



Chartered 1708

Michael Pantelides, Mayor  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517  
410-263-7997

May 19, 2015

To: Alderpersons, City of Annapolis

From: Mayor Michael Pantelides

Re: Rules and City Government Committee

Pending your approval, I would like to appoint Matthew O'Neill to the Human Relations Commission. Mr. O'Neill is a resident of Ward 8.

Mr. Matthew O'Neill  
620 Americana Drive Apt 202  
Annapolis, MD 21403  
443-714-8126    [publius1787@comcast.net](mailto:publius1787@comcast.net)

A copy of his resume is attached.

Thank You.

*Michael Pantelides*

MJP/mc

Reviewed by: <u>Rules and City Government Committee</u>
___ Favorable      ___ Unfavorable
_____ Committee Chair
_____ Date

# Matthew A. O'Neill

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620 Americana Dr. Apt #202, Annapolis, MD 21403  
Home: 443-714-8162 - Cell: 970-631-4625 : publius1787@comcast.net

## Summary

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Management professional versed in all aspects of leading a team as a small business owner, member of a Fortune 50 company and a public servant. Throughout my career I have become proficient at providing exceptional customer service, delegating tasks to team members, working with people from diverse backgrounds to accomplish goals and achieving resolutions to complaints and conflicts.

## Highlights

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- Inventory management
- Conflict resolution skills
- Budget management
- New store setup
- Merchandising / Turns
- Land use decisions
- Local/Regional cooperation
- Time / Resource management
- Customer / Citizen satisfaction
- MS Office proficient

## Accomplishments

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Managed the material inventory of several Lowe's stores in Colorado  
Received Customer Service commendations from Lowe's  
Designed, Implemented, and Completed Habitat ReStore reset project  
Recognized by Colorado Municipal League for exceptional service.

## Experience

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### Assistant Store Manager

October 2013 to February 2014

Tervis - Annapolis, MD

Responsible for the day to day operations of Tervis store. Responsible for achieving performance objectives set out by Store Management. Assist in developing new business opportunities to increase brand awareness and sales.

### Department Manager

May 2012 to December 2012

Lowe's - Greeley/Salisbury, CO/MD

Managed Lumber Dept. in Greeley and the Appliances/Cabinets Dept. in Salisbury.

### Owner

July 1993 to December 2012

The Woodbutcher, LLC - Northglenn/Windsor, CO

Owner/Operator providing services of millwork and finish work to building multiple fences for HOAs. Designed and built storage units.

### Mayor Pro-Tem

April 2003 to April 2012

Town of Windsor - Windsor, CO

Helped in the revision of the Comprehensive Land Use Plan updates as a Planning Commissioner.

Reviewed land use applications during my 9 years on the Planning Commission 4-03 to 4-08 as Planning Commissioner, 4-08 to 4-12 as Town Board Liaison.

Elected to Town Board 2008.

Served as Mayor Pro-Tem 2010-2012.

Managed the Complete Count Committee for the 2010 Census for Windsor.

Member of team that led the recovery of the Town of Windsor after the May 2008 EF3 tornado.

Served on the Long Term Recovery Committee.

Clearview Library District member as town liaison, served as Vice President 2008-2010, President 2011-2012.

Served as the Windsor Alternate to the North Front Range Metropolitan Planning Organization - Attended more meetings as the actual representative than as the alternate.

Fulfilled the duties of Mayor during the Mayor's frequent absences from 7-2010 to 4-2012.  
Served on the Colorado Municipal League's ( CML ) Board of Directors, serving on three committees and chairing one.  
Member of the Colorado Department of Transportation Transit and Rail Advisory Committee ( TRAC ) 1-1-11 to 7-8-12.

### **ReStore General Manager**

July 2011 to October 2011

**Habitat for Humanity** - Broomfield, CO

Developed and revised standards for the sales floor, dock area and the delivery truck. Reset the entire store to improve customer flow, inventory flow and sales. Put in place new acceptance standards process for receiving donations.

### **Executive Director**

October 2006 to September 2011

**Habitat for Humanity** - Windsor, CO

Completed a comprehensive overview of the affiliate which led to more Board involvement in the areas of Fundraising, Community Relations, Family selection and Family Relations. Implemented a new Board training program and Board development standards. Became the face of the affiliate in the community, interacted with the other Northern Colorado affiliates in a way that had not been done previously and led the merger of the Windsor affiliate with the Greeley affiliate to combine our resources and efforts at providing decent housing to those in need.

### **Administrative/Operations Manager**

March 1999 to October 2006

**Lowe's** - Cheyenne, WY

Rose from Dept. Manager to Admin/Ops Manager in the time that I was with the company. Worked in several stores in Denver, CO and Cheyenne, WY. Part of the team that completed the successful transition of Eagle Hardware to Lowe's with the merger of the companies. Took part in several new store setups, adhered to company and federal bookkeeping standards and reporting practices, met sales goals and was a liaison between the hourly associates, middle management and upper management. Hired, mentored and trained multiple employees that went on to become members of the management team throughout the company.

### **Volunteer Firefighter**

August 2002 to December 2004

**Windsor/Severance Fire Protection District** - Windsor, CO

Served the community as a firefighter, acquired one structure that the Fire Dept. was able to use as a training house for entry and exit and then as a burn house. Part of the launch team that conducted the July 4th Fireworks show for the Town Of Windsor.

