

CONVENTION CENTER HOTEL
BOARD OF DIRECTORS

3 YEAR TERM

MEMBER	ADDRESS	PHONE #	APPT. DATE	TERM EXPIRATION	TERM #
J. Louis LaBruce llabruce@haveanicebank.com Chairman	5711 Woodside Ave. 29577	843-429-2429 – Work 843-655-6117 Cell	7/10/2012	7/25/2021	5
Thomas C. Maeser, Sr. tommaeser@sc.rr.com	8500 Margate Circle #901 29572	497-4672 (H) 283-3532 (C)	7/10/2012	7/25/2021	4
Frank Durant fdurant@durantandmartin.com	2107 Farlow St., MB, SC 29577	448-1541	7/10/2012	7/25/2021	7
George C. DuRant george@durantagency.com	3730 Waterford Dr., MB, SC 29577	843-997-4343	11/12/2019	7/25/2020	1
Stephen W. Greene evergreene1231@yahoo.com	4506 Hedrick St., NMB, SC 29582	843-742-8390	11/12/2019	7/25/2020	1
Judy Rodman Judyrodman1@cs.com	844 Antigua Dr. Myrtle Beach, SC 29572	449-6312 (H)	6/11/2013	7/25/2022	7
Yvette Jefferson yvettejefferson@hotmail.com	9177 Abingdon Dr. MB, SC 29579	843-903-1330 or 843-340-0199	3/27/18	12/12/2020	1

NOTE: City Residents are highlighted in blue.

Mr. Maeser has resigned. We have received recommendation for Adam Johnson to fill this vacancy. On file we have resumes from Adam Johnson (Non Resident), Henry Westendarp (Non Resident), Robert Day Non Resident), Dan Wiener (City Resident), and Cathy Koontz (Non Resident).

Jennifer Stanford

From: Nicki Stoddard
Sent: Wednesday, October 30, 2019 3:25 PM
To: Jennifer Stanford
Cc: Brian Monroe; Fox Simons; Louis LaBruce
Subject: Myrtle Beach Convention Center Hotel Corporation Board-Vacant Seats

Good Afternoon Jennifer,

It has come to our attention that Judy Rodman's seat on the Myrtle Beach Convention Center Hotel Corporation Board is up for reappointment which will leave 3 vacant seats on the board.

Please be advised that if Judy is interested in continuing to serve it is recommended she be reappointed for one of the seats.

In addition the Board moved to recommend Stephen Greene, Adam Johnson and George Durant to fill the remaining two open seats.

It has been requested that these name be presented to City Council for a final vote.

Can you please ensure this gets added to the agenda.

Thank you.



The employees of the City of Myrtle Beach are a diverse group of individuals who blend their unique talents to create the most effective, elite team of public servants in South Carolina.

Nicki Stoddard

Administrative Assistant

p: 843-918-1235
m:
e: NStoddard@cityofmyrtlebeach.com

PO Drawer 2468
Myrtle Beach, SC 29578-2468

www.cityofmyrtlebeach.com



*** WARNING *** All e-mail correspondence to and from this address may be subject to public disclosure under the South Carolina Freedom of Information Act(FOIA). 2007

ADAM S. JOHNSON, CPA
80 Bonnie Bridge Cir • Myrtle Beach, SC 29579
419-708-3809
adamjohnson91@outlook.com

*Outsides
City*

Objective

Assist with tax compliance and provide consulting and guidance to add value to individuals and small businesses.

Education

The University of Toledo, Toledo, OH
Bachelor of Business Administration, May 2013
AACSB Accredited College of Business Administration
Major: Accounting; Minor: Finance
Overall GPA 3.55/4.0

Experience

WebsterRogers LLP

Tax Supervisor

- Review of individual and business tax returns
- Tax Consulting

Myrtle Beach, SC

June 2019-Present

Senior Tax Associate

- Preparation of individual and business tax returns
- Participation in recruiting events, speaking engagements and leadership activities

July 2018-June 2019

Mosley, Pfundt & Glick, Inc.

