



Chartered 1708

Office of the Mayor
Gavin Buckley, Mayor
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

June 2, 2020

To: Alderpersons, City of Annapolis

From: Mayor Gavin Buckley

Re: Commission on Aging Reappointment

Pending your approval, I would like to reappoint Mr. Wayne Taylor to the Commission on Aging. Mr. Taylor is a resident of Ward 8 has served on this board since 2017.

Wayne Taylor
116 1/2 Eastern Ave
Annapolis MD 21403

Mr. Taylor's term will expire on 6/30/23. A copy of his resume is attached.

Thank You.

GB/hrr

Reviewed by: <u>Housing and Human Welfare Committee</u>	
<input type="checkbox"/> Favorable	<input type="checkbox"/> Unfavorable
_____	_____
Committee Chair	Date

WAYNE M. TAYLOR
116 1/2A Eastern Avenue
Annapolis, MD 21403
Cell 443-871-4711

EDUCATION

2008- 2012 **Sojourner Douglas College, Baltimore, MD**
BSc Public Administration, Summa Cum Laude
Subjects include Advanced Oral and Written Skills, Global issues and Mathematics

QUALIFICATIONS AND SKILLS

ORGANIZATIONAL SKILLS

- Excellent communication, organization and interpersonal skills
- Remarkable experience in social and recreational programs, unifying various groups to work towards common goals to improve funding and contributing to goals of organizational activities.
- Profound knowledge of development and execution of programs and fund raising activities.
- Considerable understanding of the principles and techniques involved in procurement of services and evaluating program proposals and changes. Familiarity with accreditation standards and compliance requirements.

MENTORING/LEADERSHIP SKILLS

- Outstanding supervision skills including providing annual performance evaluations of subordinates. Maintaining the ability to establish and mentor professional working relationships and assisting with staff development.
- Extensive experience in counseling students ranging from primary school age to college, giving advice on how to achieve environmental and educational goals.
- Extensive knowledge of conducting group activities, identifying and evaluating areas of need.

OTHER SKILLS AND SECOND EMPLOYMENT

- Microsoft Word, Excel, Power Point and Publisher
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EMPLOYMENT HISTORY

OPERATIONS MANAGER

Harbor Freight Tools, Laurel, MD

May 2015 to Present

Responsibilities include providing day-to-day leadership to build strong customer relationships to support business growth while enhancing customer satisfaction. Handles and oversees all of the day-to-day processes that are carried out in the store, in the absence of the Store Manager. Provides a strong customer service orientation and goal setting to subordinates. Responsible for managing store personnel as appropriate including opening and closing of store. Effectively communicates policies and procedures in a manner easily understood by associates and customers. Direct responsibility for store operations: Cash Office, Front-end, Warehouse and Sales Floor. Explains and adheres to Harbor Freight Tools policies and procedures including overrides/returns, pricing and inventory accuracy, training and awareness to physical safety and security. Oversees and monitors the Truck Receiving and Process Procedures weekly. Ensuring the 24-hour window is met for Truck Processing by utilizing all personnel assigned to the Warehouse and Sales Floor. Ensures the smooth operation of the purge process, manages stock levels, follows proper guidelines and procedures for cash office and front end opening/closing and making key decisions regarding freight moved from the warehouse to the sales floor. Conducts daily meeting with associates, weekly audits of store and warehouse merchandise and ensures proper training of all associates.

OPERATIONS MANAGER

Party Plus Rentals, Glen Burnie, MD

May 2014 to May 2015

Responsible for inventory accuracy by maintaining accurate inventory data in the classic party rental system, which included coordinating with other departments to remove out of service inventory from circulation until fixed. Reviewed and researched inventory to ensure the recording of all changes to inventory to assist management with reducing inventory loss. Conducted research to correct inconsistencies and/or errors when realized and work with the appropriate personnel to reduce or eliminate recurrence. Handled overbooking issues and decisions

COMMUNITY ENGAGEMENT COORDINATOR

Anne Arundel County Community Action Agency

August, 2007 ~ June, 2009

During my tenure in this position, I identified community and education partners by networking and attending meetings and events with the goal of engaging the agency with other agencies whose aim and objectives were to build lasting reciprocal relationships. Responsibilities also included steering the Board of Directors thru the day-to-day operations of the agency. Various resources were used to create fundraising ideas, informational outreach material clients, and various communities. I worked with the Housing Authority to encourage them to *utilize eligible tenants to apply to work with contractors working on HACA renovations for sweat equity.*

DIRECTOR

Anne Arundel Department of Aging and Disabilities, Annapolis, MD

December, 2006 ~ August, 2007

While answering directly to the Chief Administrative Officer as Director of The Department of Aging and Disabilities my duties where varied. Excellent communication skills were required to manage the professional and administrative staff and their work output. In addition, responsibilities included the oversight of development and implementation of programs and services needed to address the needs of and to enhance the quality of life for the senior population. Duties also include strategic planning, oversight of various inter-departmental budgets, revenue opportunities, promoting the department's programs, advocating for seniors and resolving program operation problems. On a day-to-day basis kept current with Federal and State funding requirements.

OWNER/OPERATOR

Instant Floor Inc., Washington DC

March, 2003 ~ June, 2006

Owned and operated as a sole proprietor of this business that sold carpet, laminate and hardwood flooring. Responsible for performing all duties, such as, scheduling clients and employees as well as other task associated with operating in the Washington Metropolitan Area.

COUNCIL MEMBER

City of Annapolis, Maryland

November, 2005 ~ December, 2006

During my tenure as Alderman for Ward 4 of the City of Annapolis my responsibility included making decisions regarding the use of city funds including approving or disapproving the annual operating budget. I participated in voting on issues that affected oversight of the City budget to include staffing of the Police and Fire Departments for increase in community safety. Very much time was spent in utilizing people skills, networking within the community and advocating for concerned citizens, business owners and neighborhood groups regarding improving the city economically, lowering the crime rate, and increasing the standard of living. Major accomplishment: **Negotiated agreements that ensured a percentage of qualified City residents utilized on City building projects.**

COMMUNITY SOCIAL DIRECTOR

Edgewood Social Programs, Capital Heights, MD

May, 1993 ~ September, 1997

The primary purpose of this position was to plan, direct and implement appropriate resident activity programs, using the philosophy and policies of the facility and staying consistent with State and Federal regulatory requirements. Developing and implementing educational, cultural and recreational programs which were appropriate to the residents of the apartment complex based on varied backgrounds, emotional needs and interests Performing initial and on-going assessment of each resident's backgrounds, activity interests, abilities, physical limitations and needs for meaningful activity programs. I worked with staff to develop special activities, display themes and decorations for holidays, birthdays and seasons. Documented activity plans and progress notes as required by the program and any funding group and maintain all activity records in compliance with program, state and local regulatory agencies. Developed and maintained an active volunteer program for the resident community which involved recruiting, screening, training, supervising and recognizing the volunteers for time and efforts. I maintained current records of program expenditures. Duties included conducting educational and employment counseling workshops, forums and informal sessions using all available resources. I prepared proposals for fund-raising activities. I created and maintained an atmosphere of warmth, personal interest and positive emphasis.