



REQUEST FOR APPOINTMENT

DATE

4/2/2018

AUTHORITY, BOARD OR COMMISSION YOU ARE REQUESTING APPOINTMENT
TO: HARB - Historic Architectural Review Board

NAME: Shane Eric Fillman

HOME
ADDRESS: 416 N. 8th Street Allentown, PA 18102

BUSINESS
ADDRESS: 4670 Schantz Road Allentown, PA 18104

TELEPHONE NO. (RESIDENCE) 610-774-0469 BUSINESS 610-841-9626

EMAIL: Shane.Fillman@verizon.net

PRESENTLY EMPLOYED

BY:

Communication Systems, Inc.

4670 Schantz Road Allentown, PA 18104

JOB

TITLE: Procurement Manager

EMPLOYMENT

(Prior):

Brown Printing Company - Senior Buyer

EDUCATION:

HIGH SCHOOL GRADUATE:

X YES

 NO

COLLEGE OR UNIVERSITY GRADUATE

X YES

 NO

DEGREE/FIELD OF STUDY

C.P.M - Certificate - Penn state University
(Certified Purchasing Management)

CURRENT MEMBERSHIP IN ORGANIZATIONS AND
OFFICES:

OAPA - Member and former Board member

PAST ORGANIZATIONAL MEMBERSHIP AND OFFICES

HELD: OAPA - Facade committee - 15+ years

OAPA - Board Member

HARB - Board Member and chairman for approximately
3 years = about 7 years in total service.

DO YOU LIVE IN THE CITY OF ALLENTOWN: X YES NO

HAVE YOU EVER BEEN ARRESTED?

No

IF SO, WHY?

DO YOU HAVE A SIGNIFICANT "BUSINESS" OR "PROPERTY" INTEREST IN ALLENTOWN? PLEASE EXPLAIN:

No

ARE YOU A REGISTERED VOTER: X YES NO

WHY ARE YOU INTERESTED IN THIS APPOINTMENT? BE SURE TO INCLUDE WHAT VALUE YOU WILL BRING TO THE BOARD:

I love Allentown and enjoy being a part of its re-birth.
I also feel I have a lot to offer the HARB Board
having served for about 7 years in the past and the OAPA facade
work I have contributed to with OAPA for many years.

DO YOU ANTICIPATE A CONFLICT OF INTEREST BY SERVING AS A MEMBER OF AN AUTHORITY, BOARD OR COMMISSION: YES X NO

IF YES,
EXPLAIN:

N/A

IF YOU ARE BEING CONSIDERED FOR REAPPOINTMENT, PLEASE INDICATE
HOW MANY TERMS YOU HAVE SERVED 2-3? AND THE YEAR YOU
WERE FIRST APPOINTED 2008?.

NOTE: This information will be used for making appointments to authorities, boards and
commissions and in the event you are appointed/reappointed, it may be used as a
news release to identify you to the community.



Signature

4/2/18

Date

Please forward this request for appointment, along with a resume to:

City Council's Office
City Hall
435 Hamilton Street
Allentown, PA 18101

OBJECTIVE

Motivated and detailed oriented professional with diverse procurement and analytical experience, excellent written and oral communication skills; seeking to utilize a combination of my academic and professional experience to attain a challenging position with an industry leading company.

SKILLS

- ◊ Continuous Improvement : Lean 101 training
- ◊ Fully proficient in various buying functions (Negotiations, Supplier Relationship Management and Supplier Evaluations; Sourcing)
- ◊ Microsoft Office, and SAP - ECC 6.0 Release 10.2.0.4.0
- ◊ Internet navigation and E-mail proficiency
- ◊ QAD Enterprise Application Version 2.9.4.41 (11)
- ◊ IBM Lotus Notes
- ◊ ConnectWise V2016.1(35565)

PROFESSIONAL EXPERIENCE

Communication Systems, Inc., Allentown, PA

5/18/2015- Present

Procurement Manager

- ◊ Responsible for all procurement needs of operation.
- ◊ Manage warehouse and inventory. Constantly looking for way to further reduce on-hand inventory levels.
- ◊ Negotiate and register projects with suppliers for additional savings.
- ◊ Manage project materials and order all service related materials.
- ◊ Return items for repair, credit or warranty as needed.
- ◊ Expedite orders as needed.
- ◊ Sourcing of new suppliers and materials for cost savings.
- ◊ Maintain vendor pricelists and purchasing software data in ConnectWise.
- ◊ Maintain open communication with internal personnel and company managers.

Sharp Packaging Solutions, Allentown, PA

(Contract employee 3/6/2015-5/8/2015 through IMKO Staffing)

Procurement Assistant

- ◊ Analyze and interpret demands generated via corporate ERP system.
- ◊ Responsible for the procurement of all the corrugated needs for this pharmaceutical packaging company.
- ◊ Manage supplier relationships and performance.
- ◊ Worked with the Account Coordinators and Project Managers to verify requirements appearing in the QAD MRP system.
- ◊ Expedited orders as needed.
- ◊ Updated the QAD system with accurate lead-times and purchasing requirements to prevent stock outs and excess inventory.
- ◊ Participated in procurement team cost saving initiative meetings.

Brown Printing, East Greenville, PA (Currently Quad Graphics)

2005 – June 2014

Senior Buyer

- ◊ Supervise & manage the Supply Room team.
- ◊ Manage inventory valued at \$2.5M approximately 18,000 different SKU's.
- ◊ Work effectively with individuals & teams at all sites.
- ◊ Participates in establishing purchasing guidelines and procedures.
- ◊ Negotiates contracts for service and materials with vendors.
- ◊ Expedites orders and keeps appropriate management personnel updated on developments which affect business operation.
- ◊ Establishes clearly defined delivery terms and monitors vendor compliance with agreements.
- ◊ Determine specifications and purchase of packaging materials needed for finished goods, such as postal approved polyethylene and corrugated products.
- ◊ Anticipates/ forecasts future purchasing needs and initiates purchases.
- ