

Jennifer Overstreet  
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November 8, 2010

Lakewood City Council:  
Kevin Butler  
Thomas Bullock  
Michael P. Summers  
Mary Louise Madigan  
Nickie J. Antonio  
Brian E. Powers  
Monique Smith  
Lakewood, Ohio 44017

Dear council members,

I respectfully request my qualifications be considered for the Lakewood City Council vacancy beginning January 1, 2011.

I recently took a trip to New Orleans. The city was beautiful in its unique way and I had a great time, but there was nothing like the feeling of peace I had during the descent when I finally saw our city on the water's edge. It had nothing to do with the extreme turbulence we felt on the flight. I was just happy to be home.

Lakewood has been my home since 1997. I love to walk and bike the city streets. I enjoy the variety of thriving independent restaurants, coffee shops and retail stores. I believe we are moving in the right direction with a variety of programs to keep Lakewood safe, clean and sustainable.

My knowledge of Lakewood, the legislative process, budgeting and sustainability, coupled with my open-mindedness, will make me an asset to this council in the coming year.

I have two classes remaining to complete my B.A. at Cleveland State University. Most recently, I have concentrated my course efforts towards environmental sustainability and public policy. My extensive research in both fields gives me an advantage in making decisions that impact the 52,194 (2006 census estimate) stakeholders in Lakewood.

In the summer of 2009, I took a seminar that allowed a small group of university students to travel to Washington, D.C. and meet with government representatives who were both chosen by the people and appointed to their posts. We met with representatives from Congress, the Office of Management and Budget, the Department of Education, the Government Accountability Office, the Department of Labor, and others to discuss the benefits and impacts of the stimulus package, among other issues. We also met with think-tank economists and participated as a focus group to troubleshoot the recovery.gov features and make recommendations. I came away from this seminar with both a better understanding of the day-to-day workings of government and a passion for becoming a public servant.

I believe what Lakewood needs in a council member, until its residents can choose again, is someone who will consider all views of a situation before determining the best possible outcome. I never intend to ignore a stakeholder viewpoint, simply because the party has not come forward and voiced it. My work in sustainability has helped me to uncover all sides of a situation 'from the cradle to the grave.'

Although I only introduced myself recently to this council (11/03/2010 Committee of the Whole meeting), I have attended a few council meetings in the past, but have been more actively following the council's actions through the onelakewood.com website and a variety of local media outlets. Now that my university career is almost complete, my time has been freed up in the evenings and on weekends to focus my efforts on my community. My current position at Rockwell Automation is also very flexible, if there is ever a weekday need. I am dedicated to fulfilling the unique needs of Lakewood residents, while maintaining a realistic budget and tax burden.

I look forward to speaking with you about the skills and experience you are seeking in a qualified candidate. Thank you for your time and consideration.

Sincerely,

Jennifer Overstreet

## **JENNIFER OVERSTREET**

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### **HIGHLIGHTS**

- Coordinated meetings and events with up to 350 participants.
- Solved material control issues that saved a company over \$40,000.
- Received several awards from managers and peers for outstanding contributions.
- As key administrator, supported DoD contracts up to \$27 million with high approval ratings.
- Recruited and supervised diverse employees in retail, manufacturing, film and nonprofit industries.

### **PROFESSIONAL EXPERIENCE**

**Rockwell Automation** (started with Volt Services) – Mayfield Hts., OH 2006 – Present  
Government and Marine group within the SSB Div. of an international engineering solutions firm.

#### ***Senior Project Administrator (promoted from Project Administrator)***

Provided project support for managers in the Marine and Government Group, Flex Factory and Conformal Coatings with respect to the sensitive and confidential nature of the projects.

