine Operator/Logger, B&R Tree Removal LLC (1993-1997)

- Operated heavy equipment, provided estimates, and coordinated services.
- Coordinated work with land owners integrating GTE plans for cutting paths for GTE fiber optic cable.

Security Officer, K-Mart (1992-1993)

- Operated security cameras, observed and apprehended shoplifters, and trained new employees.
-

EDUCATION

- **Bachelor of Science in Criminal Justice, University of Wisconsin Eau Claire (1992)**
 - **Marketing major/minor in Management, Mount Senario College (1986-1989)**
-

HOBBIES/INTERESTS

- Golf (volunteered for the US Open 2017)
 - Past Board of Director, Our Sister's House (non-profit homeless transition house)
 - Past Trustee and Leadership Team member, Prince of Peace
-

REFERENCES

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

[REDACTED]
Operations Manager

EDUCATION

Ball State University Muncie, IN
Major: *Supply Chain Management and Logistics* Graduated: May 2018
Minor: *Six Sigma Operations*

WORK EXPERIENCE

The H.T. Hackney Co. Dec 2021 - Present
Operations Manager

- Delegated over 4 different departments during a 20% growth of the facility
- Oversaw the maintenance process on the use of over 30+ trucks and of 30 drivers
- Accelerated vendor relationships by maintain healthy fill rates in each of the warehouses
- Implemented a new pick zone process that increased our efficiency by over 50%
- Maintained up to date requirements on all health and safety codes set by FDA and OSHA

The H.T. Hackney Co. Sept 2018 – Dec 2021
Night Operations Manager

- Advanced an increase in production operations by over 100%
- Directed 80+ team members in the picking and loading process
- Identified and resolved process bottlenecks within the production line
- Supervised a team of leaders and supervisors to effectively get product out on time
- Facilitated over logistics and transportation to effectively meet crucial customer deadlines

Home City Ice Company May 2015- Sept 2018
Terminal Manager

- Streamlined the addition of an additional delivery route to over 100+ customers
- Mapped out efficient driver routes and maintained over 15 driver’s schedules
- Trained and mentored new team members on proper delivery techniques and procedures
- Maintained truck and terminal maintenance and upkeep
- Resolved equipment issues and aligned repairs for our process to remain efficient

SKILLS/CERTIFICATIONS

Six Sigma Experience	Data Analysis	Microsoft Office Suite	Servant Leadership
Process Improvement	DOT Compliance	SAP/ERP Experience	ASQ Certification

HONORS

Eagle Scout Troop 22 DeMolay Chevalier

November 27, 2024

Chocolay Township
5010 US 41 South
Marquette, Michigan 49855

Dear Supervisor Bohjanen and Honorable Board Members,

I am writing to express my sincere interest in your Township Manager position. With a proven track record as a local government Manager, I am eager to bring my extensive local government experience and skill set to contribute to the continued success of the Township.

I am in search of an organization offering a stable environment that I would like to work with for the remainder of my career. I am looking for an environment that embraces good morals, ethics, values with pride and respect for one another. And an employer that rises above challenges, adversity and negativity to focus on success, achievement and prosperity. If I have described you and your team in Chocolay Township then we need to talk further.

I believe that with my twenty years of local government experiences that I possess a broad base of skills in complex operations, where I have proven to be a skilled communicator and collaborator, able to listen and accept criticism, while working to resolve problems. I have proven success in keeping up with current trends and bringing innovative ideas forward.

I have performed duties such as zoning manager, planning, human resources, risk management, budgetary development and oversight, project management, safety oversight, strategic planning, program development, economic development, public relations, grant writing and administration, etc. for organizations that provide public services, public safety, fire and EMS services, critical infrastructure, utilities, arts and recreation that is all encompassing of a vibrant, healthy community.

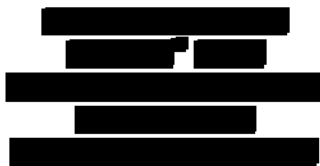
I have been actively involved with MAC (Michigan Association of Counties), MACAO (Michigan Association of Township Administrative Officers), MME (Michigan Municipal Executives) AAME (American Association of Municipal Executives) and held a Board position with the MML (Michigan Municipal League) among other professional organizations, community boards and committees.

I would appreciate the opportunity to sit down with you and discuss the possibility of joining your team.

Respectfully,

[Redacted Signature]

[Redacted Title]



EMPLOYMENT OBJECTIVE

To work within an organization where one can develop relationships that promote mutual growth and prosperity for the long term.