Staff Accountant

- Review of individual income tax returns
- Preparation of business and corporate tax returns
- Preparation of payroll tax returns including W-2s, 941s, 940s and various state/local filings
- Preparation of business tax filings including sales, personal property and gross receipts tax filings
- Tax planning, succession planning and management advisory related to business acquisitions, sales, mergers and reorganizations
- The handling of correspondence related to a variety of individual, business and payroll tax notices
- Accountant in charge of compilations, reviews and personal financial statements which includes making any necessary adjusting journal entries, accruals and tax adjustments
- Troubleshoot bookkeeping issues and assist with QuickBooks (desktop and online), Peachtree and various other accounting programs
- Recruiting, interviewing and hiring seasonal interns
- Training new employees

Maumee, OH

October 2013-July 2018

Tax Intern

- Preparation of individual income tax returns
- Office administration tasks including client contact, mail/e-mail communication and the processing of tax returns

January-April 2013

Jennifer Stanford

From: Henry Westendarp <westendarp@aol.com>
Sent: Tuesday, August 27, 2019 3:38 PM
To: Jennifer Stanford
Subject: Volunteer Board Commission Committee
Attachments: HOW Insurance Adjuster Resume 20190819.pdf

Hello, I'm responding to your LinkedIn posting soliciting volunteers to assist Myrtle Beach governance.

My insurance adjuster resume is attached, which also describes my prior entrepreneurial career focus in marketing and my public service commitment.

After a 30-year career as founder and President of a significant tourism marketing company in South Florida, I am now semi-retired, working 3-4 months per year as a catastrophe insurance adjuster for State Farm through several of their agencies. Most of the year, I'm bored to tears!

My career business was in South Florida where many prime marketing clients were travel and tourism related, making me feel that I could contribute to the Myrtle Beach Convention Center board and/or your Tourism Committee. I also helped launch a small private library in Pennsylvania as a volunteer about five years ago. Please consider me for where you have the greatest need compared to my background.

Thanks.

Westy

Henry O. Westendarp
561/314-9631 (cell)
westendarp@aol.com

162 Widgeon Drive
Pawleys Island, SC 29585

Henry O. Westendarp ("Westy")
Property & Casualty Insurance

I am seeking employment which leverages my insurance adjuster and prior management skills. I am open to full-time positions in the Myrtle Beach area, or temporary contract positions anywhere, Inside only.

I have been a licensed insurance adjuster since 2009, holding Texas Designated Home State license #1988759, working Inside Property and Casualty (plus one Auto deployment). I am also currently licensed in Alabama, Florida, Georgia, Indiana, Louisiana, Michigan, Minnesota, Mississippi, New York, North Carolina, Oklahoma and South Carolina. NPN# 14761782. FEMA FCN# 0070007612.

I have been deployed Inside to State Farm Insurance (UGFA) eight times and to FKS/Security First Insurance in Daytona Beach once. My last deployment was State Farm/Atlanta-Duluth 9/12/18 – 11/21/18.

My prior career was in Direct Marketing, where I founded and built a 110-employee business and sold it to First Data Corporation. I am an experienced businessman with excellent background managing people and negotiating many insurance and other contracts. I am very hands-on.

During and subsequent to that career, I was Construction Manager for a 30,000' office/warehouse, built an 8,000' home, and did Property Management for eight residential properties.

I graduated the Wharton School/University of Pennsylvania and attended two years of the MBA program at the University of Miami.

I have always been an active participant in community affairs. Volunteer work includes four years as an alumni director of the University of Miami's School of Business and co-founding UM's Broward County alumni chapter. Returning north to a small resort community, I served as a Director of the Lake Harmony Volunteer Fire Company and the Lake Harmony Rescue Squad and Ambulance Corps, acting as their fund-raising resource. I was an important participant in founding the Penn-Kidder Library Center, and a leader in successfully driving a proposed methadone clinic out of the area.

After twenty-nine years residency in Florida followed by sixteen years residency in Pennsylvania, my wife of forty years and I purchased a home and relocated to Pawleys Island, South Carolina in early 2017.

Please call my cell 561/314-9631 or email westendarp@aol.com as needed.

162 Widgeon Drive, Pawleys Island, SC 29585
561/314-9631 westendarp@aol.com

Jennifer Stanford

From: Robert Day <robertday@kw.com>
Sent: Friday, August 23, 2019 9:26 AM
To: Jennifer Stanford
Subject: Volunteer Board Seats
Attachments: Robert Day 08_23_19 Realtor Added.pdf

I would be interested in the following volunteer board seats.

