

To Whom It May Concern,

Below is my statement regarding why I think the Parks & Recreations Director role is a good fit for myself. After the military, I initially thought that making enough money would afford me the natural work-life satisfaction I've longed for - that the pay would motivate me to progress. While I'm grateful for the corporate experience and skills I have developed here at Sherwin Williams, I continue to search for an opportunity where I can pair my passion with my work. As a lover of the outdoors, I would like to use my skills to better the experience for others, and spend my time developing and protecting them.

Through my work experience as a Project Engineer for Sherwin Williams, I have managed multiple visual merchandising and facility improvement rollouts in my domestic store division, ensuring equipment, materials, and labor resources are delivered and scheduled. I have participated in opening 12 new stores, and solely managing 35+ small remodels. I am in constant contact with internal stakeholders such as district managers and corporate marketing. I also am communicating with contractors and equipment vendors on a daily basis, ensuring installation timelines are met. I can utilize this experience to support my efforts in developing parks and recreation programs that encompass a variety of different activities for various age groups. I am capable of maintaining a department budget, as managing division-wide equipment and fixture purchasing is another facet of my job.

My experience in IT was where I was exposed to database structure and learned how accounting information systems function. The experience helped me gain another perspective on how to solve a problem.

I began camping when I was young and involved in boy-scout type group. My appreciation and love for it continues to grow. I have backpacked and camped in many of the national forests and state parks in the Midwest and Southeastern US. Whenever I have the opportunity, I will camp or backpack in a new area. The views, peace and sense of self-reliance is what I cherish the most in a backpacking or camping trip.

I hope this has conveyed how strongly I feel that this role is what I am looking for. If I could do anything with unlimited resources, I'd probably spend most of my time outside.

Thanks for the consideration!

A handwritten signature in blue ink that reads "Patrick Simpson". The signature is fluid and cursive, with a large initial "P" and "S".

Patrick Simpson  
330-697-8141

# Patrick Simpson

400 W. Peachtree NW #2310

Atlanta, GA 30308

(330) 697-8141

[simpsops@icloud.com](mailto:simpsops@icloud.com)

<https://www.linkedin.com/in/patrick-simpson-29b03113>

## Objective

I am interested in a position that will allow me to continue developing my strong soft skills and provide a sense of fulfillment. I enjoy responsibility, resolving issues, and creating a better process. My education, experience, and attitude have prepared and supported me in succeeding through various challenges and seeing the opportunities within those challenges.

## Experience

### ***Project Engineer (12/2015 – Present)***

#### *The Sherwin Williams Company*

- I provide logistical planning and procurement support for new store installations and store remodels across the U.S. southeastern division of the company. I interact with general contractors, vendors, and district management in developing and executing effective project scopes to optimize our retail space.

### ***Enterprise Resource Planning (ERP) Analyst (7/2013 – 12/2015)***

#### *The Sherwin Williams Company*

- As a functional analyst, I provided functional support to our process improvement and accounting teams via change management systems and technical collaboration. I participated in new Oracle application implementations via scenario testing.

### ***Business Analyst Intern (12/2013 – 7/2015)***

#### *The Sherwin Williams Company*

- I performed monthly regression testing for various company ledgers, as well as maintained system administrator duties for task management and accounting tools utilized within company accounting departments. I provided support to the IT department in resolving functional and technical issues through developed and tested solutions.

### ***Marketing Associate (4/2012 – 4/2013)***

#### *Leaf Filter North, Inc.*

- My primary role was to produce, organize, and distribute print marketing material amongst 19 regional offices. I assisted the Corporate Market Manager in quality assurance, preparation of contracts with trade show companies, and other routine operations within the marketing department.

### ***Petty Officer 3<sup>rd</sup> Class (1/2009 – 3/2012)***

#### *United States Navy*

- I performed managerial, technical, and staff duties both on and off shore as a Sonar Technician Third Class Petty Officer. I worked for a number of shore-based divisions as well as onboard the USS O'Kane in Pearl Harbor, HI. I received technical training in Monterey and San Diego, CA. I was an immediate supervisor for six to nine sailors while performing duties as a section leader.