PROFESSIONAL EXPERIENCE

Village Manager / Clerk, Village of Caledonia
Caledonia, Michigan
(June 2019 to April 2024)

With a population of nearly 1,600, the Village of Caledonia serves as a bedroom community to the greater Grand Rapids metro region. I also serve as the Village’s zoning administrator, street administrator, public services director along with a multitude of other duties like; community planning, human resources, risk management, budgetary development and oversight, project management, safety oversight, strategic planning, program development, economic development and redevelopment, public relations, grant writing and administration, etc. So far during my tenure, the Village has seen growth in service industries with the addition of food and drink establishments, professional offices, healthcare services and 168 residential units, bringing more choices to the community. With the addition of three housing developments the Village is now “built out” and we have one hundred percent occupancy in residences.

Caledonia operates on a two million dollar budget and has recently purchased and remodeled its Village Hall and has also made a substantial reinvestment in the DPW. More importantly this purchase and reinvestment occurred while chopping away at our debt, and I am now proud to say that the community is now not only debt free but now has a generous fund balance.

Took a hiatus from professional responsibilities to provide care and support for ailing family members. During this period, focused on personal and family priorities. Subsequently, re-entered the workforce with a renewed commitment to contributing to organizational success.

City Manager, City of Negaunee
Negaunee, Michigan
(March 2011 to March 2017)

The City of Negaunee has a population of about 4,600 located in the north-central portion of Michigan’s Upper Peninsula. It is a “bedroom community” located nine miles west of Marquette on the shores of Lake Superior. I managed the day to day operations of the largest City in the U.P. occupying almost fifteen square miles with almost forty miles of streets, thirteen miles of sidewalk and non-motorized paths and boasting over 61 acres of parks. The City operates not only a full service DPW utilities of water, sewer and electric. Of course, Negaunee also has a library, senior center, public housing, cemetery, police and fire department, which also serves the City’s residents and visitors. The City employs approximately fifty-three, full, part-time and seasonal personnel, represented by three collective bargaining units with just over a twelve million dollar annual budget. I was charged with the responsibility for conducting the City’s business in all matters on the day to day basis while also representing the City on Federal, State, County, Tribal (KBIC) matters. I was the lead in the City’s pursuit in obtaining Redevelopment Ready certification. I also served as the City’s Zoning Administrator, Street Administrator along with a multitude of other duties including serving as: Michigan Municipal League-Board of

Trustee Member, Michigan Municipal Executives(former MLGMA)-Member, Upper Peninsula Municipal Managers Association-President, Michigan Department of Transportation, Upper Peninsula Local Bridge Council-Member, Central Upper Peninsula Planning and Development Regional Commission-Board Member, WPPI Energy-Board Member, Upper Peninsula Public Power Agency (UPPPA)-Vice President.

Consultant, M&A Services

Oscoda, Michigan

(November 2009 to February 2011)

Worked with a corporation in developing and implementing a business plan with the goal of marketing the company for the purpose of sale.

Chief Administrative Officer – County Coordinator, County of Alpena

Alpena, Michigan

(August 2005 to November 2009)

Alpena County has a year-round population of approximately 29,000 which grows to more than 35,000 with the influx of snowbirds and tourist, being a popular destination that occupies 1,695 square miles on the picturesque shores of Lake Huron. This rural County is made up of smaller communities with the largest being the City of Alpena with 11,000 residents, which is by far the largest City in the sparsely-populated Northeast Michigan area, serving as its commercial and cultural hub.

Performed as the Chief Administrative Officer in the operations of Alpena County. Provided assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as policy review, contract review, contract negotiation and liaison with other boards and agencies. Investigated and researched various issues and projects assigned by the Board and reported the results with possible alternatives and recommended courses of action. Supervised appointed managers and functions of departments such as Maintenance, Equalization, Central Dispatch 911, Airport and others as assigned. Responsible for coordinating the process of the hiring of department managers, assigning functions, reviewing and evaluating managerial performance. Responsible for the bargaining and administration of all labor agreements within the County and served as the last step in the grievance process. Worked with legal counsel on litigated matters including arbitration, mediation and State administrative hearings. Maintained fiscal management of the County. Controlled, reviewed and analyzed budgets. Approved major purchases, forecasted financial status, created and implemented related policy. Participated in planning of County infrastructures including facilities, capital outlay, budget and critical long-range needs. Coordinated matters involving outside counsel work and recommends action on matters to the Board. Represented the Board of Commissioners at meetings with local governmental and State officials. Spoke on behalf of the Commission at various meetings, presented the County point of view and served as a resource on existing policies and issues. Served on the County Building Authority. Also served as Special Deputy, interim Airport Manager and 911 Director.