1. Waccamaw Regional Board of Directors
2. Myrtle Beach Convention Center Hotel Board
3. Myrtle Beach Housing Authority

Please find my attached resume for your review and consideration.

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Robert Day, MBA
Keller Williams Real Estate Agent
RobertDay@KW.com
910-373-8896

Robert E. Day III
RDay Real Estate LLC
910-373-8896 RobertDay@kw.com
3505 Burris Street, North Myrtle Beach, SC 29582

Outside the City

CAREER SUMMARY

Sales & Operations Executive with Plant P&L and multi-plant oversight within the automotive, defense, industrial, and oil & gas industries. Successes in start-ups, turn arounds, expansions, consolidations and technology/production transfers. Effective leadership style providing team with training, support and empowerment to address challenges of demanding manufacturing environments and customer requirements.

Core Competencies

Operations/Manufacturing	Team Building / Leadership	Business GAP Analysis
Organizational Leadership	Union / Union Avoidance	Theory of Constraints
Profit & Loss Management	Lean Manufacturing	Root Cause Analysis; 5why, 8D
Strategic Planning/Hoshin Kanri	Continuous Improvement	Six Sigma Principles, DMAIC
Capital Planning & Equipment	Performance Optimization	TS16949, ISO14001
Multi-Plant Oversight	Value Stream Mapping	Toyota Production Systems
Turnarounds, Greenfields	Succession Planning	TPM,SMED,5S, KANBAN

EDUCATION

Master's Degree in Business Administration (MBA) GPA 3.94	2011
NORWICH UNIVERSITY , Northfield, Vermont	
Bachelor's Degree, Electrical Engineering	1985
UNIVERSITY OF TEXAS AT ARLINGTON	
Program in Labor Negotiations · HARVARD BUSINESS SCHOOL	2006

PROFESSIONAL EXPERIENCE

Keller Williams Myrtle Beach 08/2019

RDay Real Estate LLC, Independent Realtor with Keller William Real Estate. SC Lic#114271

Started my own business with Keller Williams focused on residential listings and sales.

Realizing Operational Improvement Northfield, MI 03/2018 to 03/2019

A \$8.5M Industrial Engineering Consulting firm with 60 plus professionals providing consulting services to Automotive, Defense, and Industrial businesses. Projects include; standard industrial engineering projects, productivity improvement, supply chain and logistics projects, plant layout, warehousing, simulations, lean, and problem solving. As well as, temporary coverage for plant vacancies as required.

Southeastern Business Development Director

Projects Sold - ~ \$ 2.4 Million in Sales

Defense Contract - document the F18 program gas tank build for Defense contractor in GA.

Industrial Contract - Assist Tier 2 Coating supplier improve production planning and inventory management for improved on-time delivery and material flow to customers.

Automotive Tier 1 - Improve productivity of Tier 1 supplier for line sequencing to Mercedes, and Nissan plants. (Alabama and Mississippi). The Nissan plant is in product launch mode.

Automotive Tier 2 - Improve Tier 2 SAP system for level scheduling for 960 SKUs, management of all logistics to thirty-five outside suppliers. Setup EDI/ASN with thirty-five suppliers, developed strategy for 3PL logistics for cost reduction.

GESTAMP, McCalla, Al

9/2016 to 3/2018

A \$300M division of a €8M Spanish multinational company specializing the design, (new management) development & manufacture of highly engineered metal components dedicated to Mercedes Alabama. This division is a stamping, welding of body in white (BIW) facility

Plant Director - Reported to the CEO initially, then EVP, then President NA, 810 employees, non-union Facility

- Hired by the CEO to turn around McCalla plant operations and to build a greenfield plant (plant#2) in McCalla Alabama (2 blocks away from Plant #1)
- Led a management team of 10: Finance, Quality, Manufacturing Engineering, Supply Chain, Production Assembly, Production Presses, Tooling, Human Resources, Maintenance, and Safety & Environmental,

Selected Accomplishments

- Improved the overall safety in the operations by implementing STOP program reducing OSHA recordables from 5.5 to 1.0 every 100,000 hours worked, 1.3M man-hours w/o lost time in 2017.
- Reduced headcount by stabilizing operations, improving OEE in stamping operations, & welding cells through improved PM program & holding Kaizen events in targeted cells. Savings of \$12.2 M annually
- Improved OTD from 85% to 100%, PPM from 300 to 60.
- Plant #2 building was completed in March of 2017, installation of the four production lines with 300 robots was completed in June of 2017. Prototype builds for the new 167 program from June through December 2017 with 100% OTD with the customer.
- Recognized by Mercedes leadership as their best supplier on the 167 program for dimensional adherence with a 95% parts in standard (PIST score).