## **Education**

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**Certificate in Microsoft Business Technology Applications : Microsoft Business Refresher Courses, 2013**  
**Wor-Wic Community College** - Salisbury, MD

**Firefighter 1 Certificate : Fire Science, 2002**  
**Aims Community College** - Greeley, CO

**Paralegal Certificate : Legal Investigations, Research, Writing, Case Law and Rules of Civil Procedure , 1995**  
**Denver Paralegal Institute** - Denver, CO

**Bachelor of Arts : Political Science/ American History Minor, 1992**  
**University of Colorado-Denver** - Denver, CO



**City of Annapolis**  
Office of the Mayor  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

Mayor@annapolis.gov • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • www.annapolis.gov

### Boards and Commissions Application

#### Personal information

Name MATTHEW A. O'NEILL  
Address 620 AMERICANA DRIVE APT # 202  
City ANNAPOLIS ST MD Zip 21403  
Phones Home 443-714-8162 Other 970-631-4625  
E-mail PUBLIUS1787@COMCAST.NET

#### Statement of interest – Why should you be appointed to this board/commission?

I WOULD LIKE TO BE APPOINTED TO THE PLANNING COMMISSION BECAUSE I WANT TO TAKE AN ACTIVE ROLE IN MY NEW COMMUNITY. MY WIFE AND I HAVE LIVED HERE FOR 19 MONTHS AND HAVE DECIDED TO STAY HERE. I FEEL THAT MY PAST EXPERIENCE - 11 YEARS AS A PLANNING COMMISSIONER AND COMMISSION LIAISON - WOULD BE AN ASSET TO THE CITY OF ANNAPOLIS. I WANT TO BE INVOLVED.

Are you a resident of the City of Annapolis?  Yes  No

Are you an employee of the City of Annapolis?  Yes  No  
If yes, please state your job title, department & duties.

Do you do business with the City of Annapolis?  Yes  No  
If yes, please detail.

Are you currently serving on any city boards or commissions?  Yes  No  
If yes, please list board(s).

## Work experience (titles and duties)

EXECUTIVE DIRECTOR - HABITAT FOR HUMANITY OF WINDSOR - WINDSOR, CO. DUTIES RANGED FROM LAND ACQUISITION, ADDRESSING PARTNER FAMILY ISSUES, FUNDRAISING AND DAY TO DAY MANAGEMENT OF THE AFFILIATE TO A COMPLETE OVERHAUL OF THE AFFILIATE AND EVENTUAL MERGER WITH ANOTHER AFFILIATE

MAYOR PRO-TEM - WINDSOR, CO. PLANNED TOWN BUDGETS, RECOVERY PLAN FROM EF3 TORNADO, WORKED WITH TOWN'S COMPREHENSIVE LAND USE PLAN

ADMIN/OPERATIONS MANAGER - LOWE'S HOME IMPROVEMENT. DAILY OPERATIONS OF STORE - CUSTOMER SERVICE

OWNER/OPERATOR - THE WOOD BUTCHER - NORTHGLENN/WINDSOR, CO  
- DOING MILLWORK AND BUILDING STORAGE BUILDINGS

## Educational background (certificates, diplomas, degrees, seminars, etc)

BA - POLITICAL SCIENCE, AMERICAN HISTORY MINOR - CU DENVER

PARALEGAL CERTIFICATE - DENVER PARALEGAL INSTITUTE

FIRE FIGHTER 1 CERTIFICATE - AIMS COMMUNITY COLLEGE

URBAN LAND INSTITUTE SEMINAR - 2004 DENVER CO

A.P.A. NATIONAL CONFERENCE - 2007 PHILADELPHIA  
2008 LAS VEGAS

NATIONAL LEAGUE OF CITIES ANNUAL CONFERENCE - 2009

COLORADO MUNICIPAL LEAGUE ANNUAL CONFERENCE - 2008, 2009,  
2010, 2011.

## Other experience (volunteer experience, memberships etc)

PLANNING COMMISSIONER - CITY OF NORTHGLENN, CO 1998-2000

PLANNING COMMISSIONER - TOWN OF WINDSOR, CO 2003-2008

PLANNING COMMISSION LIAISON - TOWN OF WINDSOR, CO 2008-2012

MEMBER - COLORADO MUNICIPAL LEAGUE BOARD OF DIRECTORS 2009-2011  
- CHAIR OF LAND USE AND TRANSPORTATION COMMITTEE,

VOLUNTEER FIRE FIGHTER - WINDSOR, CO 2002-2005

MEMBER - HABITAT FOR HUMANITY OF COLORADO BOARD OF DIRECTORS  
- HABITAT GLOBAL VILLAGE BUILD IN PARAGUAY - 2011

CLEARVIEW LIBRARY DISTRICT - BOARD MEMBER 2008-2012  
- SERVING AS VICE PRESIDENT AND BOARD PRESIDENT.

COLORADO DEPT. OF TRANSPORTATION - TRANSIT AND RAIL  
ADVISORY COMMITTEE 2011-2012

**References**

Name ROBERT BISHOP - COTNER Phone 970-686-9761  
Address 216 8th STREET, WINDSOR, CO 80550  
Name KELLY ARNOLD Phone 970-674-2400  
Address 301 WALNUT STREET, WINDSOR, CO 80550  
Name GALE SCHICK Phone 970-686-7392  
Address 706 PARKVIEW MOUNTAIN DRIVE, WINDSOR, CO 80550

Appointees are subject to the provisions of the City of Annapolis Ethics Code, Annapolis City Code Chapter 2.08. Appointees are strongly encouraged to review this Code and contact the City of Annapolis Office of Law and/or City of Annapolis Ethics Commission with all inquiries.

Signature  Date March 26, 2015

E-mail electronically completed form to Jacalyn Bierman at [jlbierman@annapolis.gov](mailto:jlbierman@annapolis.gov). Paper copies may be faxed to 410-216-8284 or mailed to the Mayor's Office address above, attention Boards and Commissions Coordinator.