Alpena Regional Airport Manager / Assistant County Coordinator, County of Alpena

Alpena, Michigan

(May 2005 to August 2005)

Managed the day-to-day operations of the Alpena County Regional Airport (APN). Which is a joint use Part 139 (air carrier) / Michigan Air National Guard airport that has almost 15,750 operations per year with a 9,001-foot primary runway and a 5,031-foot crosswind runway. It has passenger service provided by Delta Airlines, three FBO's, two flight schools, two fuel providers, two 135 operators, four freight companies and repair facilities. APN is a 3,000-acre facility that has as its largest tenant / lease holder, a Federal Government Combat Readiness Training Facility. APN's property also entails two designated economic development renaissance zones.

Managing Director, Owosso Community Airport (RNP) / Secretary, Shiawassee County Airport Board,
Owosso, Michigan

(April 2002 to May 2005)

Responsibilities included the daily operations that included; administration of personnel, facilities, equipment, budget management, instructing and overseeing compliance with all local, state and federal laws. Secretarial duties include establishing, with the direction, concurrence and approval of the Shiawassee Airport Board, fiscal and personnel policies governing the operation and management of Owosso Community Airport.

Emergency 911 Dispatch Center, Eaton County. Charlotte, Michigan

(December 2001 to April 2002)

Received request for police, fire and emergency medical assistance from the public. Dispatch and/or relay calls for service to the appropriate police, fire and emergency medical agencies or units. Assists emergency service agencies by collecting, storing, retrieving and disseminating information vital to their operation. Responsible for making effective, immediate decisions regarding life-threatening situations based on highly complex rules, regulations and procedures. State of Michigan LEIN certified.

Appraiser, GMB Appraisal Group. Scottsdale, Arizona

(October 2000 to December 2001)

Performing appraisals with an appropriately supported objective and unbiased opinion of the value, of an adequately and accurately described property. All performed with the highest levels of technical competence, individual responsibility and personal integrity.

President, Kingston Printing Inc. Owosso, Michigan.

(September 1993 to August 1999)

Responsible for all operations of a commercial printing company. Duties included sales, purchasing, customer service, graphic design, production, bookkeeping, marketing, job scheduling, purchasing, computer design, production supervision, training, computer development employee development, employment, benefits, employee scheduling, payroll, terminations, EEO conferences and union contract negotiations. National accounts consisted of such companies as NuVision Optical, Crown Leisure Products, Pearle Vision, Henry Ford Health Systems, General Motors and the State of Michigan.

Projects Manager/Developer, K mart Corporation-Auto Service division, Troy, Michigan.

(May 1987 to September 1993)

Developer-Responsible for the recruitment of qualified mechanics and management positions. Developed and implemented training programs for supervisors, managers and mechanics. Monitored continuing education programs to ensure all personnel maintained the highest level of competence to ensure quality of work and safety.

Projects Manager-Organized and implemented national and local marketing Policy & strategy. Prepared and analyzed tracking reports. Researched, analyzed and monitored market trends and competitive environment. Managed multiple projects aimed at increasing competitive advantage. Negotiated contracts with online and outside advertising agencies. Obtained new product lines and negotiated co-operative advertising agreements. Developed promotional programs utilizing in store, print, radio and television media platforms. I received numerous awards for my accomplishments.

Emergency Medical Technician/ Director, Corunna Area Ambulance Service, Corunna, Michigan
(January 1986 to September 1990)

Provided emergency medical care to patients by providing treatment in a pre-hospital setting. Performed duties as chief medical officer on a basic life support ambulance. Instructed in CPR, advanced first aid, drivers training, dispatching and assisted in emergency medical technician training. Eventually becoming the Director, who managed the daily operations of CAAS by scheduling staff, providing continuing education, ensuring compliance with State of Michigan requirements and reporting directly to the board of directors.

EDUCATION

Disney Institute
Alpena Community College
Michigan State University
Lansing Community College
Corunna High School
ULC- Honorary PhD. Divinity

ACTIVITIES AND ORGANIZATIONS

I held a board position with the GVMC (Grand Valley Metro Council). I am currently a member of MME (Michigan Municipal Executives), KCCA (Kent County Clerks Association), KCTA (Kent County Treasurers Association) and held a Board of Trustees position with the MML (Michigan Municipal League). I also had been actively involved with MAC (Michigan Association of Counties), MACAO (Michigan Association of County Administrative Officers. Ordained Minister, Tech Certified Scuba Diver, Habitual Volunteer, Community Activist, Hobbyist, Father and Husband.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Work Experience

Executive Director

Soccer Shots-Fort Wayne, IN
January 2020 to Present

- Lead all aspects of program delivery, business development, partnership-building, and daily operations
- Align all business activity with the strategic vision of both local owner and Soccer Shots Franchising
- Manage company budget
- Supervise 5-7 directors