GKN DRIVELINE, Roxboro, NC

8 /2013 to 8/2016

A British owned division, 600 non-union employees, \$730 M sales.

(career opportunity)

The processes consisted of welding, paint, and final assembly of prop-shafts and driveshafts for all automotive customers. The plant built 35,000 shafts per day and shipped globally.

Plant Manager - reported to VP of Operations, 8 direct reports: Quality, Safety & Environmental, HR, Engineering, Supply Chain, Maintenance, (2) Operations.

Selected Accomplishments

- Solved major Supply Chain issue of air freight of component parts from Europe by developing/ implementing a plan for every part (PFEP) to include potential delays at the ports; increased inventory levels to stabilize plant operations; reduced overtime for plant personnel; improved on-time delivery to all customers; reduced PPM's to all customers.
- Developed a tugger/ cart system with visual pull screen(TV's) for JIT delivery to all 35 cells in the plant; eliminated 35 forklifts; improved material flow with limited floor space available; reduced FG inventory with a more stable operation.
- 2015 results - to budget (productivity/cost savings; ROS of 10.2%, \$45M Cash, & OPBI of \$70M.
- 2014 results - 35% reduction in OSHA incident rates (NC Gold Award), 48% improvement in PPM, \$1.2 M in productivity improvements, total cost savings of \$3M.

LUFKIN INDUSTRIES, Lufkin, Texas

1/2012 to 8/2013

Produces machinery such as power transmission gearboxes, (sold to GE, closed/moved plants to China) oilfield pumping units and oilfield electrical equipment. 850 employees, union facility.

Plant Manager

Managed three operations at the Buck Creek Facility, plus two operations in downtown Lufkin. The processes consisted of machining, welding, paint, & final assembly of pumping units. with three unions: IAM, Boiler Makers, and Mold Setters union.

Selected Accomplishments

- Improved productivity on shop floor by adding team boards, daily start up meetings, and visual scheduling boards in all five areas. Added safety guarding in the plant for improved ORIR.
- Developed machinist training program with local Angelina Community College. Graduated first class before my departure and supported the college welding program supplying all steel material for the welding certification program.
- Reduced spending on consumables and sold the MRO crib to Fastenal for improved cash flow. All spare parts were VMI until we pulled from the crib.

ARVINMERITOR, CVS - Maxton, NC (division of Meritor Inc.)

11/2007 to 2/2012

Manufacturer of Vehicle Parts and Accessories with the transportation industry.

(FMLA-mother, TX)

Site Manager - Reporting to the General Manager North America

Tasked to lead and expand this 260,000 square foot facility of 345 hourly employees a \$500M organization and two business units to world class status.

- Key responsibilities included plant Profit & Loss, cost control/savings, quality, operations, production/process improvements, quality control, Lean Manufacturing, and employee safety.
- Managed nine reports - Quality Manager, Maintenance Manager, Engineering Manager, Production Manager, Human Resource Manager, Supply Chain Manager, EHS Manager, Controller, and IT Manager; control a \$9.3M operational manufacturing expense budget.
- Facilitate KAIZEN events/projects with focus on TPM, standard work, scrap reduction, OEE Communication/Information Flow, process layered audits, and problem solving (5 Why / 8D / Six Sigma). Implemented "Checkbook" concept for improved cost management and control.

Selected Accomplishments

- Streamlined/improved productivity 58.9% through Lean Manufacturing/Six Sigma continuous improvement creating a Lean Culture, visual factory and team-based work groups.
- Reduced customer complaints by 50% percent reducing PPM's from 413 to 166.
- Cost savings on expedited freight charges from \$2.3M in 2007 to less than \$150K in 2009.
- Improved OSHA recordable incidence rate by 62% and lost time accidents to zero by implementing behavior-based safety audit system, & coordinated plant Six Sigma Projects.
- Total Burden savings of \$2.8M in 2009 with similar results in 2010.
- Achieved 122% of operating profit versus '09 annual operating plan in 2009.
- Received ArvinMeritor's "President's Quality Award" in 2008.
- Achieved 116% of operating profit versus '08 annual operating plan in 2008.

