

AUG 01 2022



BY: \_\_\_\_\_ APPLICATION BOARD/COMMISSION MEMBER

These questions are designed to obtain information about your experience and interest in civic activities. You may return your application by mail, email or fax. **Mail to:** Administrator, Clerk/Treasurer's Office, 1301 81<sup>st</sup> Avenue NE, Spring Lake Park, MN 55432; **E-Mail to:** info@slpmn.org or **Fax to** (763) 792-7257. Your application will remain on file for six months. If you have questions, please call the Administrator, Clerk/Treasurer's Office at (763) 784-6491. **Thank you for your interest!**

Name: Sharon Weighous  Adult (18+)  Student (under 18)  
Address: 781 84th Ave NE Zip: 55432  
Home #: 612-479-7506 Cell #: Same  
Email: strembulak@yahoo.com Work #: Same

Length of residence in Spring Lake Park (in years) 1 May we call you at work?  Yes  No

**I am interested in serving on the following commission:**

(If you have an interest in more than one commission, you may rank your choices)

- 1  Planning and Zoning Commission
- 2  Parks and Recreation Commission

Community, Civic or Volunteer Experience:

Board of Ed in Pgh Pa - Prek Liaison

Interests and Hobbies: Reading, teaching, spending quality time with my family, puzzling

Occupation and Work Experience (you may attach a resume if desired):

~~teacher~~ resume attached.

*Please complete other side of application*

Educational Background/Training: info on resume -  
\_\_\_\_\_  
\_\_\_\_\_

What skills or personal qualities do you possess that would make you valuable as a board or commission member? I am a great planner. I love to follow through and see how things pan out. I have great leadership and people skills.

Why are you interested in volunteering? I believe in community and being involved. Try to make things better for our children and the future.

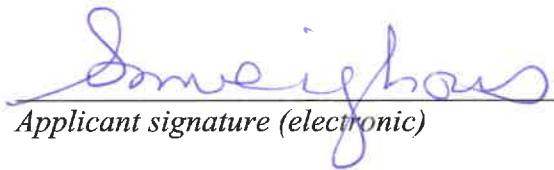
**Conflicts of Interest**

No commissioner shall: (1) Enter into any contract with the city unless otherwise authorized by law. (2) Use their position to secure any special privilege or exemption for themselves or others. (3) Use their office or otherwise act in any manner which would give the appearance of or result in any impropriety or conflict of interest.

**IMPORTANT INFORMATION CONCERNING YOUR APPLICATION**

DATA PRIVACY NOTICE: Minnesota law requires that you be informed of the purposes and intended uses of the information you are providing on this application. Pursuant to Minnesota Statutes Section 13.601, your name, city of residence, employment history, volunteer work, awards and honors are public data and is available to anyone who requests the information. The data that you give us about yourself is also needed to identify you and assist in determining your suitability for the commission(s) for which you are applying. This data is not legally required, but refusal to supply the information requested may affect the City Council's ability to evaluate your application. Should you be appointed to serve on a board or commission, pursuant to Minnesota Statutes Section 13.601, your residential address and either a telephone number or electronic mail address (or both) where you can be reached also become public information.

*I have read and understand the data privacy information given above and authorize investigation of all statements contained in this application as may be necessary to arrive at an appointment decision. I certify that all answers given here are true, and I understand that any false information on or omission of information from this application will be cause for rejection of this application.*

  
Applicant signature (electronic)

\_\_\_\_\_  
Date

# Sharon M. Weighous

[strembulak@yahoo.com](mailto:strembulak@yahoo.com)

781 84th Ave. NE  
Spring Lake Park, MN  
55432  
612-479-7506

## OBJECTIVES

To obtain Director of Operations or Regional Management Position. Marketing & advertising background includes business operations, accounting, & training.

## SKILLS & ABILITIES

- ◆ Over Seeing & Managing Multi-unit stores
- ◆ Marketing for Local Restaurants
- ◆ Budget Administration
- ◆ Staff Development
- ◆ Strategic Planning
- ◆ Public Speaking
- ◆ Analytical Analysis
- ◆ Procedure Development
- ◆ Cost Reeducation & Containment
- ◆ Team leadership
- ◆ Revenue generation
- ◆ Customer service
- ◆ Communication Skills
- ◆ Key relationship management
- ◆ Vendor Coordination / Relationships
- ◆ Inventory & Supply
- ◆ Cost Control
- ◆ Publicity
- ◆ MS office