Director of Operations

January 2017 to December 2020

- Responsible for all Fort Wayne territory operations including sales, communication, marketing, and coaching
- Grew territory revenue and enrollments 100% by securing new partnerships and improving quality of product

Youth/Men's Program Facilitator

Center for Nonviolence-Fort Wayne, IN
January 2015 to December 2017

- Provided nonviolent leadership training to under-served public elementary school students
- Facilitated men's Batterer's Intervention Program groups following the Duluth Model

Assistant Residential Manager

Pathfinder Services, Inc.-Huntington, IN
January 2012 to December 2013

- Assisted seven differently abled adult male clients with daily living and social skills
- Managed house budget as well as client bank accounts, personal appointments, and community outings

Resident Assistant

Huntington House Homeless Shelter-Huntington, IN
January 2011 to December 2013

Assistant Men's Soccer Coach

Huntington University-Huntington, IN
January 2010 to December 2011

Education

MA

Peace Studies Anabaptist Mennonite Biblical Seminary - Elkhart, IN
2013 to 2015

BS

Recreation Management Huntington University - Huntington, IN
2006 to 2010

Skills

- Sports Coaching
- Communication skills
- Organizational skills
- Customer service
- Customer support
- Van driver
- Delivery driver experience
- Driving
- Bus driving
- Experience with children
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Outlook
- Public speaking
- Computer skills
- Budgeting
- Leadership
- Conflict management
- Mentoring
- Business development
- Business management
- Google Docs
- Hospitality
- Marketing
- Payroll
- Events management
- Sales
- Physical education
- Operations management

- Teaching
- Microsoft Office
- Team management
- Profit & loss
- Product management
- Childcare
- Program management
- English
- Windows
- Supervising experience
- Management
- Strategic planning
- Administrative experience
- Microsoft Word
- Google Suite
- Analysis skills
- Office experience

Certifications and Licenses

Driver's License

First Aid Certification

CPR Certification

November 27, 2024

Chocolay Township Board:

I am delighted to apply for your open position of Township Manager. I have abundant experience in municipal leadership, ethical financial management and coordinated long term planning.

My leadership experience includes serving as Mayor for the city of Clintonville, Wisconsin and as a County Board Supervisor with Waupaca County, Wisconsin. In my work as Mayor, I served on many committees including the Personnel Committee and Finance Committee. I oversaw many large municipal projects that included transparent communication with citizens, private businesses and other stakeholders. Examples of this included a major road resurfacing project that included replacing water and sewer lines. Another project involved intensive problem solving work with streamlining garbage and recycling services. We had to provide citizens with efficient garbage and recycling services with a limited budget. Both efforts were highly successful in the eyes of our citizens. My work as a Supervisor with Waupaca County includes service on both the Economic Development Board and the Solid Waste and Recycling Board.

I have extensive experience with financial management of both municipal budgets and grants. An example of this was overseeing a large state funded initiative that included an overhaul and update of the city's wastewater treatment plant. As mayor, I planned and coordinated essential open meetings with citizens regarding public comment on the annual budget. This required respectful listening to citizen concerns and follow up discussions with department chairpersons to ensure that citizen voices were part of the process. I have also coordinated private foundation grants that required listening to the concerns of citizens and integrating their input with directives of the board.

All of my work has included a strong emphasis on long term planning and developing a vision, whether working for city, county or my own business. This has required big picture thinking, intensive study of important policies and laws, but more important, involving the development of honest and empathic relationships with people who are being served and thus will ultimately benefit from this planning.

My leadership style is based upon respect, hard work and ethics. I was very grateful when the Wisconsin Veterans Association recognized these values and awarded to me the Bob Munro Veterans Service Award.

I grew up in Chocolay Township and many of my family members, relatives and friends still live there. I will always consider it home, even though I have lived in Wisconsin for several years. As Township Manager I would not only bring all of my skill and experience to the job, I would also bring my devotion to the place I call home.

Sincerely,

██████████




Professional Skills & Experience

Administrative Leadership

- Supervisor, Waupaca County Board, Waupaca, WI
- Served as Mayor, Clintonville, WI
- Served as Alderperson, Clintonville, WI
- Chairperson, Personnel Committee, Clintonville, WI
- Event Director, Great Lakes Endurance, LLC, Clintonville, WI & Munising, MI

Service Leadership

- Board of Directors, Northern Michigan University Alumni Association, Marquette, MI
- Habitat for Humanity, Appleton, WI
- Iditarod Sled Dog Race, Communications, Anchorage, AK
- LPGA Classic Thornberry Creek, Score Keeper, Green Bay, WI
- Rotary Club, Clintonville, WI

Budget Development

- Finance Committee Chairperson
- Management of Municipal budgets
- Oversight of Private Foundation and State of Michigan Grants

Grant Writing

- WK Kellogg Foundation
- Michigan Department of Public Health
- State of Michigan

Work Experience

Owner/Director, Great Lakes Endurance, LLC 10/01- Present

Responsible for event planning, marketing, organizing, financial management, and media relations for trail running events in Michigan and Wisconsin. Work with State, Federal and private organizations with permits, volunteer recruitment, planning and implementation of trail running events on public and private lands.