## Education

### **Bachelors of Business Administration in Business Economics**

*Cleveland State University*

- Student Veteran
- Fall/Spring 2013 Dean's List
- 3.1 GPA upon graduation

## Skills & Certifications

1. Extensive functional experience with the following Microsoft applications:

- Microsoft Word
- Microsoft Excel
- Microsoft Access

2. Experience in utilizing the following programs:

- Adobe Acrobat XI Pro
- BMC Remedy OnDemand
- AutoCad LT

3. Project Management experience specific to the following areas:

- Commercial Retail Construction
- Retail Fixture Installation
- Procurement & Logistics
- Communication with Stakeholders

# CITY OF CREEDE, COLORADO

## Employment Application

We are an Equal Opportunity Employer

### City of Creede City Promotes a Drug and Alcohol Free Workplace

Please mail or bring your completed application to: City of Creede Town Hall, 2223 N. Main  
PO Box 457  
Creede, CO 81130

- Do not change the format or layout of this form.
- Type application or print neatly.
- Answer all questions completely and sign the application and all other forms.
- Resumes may be attached but will not be accepted in lieu of a completed application.
- Read all information/disclaimers on this application.
- If you have any questions or need assistance, please contact Clyde Dooley at (719-)658-2276.
- **Please use your full, legal name each time you submit an application.**

Job Data			
Job Title: Parks & Recreations Director		Date you will be available for employment: 10/1/2016	
Personal Data			
Name: Last: Simpson		First: Patrick	Middle Initial: S
Address: 400 W. Peachtree St. NW Unit #2310			
City: Atlanta		State: GA	Zip: 30308
Phone	Days: 330-697-8141	Evenings: 330-697-8141	Alternate:
All applicants who are offered employment must provide documents which establish their identity and employment eligibility for authorization to work in the U.S. Are you a U.S. citizen? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, do you have the legal right to work in the U.S.? Please explain:			
Date of birth:		March 9, 1987	
Have you ever worked or volunteered for the City of Creede? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please give dates:			
Driver's License No. & State: [REDACTED]		Class: C	Expiration: 03/09/2024
Have you had any traffic convictions or accidents in the last three years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please list:			
Conviction or Accident		Date	
Conviction or Accident		Date	
Commercial Driver's License No. & State:		Class:	Endorsements:
Expiration:			
Have you been convicted of any crime? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details including dates, charges, and disposition. Convictions are not an absolute bar to employment. Consideration is given to the offense and its relationship to the position for which you are applying.			
Have you ever been discharged from a position or resigned to avoid being discharged? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If yes, please explain:			

**Employment Application**

We are an Equal Opportunity Employer

**Education** *Note: Complete this application in its entirety; an incomplete application will not be accepted. Resumes may be attached but will not be accepted in lieu of a completed application.*

Did you graduate from high school or do you have a G.E.D.?  Yes  No **High School Name:** Walsh Jesuit High School in Cuyahoga Falls, OH  
**Location:**

Name of School, College(s) or University	Major	Credit Hours	Degree	Year*
Cuyahoga Community College	Art	60	AA	2013
Cleveland State University	Business Economics	120	BBA	2015

\*Proof of degrees from an accredited College/University will be required upon hire.

Name of Trade/Technical/Business or Other School(s) Attended	Course of Study	Diploma & Year

List license (date & number), professional registrations (date), certificates and professional memberships:

List honors, awards, fellowships:

**Skills Overview**

Approximate typing speed in words per minute: 75/wpm

List computer software with which you are familiar:

I have extensive functional experience with the following Microsoft applications: • Microsoft Word • Microsoft Excel • Microsoft Access as well as extensive functional experience with the following Oracle e-Business suite applications: • Advanced Collections • Credit Management • Receivables • Cash Mana

Fluent in a language other than English: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Language(s):	Speak:	Read:	Write:

Please summarize relevant skills and experience that exemplify your qualifications for the above position:

I have project & program management experience in IT and construction/installations that will support me in organizing, developing, and ultimately executing a successful and end enjoyable recreational/parks program. My military experience reinforced how important properly developed safety procedure is to

Tools and machines you can use and operate:  
 I am capable of operating spray equipment and a variety of electrical saws & drills

Light or heavy motor vehicle equipment you can operate:  
 I have utilized forklifts, box trucks, and other all-terrain vehicles through work experience

Summarize volunteer services work including dates:  
 St. Mary's Parish of Hudson OH - Camp Counselor - June 2001-2004