## ACCOMPLISHMENTS

- ◆ Consistently exceeded daily sales targets by 10-20%
- ◆ Marketing/Sales proposal success rate of 65%
- ◆ Successfully increased new business & company interest
- ◆ Met monthly sales goals consistently
- ◆ Maintained low employee turnover rates within the company
- ◆ Employee retention of 95%
- ◆ Managed team of 200 employees
- ◆ Food safety certified
- ◆ Location Assessment, Openings, Day to day operations, Closings as needed
- ◆ Development of employees in to lower level management
- ◆ Development of employees of lower level management into upper level management
- ◆ Helped develop MVP club for the company to incorporate online ordering
- ◆ University of Perkins

## EXPERIENCE

**Multi Unit Operations Manager - Perkins & Bakery - Midway, Golden Valley, Hopkins, Cottage Grove, MN**  
July 2016-Current

- ◆ Monitor employees productivity & optimize procedures to reduce costs
- ◆ Monthly meetings to give information, receive feedback & to update training
- ◆ Overseeing KPI reports for all locations
- ◆ Overseeing financials on day to day basis
- ◆ Overseeing theoretical GAPS & food costs
- ◆ Increase management interactions with guests 40% +
- ◆ Increased guests satisfaction & dining experience to 85%+
- ◆ Low table turn times 1.5 minutes
- ◆ Increased beverage sales 6 to 12%
- ◆ Increased guest traffic
- ◆ Obtain P&L objectives & opportunities
- ◆ Hands on Management style & open door attitude
- ◆ Securing quality outside vendors
- ◆ Knowledgeable in Minnesota Labor Laws & implantation

**Kitchen Production Manager - Perkins & Bakery - Lakeville, MN**  
March 2016-July 2016

- ◆ Leadership, Coaching, & Mentoring of employees
- ◆ Interviewing, Hiring, Training, Developing & Sustaining, of employees
- ◆ Labor cost control, team member scheduling, tracking & managing of Daily Labor Management work sheet (DLM)
- ◆ Profit & Loss Statements (P&L), Monitoring & managing daily stats
- ◆ Marketing Campaigns & changes
- ◆ Marketed through Chamber of Commerce
- ◆ Managing Pars, & Prep Sheets
- ◆ Bakery Production
- ◆ Theoretical Food Cost, Food Cost Control, Food Gap, Food Chain
- ◆ Maintaining & building internal & external teams
- ◆ Creating an environment for team satisfaction, Enforcing Policies
- ◆ Food safety, Cleaning systems, Health department, Temp log books



- ◆ Brand ambassador & strategic planning for the brand
- ◆ Managed multiple projects & timelines to completion
- ◆ Ordering & receiving

- ◆ Safety & security, Opening & closing procedures, security systems & late night operations
- ◆ Inventory Control

### **Assistant Manager - Freddy's - Freddy's - Savage, MN**

Oct 2014- Aug 2015

- ◆ New store openings
- ◆ Schedule & direct staff in daily work assessments to maximize productivity
- ◆ Hiring, terminations, payroll, reviews, & training of employees.
- ◆ Inventory & truck orders to ensure product availability
- ◆ Optimize profits by controlling food, beverage, & labor

- ◆ Conduct daily pre-shift & weekly departmental meetings to ensure organizational efficiency cost on daily basis
- ◆ Continually monitor restaurant & take appropriate action to ensure food quality & service standards are consistently met
- ◆ Responsible for the cleanliness of the store for inspections
- ◆ Cake production manager

### **General Manager- Vocelli Pizza – Pittsburgh, PA**

Sept 2007- Oct 2014

- ◆ Schedule & direct staff in daily work assessments to maximize productivity
- ◆ Conduct daily pre-shift & weekly departmental meetings to ensure organizational efficiency
- ◆ Optimize profits by controlling food, beverage, & labor cost on daily basis

- ◆ Continually monitor restaurant & take appropriate action to ensure food quality & service standards are consistently met
- ◆ Efficiently resolve problems or concerns to the satisfaction of all parties involved

### **Multi Unit Operations Manager - Malik Foods- Pittsburgh, PA**

Jan 1994- Aug 2007

- ◆ Assigned tasks & over saw the direction of employees to ensure compliance with food safety procedures & quality control guidelines
- ◆ Consistently maintained high levels of cleanliness, organization, storage, & sanitation of food & beverage products to assure quality

- ◆ Built sales forecasts & schedules to reflect desired productivity targets
- ◆ Performed restaurant walk-throughs to gage timeliness & excellent service quality
- ◆ Initialized negotiations regarding vendor contracts & keep updated records of contracts

## **EDUCATION**

### **CCAC - Pittsburgh, PA - Bachelors 2001**

- ◆ Restaurant & Business Management

### **Twin Cities Institute – St. Paul, MN - Associates 1999**

- ◆ Accounting & Marketing