Supervisor, Waupaca County Board, Waupaca, WI 4/24 - Present

Serve on the Economic Development Corporation, Human Services Board, Solid Waste & Recycling Management Board.

Mayor, Clintonville, WI 4/16 - 4/18

Supervised and directed the city's day-to-day operations including budgets and employee productivity and management. Ensured all city ordinances and state laws were observed and

enforced. Mayoral appointments to boards and committees.

Aldersperson/Council President - Clintonville, WI 4/11 - 4/16

Served on the Personnel Committee, Finance Committee, Board of Review, Board of Zoning and Appeals, Labor Relations, Library Board, Plan Commission, Safety and Ordinance Committee, Tourism Committee and Utility Board.

Western UP District Health Department - Health Educator 4/97-10/01

Responsible for organizing, implementing and evaluating worksite wellness programs. Collaborated with local municipalities to develop healthy workplace policies.

EDUCATION

Northern Michigan University, Marquette, MI
Master of Public Administration

Northern Michigan University, Marquette, MI
Bachelor of Science - Health Education

[Redacted]

November 27, 2024
Confidential

Chocolay Township Manager's Office
Attn: Chet Janik
5010 US 41 South
Marquette, MI 49855

I am interested in applying for the advertised Township Manager Position.

I believe I could bring several excellent skills to this position:

- I have worked closely with Administration policies, rules and regulations related to all facets of State and local municipal functions working closely with Boards, Councils and Commissions
- I have developed new programs and services that have better served the public
- I have experience in long range planning with Master Plans and the process of identifying goals and opportunities to help attain those goals.
- I have been awarded and administered grants.
- I have a long history of training and developing personnel.
- I am familiar with General Ledger, Assessing and Building BS&A software modules.

In my career I have been successful in fostering positive public relations, promoting effective communication and increased transparency while attentive to employee morale to provide positive and efficient public service. I am committed to employee development and advancement, recruitment and retention with an open-door policy while stressing team building and accountability.

[Redacted]

[Redacted] W [Redacted]
[Redacted] W [Redacted]. If I were granted the opportunity to work for Chocolay Township, I know it would entice my family to visit more often and I would get to live near to the shores that I always start planning to return to the moment my visit is over.

I look forward to your call, and a chance for an interview.

Sincerely,

[Redacted]

[REDACTED] [REDACTED] [REDACTED]

Summary of qualifications

- Extensive experience working for three Municipalities managing personnel and operations.
- Extensive experience with labor relations, contract negotiations and Michigan Civil Service.
- Good working relationship with all branches of local government.
- Success at writing and adopting: Master Plans, Ordinance Amendments and Grants
- Coordination of projects and goals with all Departments and personnel
- Consistent record of reducing costs and increasing efficiency of public services.
- Experienced with: Municipal budget process, open meetings act and Risk Management.

Education

- 2011 -- MSU Planning and Zoning Center Zoning Administrator Certificate Program
- 1990 – Michigan Fire Fighters Training Council Certified Fire Fighter Instructor
- 1985 – 1989 Bay De Noc Community College Escanaba, MI
Northern Michigan University, Marquette MI
Northern Michigan University Police Academy

Professional experience

- July 2019 – Present [REDACTED] – Superintendent
 - Hired staff to replace all five department heads (4 retired)
 - Revised and restructured the budget, accounting, and policy manuals
 - Staffed and assisted a vacant Assessing Department, retaining our tax roll.
 - Increased services and amenities for our residents (list available)
 - Increased transparency, efficiency and accountability of Township functions
 - Implemented tools and resources for ease of development and permitting
 - Successfully navigated the challenges of COVID- MIOSHA regulations
- 2006 – 2019 [REDACTED] – Zoning & Code Administrator
 - Duties of Director of Community Planning and Development
 - Act as advisor to City Council, City Manager, Planning Commission and ZBA
 - Developed and supervise a successful Code enforcement & Rental inspection program
 - Various administrative duties related to: Assessing, Water, Sewer, Street and Fire Departments
 - Access Management Committee Chair of [REDACTED]
- 2004 – 2019 [REDACTED] (part time)
 - Developed program of Code enforcement.
 - Advisor to Township Board and Superintendent
- 2004 – Present [REDACTED] (Seasonal part time)
 - Supervised employees, maintained contracts with Arcadis Geraghty & Miller
 - Licensed General Contractor
- 2005 – 2015 [REDACTED] (chair 2010 – 2015)
- 1980 - 2005 [REDACTED]
 - Sergeant and Incident Commander supervising a wide variety of emergency responses.
 - Department Training Officer / Public relations and outreach coordinator.
 - Certified Instructor for the Michigan Fire Fighters Training council
 - Conducted criminal investigations, and background investigations for new hires.