Summarize leadership roles:  
 I served as the captain of high school swim team, enjoyed a supervisory rule at my last military command, and currently manage two internal installers and multiple contractors that support in store planning/installations

**Employment Application**

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<b>Employment History</b> <i>Note: Complete this application in its entirety; an incomplete application will not be accepted. Resumes may be attached but will not be accepted in lieu of a completed application.</i>			
Current or most recent employer: The Sherwin Williams Company			Phone: 336-577-1352
Address: (street, city, state) 2800 Century Pkwy NE Atlanta GA			
Your title: <b>Project Engineer</b>			
Employment dates	From (month/year): 12/2015		To (month/year): Present
Supervisor's name/title: Reza Fletcher - Senior Project Engineer			
Starting salary:		Present/Ending:	Hours per week: 55+
Work performed: I provide logistical planning and procurement support for new store installations and store remodels across the U.S. southeastern division of the company. I interact with general contractors, vendors, and district management in developing and executing effective project scopes to optimize our retail space.			
Reason for leaving:			
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Employer: The Sherwin Williams Company			Phone: 800-474-3794
Address: (street, city, state) 101 W Prospect Ave Cleveland OH			
Your title: IT Analyst/Developer			
Employment dates	From (month/year): 07/2015		To (month/year): 12/2015
Supervisor's name/title: Katherine Willis-Rice - IT Manager			
Starting salary:		Ending:	Hours per week: 37.5
Work performed: As a functional analyst, I provided functional support to our process improvement and accounting teams via change management systems and technical collaboration. I participated in new Oracle application implementations via scenario testing.			
Reason for leaving: Promotion			
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No			
Employer: The Sherwin Williams Company			Phone: 800-474-3794
Address: (street, city, state) 101 W Prospect Ave Cleveland OH			
Your title: Business Analyst - Intern			
Employment dates	From (month/year): 11/2013		To (month/year): 7/2015
Supervisor's name/title: Steve Leahy - Senior Business Analyst			
Starting salary:		Ending:	Hours per week:
Work performed: I performed monthly regression testing for various company ledgers, as well as maintained system administrator duties for task management and accounting tools utilized within company accounting departments. I provided support to the IT department in resolving functional and technical issues through developed and tested solutions.			
Reason for leaving: Promotion			
May we contact this employer if you are considered for the position? <input checked="" type="radio"/> Yes <input type="radio"/> No			

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Military Service	
Have you ever served on active duty in the U.S. armed forces? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Dates: From: 1/20/2009	To: 2/26/2016
Branch: USN	
Primary duties: Honorably separated at E-4 Primarily acted as a section leader (managed 6-10 sailors) for a base maintenance division	

**Conditions of Consideration for Employment**

All information contained on the application is subject to verification. The City of Creede may conduct background checks including, but not limited to, credit history, work references, driving records, criminal background records and educational attainment.

I understand an employment offer is may be contingent upon successful completion of a pre-employment alcohol/drug test, any applicable medical examinations, review of work references, and result of a background check.

I understand that specific positions at the City of Creede may require me to provide evidence of an acceptable driving record.

If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

If employed, I agree to abide by all policies, regulations and guidelines established by the City of Creede.

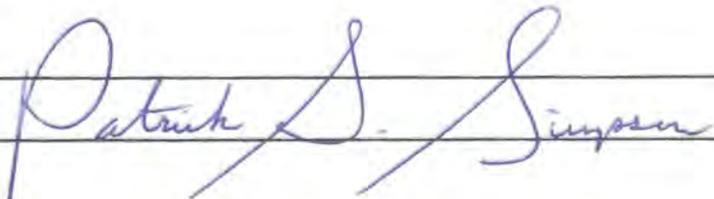
When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process (Americans with Disabilities Act of 1991).

I certify that all the information provided herein is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Creede and may be cause for rejection of this application, removal of my name from eligibility lists, or discharge from Town service.

In addition, I give the City of Creede the right to investigate and verify any information obtained through the application process. Permission is granted, and I release from any and all liability any employer, agency or individual providing the City of Creede relevant, job related information that will assist in this process.

I have read and understand the "Conditions of Consideration for Employment." Please acknowledge by checking the box:

Yes  No

Signature: 	Date: 10/1/2016
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