

Rigney

Daniel Rigney
1644 Clarence Ave.
Lakewood, Ohio, 44107
216-221-8749
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9/29/2010

City of Lakewood, Ohio
12650 Detroit Ave.
Cleveland, Ohio, 44107
Dear Mrs. Hagan:

I present my managerial skills for the interim office Mayor of Lakewood, Ohio to be incorporated as a member of the municipality team. Years of experience along with distinct education in administration have been a vital factor in validation of my managerial skills. The expertise that I achieved in these ranks would prove to be a benefit for the city of Lakewood, Ohio.

My spontaneous management skills have always helped me in performing my duties with accurate efficiency. The appreciation of my juniors and respect from my peers, not to mention the affection of my seniors, has helped me in handling critical affairs.

During my time in management I have performed a number of duties, core manager, safety manager, as well as being engaged in the enrichment of organization personnel. I additionally accomplished principal functions managing organization resources; in conjunction with procedures in compliance with the rules and regulations of all partnerships I have been affiliated.

You are requested to consider my application for this position. I have enclosed my resume along with this letter, for your evaluation. You are able to contact me at the address mentioned above, or call me at (216) 221-8749. You can also e-mail me at drigney@email.phoenix.edu

Thank you for reviewing my application.

Sincerely,

Daniel Rigney

Daniel Rigney

drigney@email.phoenix.edu

Home 216-221-8749 Message 440-360-7157 Cell 216-322-2898

Address

1644 Clarence Ave.
Lakewood, OH 44107

OBJECTIVE

Applying for Community Public Relations position as Mayor of Lakewood, Ohio employing management, oratory talent, and accounting skills collectively with associated work experience

EDUCATION

University of Phoenix, Cleveland, OH.
Bachelor of Science in Information Technology with emphasis in Systems Analysis and Design; Programming; Databases, Networking and Telecommunications, Web; and Management
Associate of Arts in Health Care Administration
Associate GPA 3.88 Bachelor's GPA 3.8
Manager Business Professionalism Consortium Course
Management Instruction Curriculum

RELEVANT APTITUDE

Combined 15 years plus of management skill in administration; accountable for positive variance control of budgets in a military capacity in addition to civilian employment; Shift Manager National Company, Departmental Safety Manager; Adopt a School Program Association Manager; Commander Amphibious Two Foreign Dignitaries visit and unit visitors coordinator.

HONORS AND AWARDS

- **Intermediate Honors:** Maintaining GPA of 3.88 at UOP.
- **Military Awards:** Armed Forces Expeditionary Medal, Navy Expeditionary Medal, South West Asia Service Medal, Navy Good Conduct Medal, National Defense Service Medal, Kuwaiti Liberation Medal
- Letter of Commendation: CPG2 Admiral Holder's commendation for duty as CPG2 Visits Coordinator
- Letter of Appreciation: COMNAVSURFLANT Admiral Katz's recognition for duty as CPG2 Visits Coordinator.

EXPERIENCE

1 800 Flooded Berea, OH 2007 thru 2010
Disaster Site Supervisor

- Supervised 2 to 8 member crew assisting public during unfortunate emergency situations at residence or place of business.
- Planned on-site emergency control action.
- Water restoration and mold remediation certified.

RJM Contractors Bradenton, FL 2005 thru 2007
Job Site Supervisor

- Supervised 2 to 6 man construction team in demolition to restoration of construction sites. Primary position included mold remediation job site supervisor.
- Utilize blueprints and heavy duty construction tools.
- Responsible for scheduling personnel and tracking material deliveries from suppliers ensuring cost centers stay within budget.

Servpro Bradenton, FL 1999 thru 2005
Chief technician

- Managed team of 4 to 8
- Sub-contractor scheduler and point of contact for contractor and customer complaints.

- Water restoration and mold remediation certified
- Attended numerous training programs associated with water restoration, mold remediation and prevention

Agralink Foods Montezuma, GA 1997 thru 1999
Third Shift / Sanitation Manager

- Managed a team of 53 direct production and sanitation personnel
- Received company's highest Independent Baker Association sanitation grade
- Administered manual to computerized inventory system transformation.

Commander Amphibious Group Two Little Creek, VA 1995 thru 1997
Rear Admiral's Staff

- Created Intelligence research presentations related to mission planning
- Graded CPG2 unit's mission readiness
- Head of association designed to provide area schools with free tutoring and local emergency services.
- Instrumental in planning and formulating mission objectives as a member of the Admiral's staff.
- Participated in weekly staff meetings for Admiral's staff channels of communication memorandums.

USS Nashville LPD-13 Norfolk, VA 1989 thru 1995
Operation Specialist First Class

- Work Center Supervisor, scheduled work projects for 30 division personnel
- Safety departmental supervisor produced featured closed circuit television safety infomercials. Taught Material Safety Data Sheet (MSDS) guidance training procedure
- Safety officer exterior flag bridge during ship to shore movements among task force components
- Work center supply supervisor responsible for expense control of a million dollar budget.
- Secret control manager

Sadler Materials Norfolk, VA 1984 thru 1989
Superintendent

- Mortar department division plant superintendent responsible for scheduling, loading, quality control and job site relations with contractors
- Responsible for safety training and safety equipment familiarization.

LEADERSHIP

15 plus years Accumulative administration responsibility

- Member of several budget planning committees.
- Administered \$ 750,000 budget at Agralink Foods.
- Administered \$1,000,000 budget in the United States Navy.

LANGUAGE SKILLS

- American English