- Received at least 12 “Capture the Moment” awards recognizing customer & internal support.
- Proactively collaborated with engineers, managers, and others to expedite deliveries. Named in federal government CPARS report 2008 & 2009 for administrative excellence.
- Researched internal and customer inquiries and provided swift resolution and/or referrals.
- Used MS Excel/Word and multiple Rockwell business systems to: generate proposal estimates & labor reports, write quote & PO acknowledgment letters, route approvals, open projects, enter orders, requisition material & services, research and resolve inventory issues, ship & invoice, return material, credit customers, and close projects.
- Evaluated labor and expense reports to comply with government per diems for billing.
- Completed federal government required forms for proposals, shipments and invoices.
- As an approved government vendor, utilized several federal websites for information-gathering and for processing & tracking material, services, and invoices.
- Scheduled / hosted internal and external meetings, including government inspections.
- Delegated tasks to other administrators to meet deadlines for quotes and projects.

**Patrick Douglas, Inc.** – Independence, OH  
Private career counseling and outplacement firm

2002 – 2006

#### ***Information Analyst / Project Manager***

Compiled and analyzed online training for the career transition process. Researched hiring industry ‘best practices’ to write content. Proofread and edited correspondence, business proposals and other communications. Assisted with executive administrative duties.

- Produced, revised and managed over 1,000 web pages of training.
- Found, evaluated and maintained over 1,500 web links to supplement training.
- Conducted stakeholder interviews and meetings to test system and acquire feedback.
- Provided in-depth research of new markets and wrote targeted marketing materials.
- Actively involved in troubleshooting a new database-driven training delivery system.

**Cleveland Film Society** (hosts the Cleveland International Film Festival)

2001 – 2002

Non-profit organization promoting film arts through education and exhibition.

***Conference Coordinator – Midwest Independent Filmmakers Conference***

Coordinated 3-day event with 350 participants (in partnership with the Cleveland Filmmakers' Director). Scheduled panelists, discussions, film festival screenings and after-parties. Tracked survey approval ratings. Recruited and organized over 40 volunteers.

- Actively collaborated in the first strategic planning session for the Filmmakers division.
- Received best overall approval rating from guests and attendees in event history.
- Achieved largest total attendance and highest sponsorship since conference inception.
- Negotiated full and partial sponsorships of lodging, food, equipment and giveaways.
- As Production Coordinator for the CIFF trailer, supervised a film crew of 45 with expensive, borrowed equipment in an emergency OR and a neo-natal intensive care unit at MetroHealth.
- Recruited professional film crew and actors as volunteers for a 3-day film shoot.
- Participated in CFS board meetings and partnered with other Cleveland-area nonprofits.

**Manset Marine Supply Company** – Strongsville, OH

1997 – 2001

Privately held wholesale distributor of marine hardware and accessories.

***Warehouse Manager (promoted from Office Manager)***

Managed daily operations of 34,000 sq. ft. distribution center with 10 employees and a \$2.7M budget. Recruited, interviewed, hired, trained and performed evaluations for office and warehouse personnel. Directed shipping, receiving, stocking and inventory control activities. Maintained all equipment and ordered all supplies.

- Saved over \$1,000 per year in shipping costs for store returns and manufacturer defective parts by writing new customer service guidelines for returns.
- Recognized and solved inventory error, saving over \$20,000 in inventory discrepancies.
- Negotiated competitive contracts with vendors for freight, supplies & bldg. maintenance.
- Developed competitive salary review timeline to attract top talent.
- The main branch (25 years our senior) was later modeled after our policies.

**TECHNICAL SKILLS**

Windows Operating Systems; Microsoft: Word, Excel, PowerPoint, Access, Outlook (E-mail, Tasks, Calendar), Publisher, Frontpage; Adobe CS4: InDesign, Photoshop, Premiere Pro, Soundbooth; Lotus Notes; Citrix-based IFS (2 versions); SAP; Passport; internet research; basic html authoring; simple pc maintenance & troubleshooting; multiple proprietary database-driven programs; federal government websites, including: DPMS, WebFLIS/DLIS, EDA, WAWF, MyInvoice, CPARS

**EDUCATION**

- Cleveland State University, Cleveland, OH – Major: Film & Digital Media, Minor: Environmental Studies. Graduation with Bachelor of Arts & Sciences degree; est. 2011.
- Brunswick College, Brunswick, GA – Major: English/Education. Full scholarship achieved for work accomplished in journalism. 4.0 average maintained.