July 22, 2015

To: Debbie Galeazzi

Subject: Letter of Interest for Alderman District 7

Dear Common Counsel Representatives,

I am life-long member of the City of Menasha. I was born here and went through my childhood here. All of my schooling was in Menasha where I ultimately graduated from Menasha High School (MHS). I've since attended various technical course work at Fox Valley Technical College (FVTC). My family and friends live here and we all enjoy the local area activities.

For 25 years I enjoyed a wonderful career at Kimberly-Clark Corporation. Eventually I advanced to a Senior Management position overseeing the department's budget and a variety of technical scientists and technicians.

I raised my family here in Menasha, and as I watched my children grow I appreciated what this area and the city offered them.

The city continues to improve with the revitalization of our downtown and introduction of new businesses. Further progress has been made with the upgrades at MHS and the new Boys & Girls Center, to name a few.

I am excited to join the Common Counsel and share my skills & support *for* current projects, *as* well as contributing to the continued energy around future developments in Menasha.

Please find my resume attached. Feel free to contact me with questions or clarification.

Sincere Regards,

James E Smolinski
1220 Airport Road
jsmolinski6@gmail.com

RECEIVED
JUL 22 2015
CITY OF MENASHA
BY dg

James E. Smolinski

1220 East Airport Road * Menasha, WI 54952 * 920.858.4551 * jsmolinski6@gmail.com

Work Experience

AZCO Construction Inc. Menasha, WI
Quality Coordinator/Lead Auditor
April 2008- Present

- Review/approve supplier and subcontractor prequalification's to manage the Approved Subcontractor/Supplier List (ASL) for AZCO. Perform internal audits of AZCO against core procedures. Schedule and plan external supplier and subcontractor audits. Serve as customer liaison to help customers with understanding their scope of work. Address and resolve ASME Code related or general issues that arise from customers and subcontractors. Write, edit and approve procedures, Inspection and Test Plans (ITPs) and manuals. Serve as AZCO document control coordinator.

AZCO Construction Inc. Menasha, WI
Project Coordinator *November 2006-April 2008*

- Ordered and controlled drawings, all material and tools at job sites. Oversaw Job work assignments and tracked daily activities against job codes and phase codes, estimated and tracked change order activities, timecards and payroll for job site union employees. Created document turnover packages for customers. Met with customer to address any construction issues.

Kimberly-Clark Corporation Neenah, Wisconsin
Team Leader *January 1997-October 2005*

- Over see the day-to-day operation of 30 technicians and 17 scientists in the production testing of all consumer based sector product lines and raw materials for product, process and material improvements. This team supports routine work, specialized work, test development as well as intellectual properties testing.
    - Served as the Department budget coordinator of $6M.
    - Schedule work orders and determine based on skills required, resources, timing and cost if work is directed to in-house work queue or if work is to be outsourced.
    - Conduct weekly meetings directing and reviewing workload.
    - Hold annual reviews for all team members and monthly one-on-one discussions.
    - Coach team members for growth and keep team motivated.
    - Salary planning
    - Completed an effort to reorganize personnel away from sector teams into technology teams to increase technical testing skills and overall data understanding.
    - Regular interactions with research, manufacturing, quality, finance and Safety.
    - Improve system and procedures to exceed customer delight.

Kimberly-Clark Corporation Neenah, Wisconsin
Senior Quality/Technical Specialist *January 1993- January 1997*

- Collected and analyzed test data, identified critical material characteristics for raw material specifications for K-C research and raw material suppliers. Audited supplier's locations for control of materials. Qualified new raw material suppliers and external test facilities.
- Worked with research, manufacturing facilities and suppliers to determine raw material characteristics, and how they are to be measured. Document why these characteristics are important to control (using statistical process control charts) and how to control them at both the supplier locations and manufacturing facilities for product, cost or process improvement.

Kimberly-Clark Corporation Neenah, Wisconsin
Quality Specialist III *January 1991-January 1993*

- Developed in-house specialized test equipment to meet testing requirements when research found that commercial equipment was not available. Composed technical letters and operation manuals for the test devices.
- Created and approved mechanical drawings.

Kimberly-Clark Corporation Neenah, Wisconsin

Quality Specialist II *June 1988- January 1991*

- Wrote new and updated Standard Test Methods, Instrument Calibration Procedures and Personal Protective Equipment manuals.

Kimberly-Clark Corporation Neenah, Wisconsin
Computer Operator *January 1979 June 1988*

- Conducted operation of main frame computer, printed reports and distributed work assignments to shift team members.

Other Experience
Department budget coordinator of $6M.
Budget involved estimating and forecasting annual operations costs for the department based on personnel, space allocation, equipment depreciation and procurements using expense and capital dollars.
Internal/Supplier audits creating corporate Approved Supplier List (ASL)
Procedure/manual creation/review
Procedure training documentation
ASME Code Stamp Review
MTR Material Specification Review
Project Turnover Documentation
Crane Critical Lift forms

Education

Fox Valley Technical College
(3) Technical math, (3) Technical drafting, CADAM, Strength of Materials, Static's Forces/Movements
Certificates
Lead Auditor Examination NQA-1 – LMJ International
Lead Auditor Examination – Excel Partnership
ELEMENT seminars and welding, welding procedures and qualifying welders
Statistics for Non-Statisticians – UW-Madison
Good Laboratory Practices ISO 9000 – American Chemical Society Chicago
Targeted Selection – Development Dimension International
Kepner-Tregoe Project Management - KT

Relevant Skills

Proven skills in leading a team or working as an individual contributor.
Good technical knowledge of equipment and equipment operation.
Worked with multiple processes for raw materials as well as consumer-finished products.
Proven ability to work successfully with a diverse group of outside suppliers and various agencies.

Project Management

Lead the certification/implementation of Post Weld Heat Treat (PWHT) furnace located in shop.
Project Coordinator Fibromin Bio-Mass Power Plant, Benson, MN
Project Coordinator Tyssen Krupp foundry line swap, Tell City, IN
Project Coordinator GE 2 New Gas Turbines, Cannon Falls, MN
Analytical & Measurement Science Safety Steering Committee chair person
In 2003, designed layout and ambient conditions for the new KCPX Aging Facility and ultimately awarded the contract to construct the aging chambers. Aggregate investment was $1.2 M
As the 2002 Laboratory Information Management System steering committee lead, coordinated the review of multiple vendor systems and selected best software with favored capabilities. Overall investment in this project was $400K.
Lead project of improving lab layout for efficiency and combining labs from two buildings that included managing a project budget of $550K.