NEW MATHER METALS - Toledo, OH (parent: NHK Spring Co., Ltd., Yokohama, Japan) 2004 to 2007

Manufactured stabilizer bars for a variety of vehicles, including Jeeps.

(plant closing announced)

Plant Manager - reporting to President of North America

Hired initially to lead a turnaround event in a union environment with head operations for a \$123M facility. *Key responsibilities:* Plant P&L, production/operations with a \$2.5M budget.

- Lead team of 9 direct reports (*managers*): Quality, Operations, Materials/Purchasing, Technical Services, Mfg. Engineering, Maintenance, Human Resources, & a Controller.

Selected Accomplishments

- Improved yield performance by 32% by standardizing equipment setup processes, establishing a preventative maintenance program, creating changeover checklists, implementing a visual factory & team boards and root cause problem solving.
- Led a new employee-driven safety program, transitional work program and employee wellness program reducing workers compensation cost by \$868K annually.
- Interacted with union officials as part of core negotiating team for UAW contract negotiations. Negotiated 20% cost sharing in Medical/Dental benefits, & froze wages for the next four years.

RWD TECHNOLOGIES - Troy, Michigan (<i>privately held management consulting co.</i>)	2002 to 2004
AP TECHNOGLASS - Elizabethtown, KY	2000 to 2002
PILKINGTON NORTH AMERICA - Sherman, Texas and Versailles, Kentucky	1992 to 2000
GENERAL DYNAMICS - (<i>now Lockheed</i>) Fort Worth, Texas	1986 to 1992

CERTIFICATIONS / PROFESSIONAL TRAINING

Licensed Realtor in South Carolina, Lic# 114271, August 2019

Basics of Supply Chain Management (APICs-CPIM Certification) - Passed 1st of 5 Tests, December 2015

Certified Supply Chain Professional, APICs, CSCP, August 2015

GKN MCIL Certification, March 2015

Six Sigma Training (Green Belt), 1999/2000

Manager's Training Program • University of Michigan Business School 1997

Toyota Philosophy of Efficiency (TPE) • Toyota Georgetown (TSSC) 1996

Toyota Production Systems • Toyota Georgetown (TSSC) 1994

Toyota Standardized Work Training • Toyota Georgetown (TSSC) 1994

Project Engineer Training • Kepner Tregoe 1993

Dale Carnegie Training • Dale Carnegie Seminars 1992

Interests: Golf, HAM FCC extra class operator, antenna design, software programming, reading, travel..

Jennifer Stanford

From: Dan Wiener <dwiener@sccoast.net>
Sent: Wednesday, June 26, 2019 12:05 PM
To: Jennifer Stanford
Cc: Dan Wiener
Subject: Volunteer Citizen Board
Attachments: Volunteer Board Letter of Interest.pdf; Wiener_Dan_Resume Citizen Board 06.26.19.pdf

Dear City Clerk:

I am a full-time Myrtle beach resident and am very interested in being considered for upcoming openings on a volunteer board, commission or committee for the City of Myrtle Beach.

I am very interested in the following openings:

Technology Advisor
Waccamaw Regional Board of Directors
Myrtle Beach Convention Center Board
Housing Authority
Employee Recognition

My career spans 40 years holding a number of key corporate positions in both management of people, organizations and technical roles with FedEx, Williams-Sonoma and Ralph Lauren.

Previous volunteer experience includes the Memphis-Shelby County Juvenile Court auxiliary probation officer, Memphis Junior Achievement Advisor and Seville POA Board Vice President.

I have included a recap of professional and volunteer activities for your review.

Please let me know if you need any additional information.

Sincerely,

Dan Wiener

Invited to City

DAN WIENER, MSOM

901.857.7107 › dwiener@sccoast.net › 7362 Seville Drive › Myrtle Beach, SC 29572

Highly motivated and dedicated professional seeking to contribute and give back to my community through joining a volunteer board or commission supporting the citizens of Myrtle Beach and/or Horry County. While my expertise has been focused in technical areas, I do have many years of management and business experience having been responsible for large corporate organizations.