[Redacted]

[Redacted]

November 27, 2024

Board of Trustees
Chocolay Township
5010 US 41 South
Marquette, MI 49855

Dear Trustees,

I am writing to express my strong interest in the Township Manager position at Chocolay Township. As someone who is excited to return to Michigan and particularly to the Marquette area, I am eager to bring my experience and skills in local government, problem-solving, decision-making, and community engagement to support the continued growth and success of Chocolay Township.

Over the course of my career, I have gained valuable experience in local government operations, leading teams, and processing a range of development projects, from long-term planning to day-to-day operations. In my current role, as Community Development Director in Winter Park, CO, I oversee projects that require strong decision-making skills, a deep understanding of local policy, and the ability to collaborate with various stakeholders. I have successfully implemented zoning plans, led multi-scale development efforts, and worked with community leaders to find creative solutions to both short- and long-term challenges.

Problem-solving and decision-making are key strengths that I have developed while working in a resort town that has seen high growth over the last seven years. Whether it's addressing infrastructure needs, ensuring code compliance, or responding to community concerns, I am able to navigate these issues and create actionable, effective solutions.

Community engagement is a must for any government organization. I have led numerous public engagement efforts, including town hall meetings, online platforms, and surveys, to ensure that residents' voices are heard and that community members are actively involved in the decision-making process. Fostering trust and open dialogue with residents is crucial to effective governance.

Having lived and attended college in Marquette, I am particularly excited about the opportunity to return to the area and contribute to the development of Chocolay Township. It would be exciting to work to implement the goals in the recently adopted Recreation & Natural Resource Conservation Plan and fulfill the priorities outlined in the 2025 budget. I believe my background in local government, strong leadership abilities, and commitment to community engagement make me a well-suited candidate for the Township Manager position.

Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and experience can benefit Chocolay Township.

Sincerely,

[Redacted Signature]

[Redacted]



PROFESSIONAL SUMMARY

Dynamic and results-oriented Community Development Director with over 21 years of experience in public-sector management, strategic planning, and stakeholder engagement. Expertise in leading development programs, securing government funding, and fostering partnerships to drive sustainable growth in resort towns. Skilled in public policy, grant writing, program oversight, and collaborating with local government officials, business leaders, and nonprofit organizations to improve quality of life. A strong advocate for local community initiatives and public-private collaboration.

EDUCATION

Northern Michigan University, Marquette, Michigan **2001**

Bachelor of Science – Land Use Planning and Management

PROFESSIONAL EXPERIENCE

Town of Winter Park, Winter Park, Colorado **January 2016 - current**
Community Development Director

Town of Winter Park, Winter Park, Colorado **March 2008 – January 2016**
Town Planner

Town of Grand Lake, Grand Lake, Colorado **March 2003 – July 2007**
Town Planner

- Spearheaded the development and implementation of comprehensive plans, downtown plans, and numerous studies aligned with the vision of the community and the long-term growth strategies and fiscal priorities of the Council.
- Supervise a 5-member team, including planners, inspectors and senior officials ensuring effective program management and team collaboration.
- Manage multiple consulting firms ranging from planners, GIS, engineering, and legal counsel.
- Facilitated the overhaul of the zoning code, subdivision code, engineering standards and sign code into a single Unified Development Code.
- Conduct land use and zoning analysis to guide decisions on residential, commercial, and mixed-use development projects, ensuring compliance with local policies and regulations.
- Collaborate with developers, architects, and local government officials to review and approve plans for new developments, subdivisions, and public works projects including a revised master plan for the base village of Winter Park Resort, a top ten ski resort in North America.
- Develop comprehensive reports and presentations for the Town Council and Planning Commission, offering policy recommendations and analysis of project proposals.
- Facilitate community engagement through public meetings, workshops, and consultations to ensure that development aligns with the needs and desires of residents.
- Utilize geographic information systems (GIS) and planning software to map and analyze development patterns, land usage, and infrastructure requirements.

- Collaborated with senior management to develop an Urban Renewal Authority for blighted areas, improving community infrastructure and fostering economic growth.
- Provided technical advice to developers and landowners on zoning compliance, land use options, and permitting requirements.

