

November 9, 2010

Clerk of Council
City of Lakewood
12650 Detroit Rd.
Lakewood, Ohio 44107

Re: Lakewood Mayor

Dear Clerk of Council,

I am an owner of a double home and 13 resident of the city of Lakewood. Currently I am employed at my fathers engineering consultant firm where I have worked for the last 16 years. While employed at Swisher Associates, Inc. I have had the opportunity to work closely with some of the largest manufacturing companies in the world. I have worked as a consultant in both the construction and manufacturing fields. In the field of construction I have been responsible for overseeing budgets and scheduling in many multi million dollar projects. In the manufacturing field I have been responsible for the supervision of laborers, and skilled trades in order to make a better, safer, and less expensive product for consumers. I am familiar with six sigma, just-in-time and lean manufacturing techniques. All of these experiences have made me a good team member as well as team leader. I would like the opportunity to bring these skills to the city of Lakewood and share them with the residents of Lakewood and to help make the city a more desirable place for it community members. Thank you for your consideration.

Sincerely,

Scott Swisher

SCOTT R. SWISHER

2196 Brown Rd.
Lakewood, Ohio 44107

Telephone: 440-821-2879
SwisherSR@Hotmail.com

OBJECTIVE: To obtain the position of Mayor of the city of Lakewood Ohio

EXPERIENCE: Swisher Associates, Inc. (Engineers, Planners & Consultants) 1994 to Present

General Duties and Responsibilities:

- **Project Management** – Meet with clients to determine scope of work and prepare project proposals. Provide project schedules and cost estimates. Regularly analyze project progress in relation to schedules and cost. Timely identify and execute necessary changes to remain on schedule and within budget.
- **CADD Operator** – Drafting duties include preparation of 2D and 3D working drawings consisting of equipment layouts and detail drawings using AutoCad. Work closely with other employees to check and maintain integrity of design.
- **IT Administration** – Responsible for the administration of the network server and desktop users. Update and maintain all desktop user software and licensing. Maintain and troubleshoot all plotter/printer and desktop hardware.

Relevant Project Experience:

- **Field Operations Coordinator:** Ford Motor Company, Cleveland Casting Plant, Brook Park, Ohio (June 2004 through December 2006). Responsible for creating and maintaining the project schedule and tracking of funds and manhours for installation of new melt system to obtain EPA compliance. Worked closely with project engineers, plant personnel and contractors to identify timing and manpower requirements.
- **Temporary on-site Production Supervisor:** International Truck (Indianapolis Casting Corporation), Indianapolis, Indiana (June through September, 2002): Supervision of engine head production line during a product changeover. Maintained original production goals while troubleshooting new product and equipment issues.
- **Temporary on-site Manufacturing Advisor:** Ford Motor Company, Cleveland Aluminum Casting Plant, Brookpark, Ohio (June through December, 2001): Responsible for maintaining a safe work environment and meeting company goals for the production of quality core packages for engine blocks. Worked with Safety Engineers and Quality Engineers to identify and eliminate safety concerns and quality issues. Scheduled both regular and emergency maintenance with maintenance personnel. As a “Team Leader” was responsible for keeping time records of employees, setting-up schedules for production, and resolving issues between Management and Laborers. Performed regular audits of the manufacturing control process.
- **On-site Inspections:** Semi-annual inspections of Hot Metal Delivery System at Ford Motor Company, Cleveland Casting Plant, to identify structural integrity of the system for possible failure.

Worked closely with Ford Motor Company executives, Center for Disease Control, State, County and local health officials in gathering information regarding the Legionella outbreak at the Cleveland site. This project was to identify areas where the bacteria could form and schedule cleaning of these areas.

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Worked with Maintenance Supervisors and Castrol Oil at Ford Motor Company, Cleveland Casting Plant to locate all lubrication points on a mold line. The points were identified on the drawing along with the lubricant required and schedules for lubrication.

COMPUTER PROGRAMS

AutoCad, Microsoft Excel and Word, MS Project, Suretrak Project Manager, Windows 2003 Server, Exchange 2003, Windows XP, Deltek FMS

EDUCATION:

University of Toledo
1988 – 1990
General Studies

Lorain Community College
1991-1992
General Studies

PROFESSIONAL AFFILIATIONS:

American Foundry Society
Ohio Cast Metal Association