Areas of Expertise:

Engineering – Production Analysis – Project & Program Management – System Maintenance – Creative Problem Solving & Analysis
Data Center Critical Infrastructure – Budget Administration – Equipment Safe Practice Programs – OSHA 70E Arc-Flash
Regulatory Compliance – Customer Service – Key Stakeholder Relationships – Cost-Saving Initiatives

Professional Overview

Consultant – Supply Chain Engineering, Facilities & Maintenance
Vice President – Supply Chain Engineering, Facilities & Maintenance › RALPH LAUREN
Program Manager › FEDEX TRADE NETWORKS
Senior Forensic Consultant › UNIFIED INVESTIGATIONS & SCIENCE, INC.
Vice President, Supply Chain Engineering, Facilities & Maintenance › WILLIAMS-SONOMA, INC.
Manager, Engineering › FEDERAL EXPRESS CORPORATION

Volunteer Activities

Memphis-Shelby County Juvenile Court Auxiliary Probation Services
Memphis Junior Achievement Advisor
Seville POA Board of Directors – Vice President

Education & Professional Credentials

Master of Science in Operations Management: University of Arkansas
Bachelor of Science in Electrical Engineering: Christian Brothers University
Professional Engineer: Registered in the States of Tennessee & Mississippi

Dan K. Wiener

7362 Seville Drive, Myrtle Beach, SC 29572 | 901.857.7107 | dwiener@sccoast.net

June 26, 2019

City Clerk
City of Myrtle Beach
937 Broadway Street
Myrtle Beach, SC 29577

RE: Volunteer Board, Commission or Committee

Dear City Clerk:

I am a full-time Myrtle beach resident and am very interested in being considered for upcoming openings on a volunteer board, commission or committee for the City of Myrtle Beach. I am very interested in the following openings:

Technology Advisor
Waccamaw Regional Board of Directors
Myrtle Beach Convention Center Board
Housing Authority
Employee Recognition

My career spans 40 years holding a number of key corporate positions in both management of people, organizations and technical roles with FedEx, Williams-Sonoma and Ralph Lauren. Previous volunteer experience includes the Memphis-Shelby County Juvenile Court auxiliary probation officer, Memphis Junior Achievement Advisor and Seville POA Board Vice President.

I have included a recap of professional and volunteer activities for your review. Please let me know if you need any additional information.

Sincerely,

Dan Wiener

Dan K. Wiener

7362 Seville Drive, Myrtle Beach, SC 29572 | 901.857.7107 | dwiener@sccoast.net

June 26, 2018

City Clerk
City of Myrtle Beach
937 Broadway Street
Myrtle Beach, SC 29577

RE: Volunteer Board, Commission or Committee

Dear City Clerk:

I am a full-time Myrtle beach resident and am very interested in being considered for any upcoming opening on a volunteer board, commission or committee for the City of Myrtle Beach.

My background is quite broad. I spent over 40 years as an engineer with broad experience holding both management and project management roles. I have very good business skills having held management positions with FedEx, Williams-Sonoma and Ralph Lauren. I was a volunteer auxiliary juvenile probation officer for 10 years with Memphis-Shelby County Juvenile Court.

I have included my resume for your review. Please let me know if you need any additional information.

Sincerely,



Dan Wiener

SENIOR LEADER OF ENGINEERING & MAINTENANCE

Top-performing professional who can utilize acumen in delivering cost effective services, project management, and maintenance that conform to codes and regulations while minimizing liabilities and disruptions in a fast-paced environment. Acknowledged as a leader who can develop strategic goals and long-term objectives while assisting in long-range capital planning and infrastructure development. Adept problem solver known for using creative analysis and process improvements to yield cost effective solutions that positively impact operations and facilities challenges. Recognized for a strong work ethic, integrity, and a high degree of personal initiative.