PROFESSIONAL AFFILIATIONS AND LEADERSHIP EXPERIENCE

Professional Affiliations

- Member, American Institute of Certified Planners - Certified Planner Number 023681
- Member, American Planning Association
- Member, Colorado Chapter of the American Planning Association

Leadership Experience

- Board Member, Colorado Chapter of the American Planning Association - Public Official Representative
- Chair, Grand Lake Planning Commission
- Vice-Chair, Headwaters Trails Alliance

SKILLS

- Community Development & Planning
- Strategic Vision & Leadership
- Public Speaking & Advocacy
- Stakeholder Engagement
- Budget Management & Financial Oversight
- Program Evaluation & Impact Measurement
- Conflict Resolution & Negotiation
- Microsoft Office Suite & Project Management Software (e.g., Accela, Bluebeam, ESRI)

REFERENCES

Available upon request.



November 27, 2024

Chet Janik
MLI Search Consultant
Chocolay Township Manager's Office

5010 US 41 S
Marquette, MI 49855

Dear Chet,

I am writing to you because I want to be considered for the Chocolay Township Manager position. I think that I am a great candidate with excellent qualifications, work experience and personality.

I graduated with honors from Wayne State University in Detroit, Michigan, with a Bachelor's degree in Business Administration. I worked for 16 years in direct government, in the Michigan Army National Guard, and have held multiple board positions both inside the National Guard and in a volunteer capacity. I had to learn and work in and through both Michigan and federal laws along with regulations and policies. And I held financial positions over the years that required supervision of income and expenses, assets and liabilities using various systems.

I experienced leadership from a small team of 3-5 people all the way up to organizational leadership supporting the entire Michigan Army National Guard with over 9,500 employees. I initiated and supervised major facility renovations, some over \$1,000,000. I reviewed and revised policies and regulations and created and implemented standard operating procedures. I am a team player and understand where decisions are made and how best to present my concerns and recommendations.

Finally, I am passionate about taking care of people. I am agreeable in most regards and am used to working for a board while leading others to meet the operational needs of the organization. My subordinates have responded favorably to my leadership style, and I am experienced in being direct when necessary.

I look forward to hearing about the opportunity to serve the people of Chocolay Township!

Sincerely,

EMPLOYMENT

High School Teacher

May 2018 – Jun 2023 Detroit Public Schools Detroit, MI

- Lead Junior ROTC Instructor teaching 60 students and supervising an assistant instructor within a program of 150 students; plans, instructs, leads and evaluates multiple grade levels; coaches the leadership team, the marksmanship team and the academic team.

Field Agent

Feb 2016 – Apr 2017 Knights of Columbus Fraser, MI

- Review insurance needs with clients and provide recommendations and solutions to meet those needs; develop and maintain expertise in the life insurance industry; service existing client needs by maintaining and updating records and preparing correspondence; respond to death claims with professionalism and compassion.

Real Estate Agent

Apr 2015 – Present Real Estate One/Arterra Realty Michigan

- Develop and maintain expertise in real estate sales; coordinate real estate sales transactions between buyers and sellers; assist, advise, and coach clients throughout the real estate transaction process.

Senior Training NCO/Project Coordinator

Aug 2013 – Apr 2015 Michigan Army National Guard Taylor, MI

- Responsible for researching, analyzing, writing, and revising plans for executive review for a 2,000 person organization. Coordinates facility requests and projects across 22 cities and 2 military installations. Drafts and reviews personnel and equipment requirements for multiple projects in parallel, involving up to 2,000 personnel. Manages strategic and operational requirements for information technology, and provides minor help-desk support for up to 50 personnel. Conducts regular market research and market analysis and drafts strategies to develop competitive advantages. Supervises two teams of up to 10 personnel each.

Chief Medical NCO/Senior Executive Administrative Assistant

Aug 2009 – Aug 2013 Michigan Army National Guard Detroit, MI

- Responsible for assisting and advising a chief executive officer for a health care organization. Responsible for the day-to-day operations of a medical & dental clinic with 9,000 patients which processes physical exams, lab work, immunizations, patient care, and case management, along with dental screening, dental x-rays, and minor corrective dental surgery. Responsible for specifying job classifications and individual job training requirements for all personnel assigned to the company, and making recommendations for hiring and firing employees.

Readiness NCO/General Manager

Mar 2005 – Aug 2009 Michigan Army National Guard Detroit, MI

- Directly supervised up to four full-time and 35 part-time employees for a 150 person company. Trained and supervised processing of pay, evaluations, training, and personnel records. Supervised all logistical operations to ensure assets in excess of \$1,000,000 and facility projects totaling \$4,000,000 over four years were executed efficiently, ethically, and completely.

