

## Planning Commission Vacancy

pete@peteszerszen.com

**Sent:** Thursday, December 31, 2015 9:59 AM

**To:** Howard Fink; Marilyn Engstrom

**Attachments:** PJSResume.pdf (61 KB)

Dear Sir and Madam:

I am writing to express an interest in the vacancy on the Northfield Township Planning Commission. I have multi-disciplinary experience including work in civil engineering, architecture, planning, management, and implementation of standard operating procedures. I have a passion for civic duty and serving the members of my community. As I live and work in Northfield Township, I have a great respect for the positive attributes that make this community livable and enjoyable and would greatly enjoy the opportunity to help guide responsible growth in the township.

Attached, please find my resume that summarizes my work experience. In addition, I have served on the Bond and Building Steering Committee for Howell Public Schools and as Secretary of the Howell Area Youth Assets Coalition.

Thank you for your review and consideration.

Best regards,

Peter Szerszen

# Peter Szerszen

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Whitmore Lake, MI 48189

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pete@peteszerszen.com

## Objective

To obtain a position with a growing firm that presents ongoing unique challenges and opportunity for growth in the rapidly evolving world of building systems management and energy efficiency design.  
*Willing to relocate for the right position.*

## Core Competencies

AutoCAD R14-2016  
Bluebeam Revu  
Microsoft Office Suite  
Carrier Hourly Analysis Program  
IT Systems Implementation and Repair  
Energy Efficiency Engineering  
Training and Development

Lighting Design and Retrofit  
Traffic Engineering  
Energy Modeling and Analysis  
Fire Alarm and Life Safety  
Architectural Facility Surveys  
Building Management Systems  
Facility Management

## Experience

Energy Analyst / Engineer / IT Manager  
2012-Present

*Responsible for multiple roles pertaining to energy and lighting design, analysis, and consultation. Perform facility surveys and ASHRAE energy audits with an emphasis on lighting, HVAC, and building envelope. Assess and identify energy savings measures. Perform cost segregation studies. Create and maintain standard operating procedures for the company. Manage ancillary staff and projects. Implement, manage, and repair company information technology assets and backhaul. Manage the "lamp portal" consumer procurement system. Serve as the Facility Manager and oversee design and construction of new warehouse facility.*

Energy Design Service Systems  
Northfield Twp., MI

Training Manager  
2010-2011

*Responsible for the design, development, and implementation of a training program in accordance with City of Phoenix Aviation Department contract standards. Performed new-hire and remedial training for a system staff of more than 300 employees across three shifts in a facility that never closed. Acted as a member of management and assisted with operational tasks and emergency response. Provided coaching and performance assessment of existing employees and participated in the recruitment and evaluation of new-hires.*

Phoenix Sky Harbor Int'l Airport Parking System  
Phoenix, AZ

Branch Education Specialist  
2007-2009

*Facing a difficult recession in the Phoenix area, changed focus to provide training and development and assistant branch management of a main branch of this large credit union in the Phoenix area. Ensured compliance with federal regulations, provided new hire and remedial training, acted as a loan officer and assistant branch manager, performed merchant transactions and recruited new employees.*

Arizona Federal Credit Union  
Phoenix, AZ

Civil CAD Operator  
2006-2007

*Working in the highway and traffic division, responsible for the drafting and revision of civil engineering plans for new highway and highway improvement projects, including pavement design, curb and gutter, signage and striping. Adherence to strict MUTCD and ADOT standards. Introduced the "Michigan Turnaround" to the Phoenix area based on existing MDOT standards.*

Kimley-Horn, Inc.  
Phoenix, AZ

Energy Specialist - Natural Gas Distribution

2005-2006

*Responsible for the design and crew deployment for new and replacement residential natural gas services within a six-township service area. Performed site surveys, analysis of existing underground plant, meter selection, service lead design, and scheduling of crews for installation of service.*

Consumers Energy

Howell, MI

Civil CAD Operator

2001-2005

*Working in the commercial land development division, responsible for the drafting and revision of civil engineering plans for land development projects, including platting, grading, profiling, storm and sanitary sewer, water main, utilities, and street design. Extensive use of AutoCAD 2000 and Land Development Desktop.*

Atwell-Hicks, Inc.

Brighton, MI

Life Safety Intern

2002

*Performed NFPA-certified fire alarm commissioning, testing, and troubleshooting services. Systems included digital and analog systems inclusive of pull stations, notification appliances, sprinkler waterflow alarms, smoke and heat detectors, and auto-dialers.*

National Time & Signal Corp.

Wixom, MI

Architectural Intern/Assistant

2000

*Participated in a summer internship and provided general assistance to a staff of commercial architects. Duties included the plotting and compiling of plan sets, submittals to AHJs, maintenance of the architectural samples library, and revisions of plans.*

Lindhout & Associates Architects, A.I.A., P.C.

Brighton, MI

## Education

Diploma (Summa Cum Laude)

2002

Howell High School

Howell, MI

Architectural Drafting & Design

2002

Livingston Applied Technology Consortium

Hartland, MI

B.S. Technology Management (102/128 Credits Completed)

2002 - Present

Eastern Michigan University

Ypsilanti, MI

## References

AnneMarie Regnier

Program Director

(810) 227-3377

Jacob Liu

Lighting Designer

(734) 730-1830

John Naughton

CAD Instructor

(810) 626-2200

Michael Beaton

HVAC Technician

beaton8980@yahoo.com

Allison Cummings

Director of Marketing

(734) 645-4041