

Lakewood City Council
12650 Detroit Ave.
Lakewood, OH 44107

November 29, 2010

Dear City Council Members:

Your recent posting on www.onelakewood.com for a **Ward 3 Council Member** caught my attention. It is with great interest that I am submitting my résumé to the Lakewood City Council for consideration as Ward 3 Councilmember. Your requirements are a great match with my professional and community experiences. My résumé is attached to give you a broader perspective, but specifically, I offer expertise and proven community relation accomplishments as follows:

- Lewis Drive Block Club - Co-Captain
 - Established the Lewis Drive Block Club in 2008 with 8 members with a focus on safety/crime prevention and community building.
 - Increased block club awareness through membership drives to an active group of 75 members including residents, homeowners, renters and non-resident landlords.
 - Created an identity for Lewis Drive: *Lewis Drive...A friendly, caring, diverse neighborhood and a place you call home in Lakewood.*
 - Planned and executed successful Lewis Drive events/meetings including street sale, ice cream social, adult happy hour, children happy hour and general assembly meetings.
 - Continuously sought from other block club captains on how to create a successful block club program.
- Cleveland SHRM Board of Directors - Workforce Readiness Chair and VP, Education
 - Successfully planned and implemented HR Games Competition.
 - Re-established relationships with local colleges and identified their needs.
 - Increased HR Student Awareness among professional members.
 - Active contributor at various retreats to establish the organization's mission and objectives.
- Pioneer Memorial Church - Personnel Committee Member
 - Provided HR experience and guidance on employee relations, performance reviews, exit interviews, compensation studies and hiring process.

I am very interested in being a part of Lakewood City Council and serving residents in Ward 3. Thank you in advance to your consideration and I look forward to the next steps in this process.

Sincerely,

J.T. Neuffer

JON T. (J.T.) NEUFFER

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Experienced **Career Development Manager** with strong ability to identify, attract and retain employers to develop cooperative and internship opportunities. Highly effective collaborator with all internal and external customers to cultivate long term relations. Articulate, resourceful, and self-motivated problem solver with outstanding interpersonal and communication skills. Ability to plan, develop and lead career services in the successful implementation including:

- Strategic Planning
- Training & Development
- Community Partnership
- Employer Relations
- Coaching & Mentoring
- Student/Alumni Relations
- Budget Operations
- Marketing Services
- Student information systems

PROFESSIONAL EXPERIENCE

CUYAHOGA COMMUNITY COLLEGE, Cleveland, OH

2010 - Present

Career Development and Transition Specialist, Tri-C Eastern Campus. Provide job search preparation for dislocated workers on resumes that get results, developing job search plan, networking and effective interviewing.

- Established and implemented community outreach strategy to market Tri-C job search services.
- Developed relationships and offered job search training for community members affiliated with Seeds of Literacy, Lakewood Family Collaborative, Recession Proof Your Career: PMI, Euclid Library, Cleveland Hts. Library and various job clubs.
- Researched and created effective job search resources to assist community members with their search.
- Coached and trained over 250 community members on their job search including resume.
- Appointed to the marketing committee to create a department brand and collateral material.

Human Resources Contractor (various contract assignments during unemployment)

2008 - 2009

OEConnection, *Recruiter*; Ben Venue Laboratories, *HR Specialist*; Right Management, *Career Consultant*; KAFF Services, *HR Consultant*

CASE WESTERN RESERVE UNIVERSITY, Cleveland, OH

2006 – 2008

Employer Relations Manager, Career Development Center, Weatherhead School of Management (WSOM)

Participated in the rebuilding and strengthening of the CDC by establishing new and growing existing relationships with organizations throughout the US and abroad to create employment opportunities for graduate students from 5 distinct masters programs. Supported up to 200 students and 250 corporations. Specific accomplishments include:

- Cultivated relationships in professional organizations and represented WSOM at various local, state and national events, promoting the school and its programs and connecting students to decision makers and opportunities.
- Created and planned fall 2007 WSOM MBA Career Fair, where over 200 students and alumni connected with employers and had an opportunity to interview / secure either internships or full time employment.
- Identified and implemented best practices of comparable schools through onsite visits, professional organization (MBACSC) participation and ongoing learning.
- Used own extensive human resource / recruitment knowledge and experience to coach students on their job search and career opportunities.
- Partnered with students clubs and alumni and created innovative and “outside the box” opportunities for students to identify and meet employers.
- Managed 3-5 graduate assistants and instructed their work load to assist in the operations of the department.

TREMCO, INC., (a division of RPM), Beachwood, OH

2006

Human Resource Generalist

Provide support and direction in HR functional areas of HR including employee relations, job evaluations, compensation management, benefits administration, orientation and training.

- Conducted ongoing compensation salary and merit increase surveys for mid level and specialty positions within the organization to prevent inequity and maintain our competitive edge within our market.
- Presented Drug Free Workplace and Sexual Harassment Prevention Training to 75 employees.
- Coached managers on how to handle conflict resolutions and guide them through performance management.
- Assist with the administration of annual salary administration program to ensure effectiveness, compliance and equity within the organization. Responded to inquiries regarding policies, procedures and programs.

PENTON MEDIA, INC., Cleveland, OH

2000 – 2006

Sr. Employee Relations and Development Specialist

Provided managers with training and advice on critical management issues particular to employee development, performance management, effective recruitment and interviewing techniques. Recruited all levels of non exempt and exempt corporate level positions including editorial, production and sales professionals. Mediated numerous employee / manager conflict resolution meetings and monitored problems on regular basis.

- Established a "pipeline" of candidates for frequent and difficult positions.
- Managed the temporary recruitment / selection process and reduced the turnover.
- Established relationships with local colleges and supported the IT rotational co-op program in recruitment and selection. In four years, 25% of co-ops were hired upon graduation into full-time IT positions.
- Developed a needs assessment training tool to help managers identify employees' developmental areas and create employee improvement plans to increase production or decrease performance errors.
- Partnered with the Controller to analyze training needs within the Accounting management team by providing a "coaching for success" workshop.
- Increased participation in performance appraisal process by training managers and employees on benefits to their career development.
- Launched a 360° review program within the Information Technology management team through PDI
- Researched, developed and delivered sexual harassment prevention training for all employees, facilitating 25 classes.
- Counseled managers on reduction in force issues, including the analysis, delivery and dealing with remaining staff. The company reduced headcount by 50% in 5 years.

U.S. BANK (formerly Firststar Bank), Cleveland, OH

1998 – 2000

Human Resource Generalist

Developed a partnership with East and West district (64 branch offices), and provided strategic planning to management on staffing, compensation, succession plan, performance management, and employee relations.

- Managed selection process and advised management on hiring decisions for non- exempt and exempt level jobs. Coordinated the internship program through InRoads.
- Developed relationships with local colleges and nonprofit organizations to source applicants.
- Trained management on "Managing at Firststar" and PDI's Effective Interviewing Workshops.

EDUCATION

BA, Interpersonal Communication, Bowling Green State University

Certificate in Human Resource Management, Baldwin-Wallace College

PROFESSIONAL VOLUNTEER ACTIVITIES

Pioneer Memorial Church - Personnel Committee, 2005 - 2007

Cleveland Society for Human Resource Management - Board of Directors VP, Education, 2003 – 2007

- (Outstanding Member of the Year 2005)

City of Lakewood Block Club Program - Co-Captain, 2008 - Present