Admin and Supply NCO/Human Resources and Logistics Specialist

Nov 2003 – Mar 2005 Michigan Army National Guard Selfridge, MI

- Inputs finance and payroll transactions for a 95 person company. Manages the evaluation process, processes promotions, reductions, adverse and separation actions, and requests and verifies travel arrangements and payments. Requests, inventories, receives, inspects, classifies, and turns in uniforms, office automation equipment, office supplies, furniture, operational supplies, and aviation-grade fuel.

Training NCO/Training Administrator

Jan 2000 – Nov 2003 Michigan Army National Guard Selfridge, MI

- Drafts and briefs mission, vision, and goals for a company of 150 personnel. Responsible for preparing and briefing yearly training plans, yearly training calendars, and monthly training schedules. Responsible for requesting contracted transportation of \$3,000-6,000, coordinating lodging for 150-200 people, and coordinating for food support. Managed hazardous materials transportation requests and storage, including flammable and explosive materials. Managed facility operations for a medium-sized company with an annual budget of \$55,000. Requests contracted training for both individuals and small to large groups.

MILITARY EDUCATION

Government Purchase Card, Ethics, and Section 508 Training

12Feb10-12Feb10 Defense Acquisition University Ft Belvoir, VA

Company Level Pre-Command Course

13Sep09-18Sep09 Regional Training Institute Ft Custer, MI

Commander's Safety Course

04May08-07May08 US Army Combat Training Center Ft Rucker, AL

Training Officer Course

06May02-17May02 NGB Professional Educ Ctr Camp Robinson, AR

US Army Ranger School

08Jul96-06Sep96 Infantry School Ft Benning, GA

CIVILIAN EDUCATION

Bachelors of Business Administration-General Management (cum laude)

May 2005 – May 2013 Wayne State University Detroit, MI

Associate of General Studies (magna cum laude)

Jan 1991 – Dec 2003 Macomb Community College Warren, MI



Issue Brief: FOIA Coordinator Transition

Meeting: Discussion December Board Meeting

Date: December 2, 2024

Issue Summary:

How to implement the Township Board change of the FOIA Coordinator from the Office of the Clerk, to the Office of the Manager?

Background:

In the November Township Board Meeting, the Board passed a motion to move the responsibility of FOIA Coordination from the Office of the Clerk to the Office of the Manager. It was discussed as not a requirement of the statutory Clerk responsibilities and may help alleviate time spent by the Clerk in the office.

There is an existing court judgement that was not discussed at the time of the motion but should be discussed as part of the full transition of responsibility. The Township settled a court case that requires the FOIA Coordinator to attend an annual FOIA training. This is an important factor in the timing of the transition.

Since the next training would be in the spring, and the current Manager has not taken a certified class this year and cannot attend one before transition to a new manager, it is suggested that the Board consider a longer transition plan. We cannot ignore a court judgement without the risk of contempt.

The Office of the Manager suggests that the FOIA Coordinator transition happens when the next Manager is placed in the office and has achieved training compliance with the judgement. This would keep the Clerk as the coordinator until such time proper transition can happen in full compliance.

Analysis:

During the hiring process, the Board can ask each potential candidate their experience with FOIA coordination. This process will allow for full compliance with the existing judgement and the existing practice since the Clerk has taken FOIA training this year.

Recommendation:

Staff recommends that the Township Board review this transition plan and move forward in a compliant manner to transition the FOIA process to the Office of the Manager when fully compliant with existing judgement and certification has been achieved.

Author: William De Groot

Date: 11/21/2024



Issue Brief: Township Manager Transition

Meeting: Discussion December Board Meeting

Date: December 2, 2024

Issue Summary:

Should the Township Board develop a Township Manager Transition Plan?

Background:

The Township Board approved special meetings to hire the next Manager. The timing of these meetings is scheduled for the beginning of December. It is conceivable that the Township may have the final candidate identified on December 12th. The current Manager will leave the office by the end of December.

The Township Supervisor is responsible for the general operations of the Township, but the Manager is responsible for daily operations based on the current agreement. It may be necessary for the Supervisor and the Board to develop a short-term transition plan in case it takes more than a few weeks for the proper placement of the next Manager.

Analysis:

This should be discussed with the Board and current Manager to understand the timing and the necessary effort during the transition. This is the right of the Supervisor but the interest of the entire Board. The current Manager should be part of the transition discussion to ensure all current projects are identified, timing can be discussed, and a proper plan developed for Board review and future approval.

Recommendation:

The Board should discuss this as the recruitment process nears an end.

Author: William De Groot

Date: 11/21/2024