Areas of Expertise:

Engineering – Production Analysis – Project & Program Management – System Maintenance – Creative Problem Solving & Analysis
Data Center Critical Infrastructure – Budget Administration – Equipment Safe Practice Programs – OSHA 70E Arc-Flash
Regulatory Compliance – Customer Service – Key Stakeholder Relationships – Cost-Saving Initiatives

Professional Overview

Vice President – Supply Chain Engineering, Facilities & Maintenance › RALPH LAUREN 2007 to 2017

Carefully coordinated 6 direct reports, 52 management and technician professionals, and 30 3rd party vendor managers and associates. Employed focus, attention to detail, and reliability to oversee capital construction, facilities, DC maintenance functions, and material handling systems. Supported the development, analysis, and execution of capital projects ranging from \$20M to \$35M per annum. Maintained the \$15M expenses regarding maintenance on an annual basis. Actively supported multiple business units across 6 NC locations that totaled 3,000,000 sq. ft. Utilized skills in equipment safe practice programs to adhere with OSHA 70E Arc-Flash. Maintained cognizance of compliance requirements for the NC state air quality and water resources agency and EPA.

Career Highlights:

- Oversaw 25+ major initiatives in an active environment across multiple business units.
- Established a reputation for on-time and on-budget completion of 35 capital projects, producing approximately \$25M per year.
- Governed the NC sustainability initiatives that generated \$550K+ in additional annual recycle revenue.
- Strategically managed utility expense budgets across all facilities to close out 2016 below plan by \$200K.
- Established building management systems to monitor and control less than 120 HVAC units (including chillers) across the NC campuses to save nearly \$200K (10%).
- Implemented a new Emergency Power Monitoring System (EPMS) to enable auto-notify functions for email and text urgent issues such as data center facility power or cooling alarms.
- Rearranged the department to support additional facilities that totaled 900,000 sq. ft.
- Improved overall technician productivity by 10% and technician annual overtime by 1,500 hours per year.
- Reduced total maintenance expense by 37% for 5+ years while improving equipment up-time.

Program Manager › FEDEX TRADE NETWORKS 2006 to 2007

Utilized freight forwarding/brokerage professional services, which included program management of large scale systems implementation, modeling, development, and implementation of operating scenarios, plans, and new processes and procedures.

Career Highlights:

- Successfully increased revenue, enhanced customer service, and reduced costs.

Senior Consultant › UNIFIED INVESTIGATIONS & SCIENCE, INC. 2002 to 2006

Supported forensic engineering, product liability analysis, and investigative services. Delivered expert witness testimony and root cause failure analysis for insurance companies and attorneys.

Career Highlights:

- Accumulated a record for investigating 400+ cases that involved fire, equipment failure, product liability, and injury and lightning.

Career Notes

Vice President, Supply Chain Engineering, Facilities & Maintenance › WILLIAMS-SONOMA, INC. 1996 to 2001
Manager, Hub Systems & Sort Engineering (1991 to 1996) › FEDERAL EXPRESS CORPORATION 1981 to 1996
Project Engineer, Properties & Facilities (1981 to 1991)

Education & Professional Credentials

Master of Science in Operations Management: University of Arkansas
Bachelor of Science in Electrical Engineering: Christian Brothers University
Professional Engineer: Registered in the States of Tennessee & Mississippi

CATHY KOONTZ
162 Woodlyn Avenue
Little River, SC 29566
304-543-4969
ckoontz@cebridge.net

Outside the City

EDUCATION:

West Virginia State College, Institute, West Virginia.
Associate Degree – Secretarial Science
1982 – 1985

WORK EXPERIENCE:

October 2018 – Present: Horry County Schools – Substitute Teacher – Various Locations – As Needed

November 2010 – September 21, 2018: Kanawha County Schools – Secretary/Elementary Assistant. Latest School: Nitro Elementary
Principal: Ashley Garrett, 304-755-2451

Duties: Greeting parents, students and visitors, answering phone lines, use of intercom, assisting principal, scheduling new students, input of students' attendance, and coding of respective excuse, responsible for finances, including creation of purchase orders, entering invoices to be paid, printing of checks, bank reconciliation for the month, cash handling of all school fundraisers, events, etc, depositing of money, signing of checks, copying, filing, assisting teachers, faxing and all other general office duties.

1990 – 2009: Flaherty, Sensabaugh & Bonasso -- Legal Secretary/Assistant. Supervisor: William Hanna 304-345-0200

Duties: Composing letters, legal documents. Transcription of letters, legal documents. Keeping attorney calendar, scheduling of depositions, meetings, etc. Scheduling of travel arrangements. Entering attorney time on Time Management. Filing of court documents, requesting checks, assisting clients, and other other general office duties.

Reason for Leaving: Career Change to the Education System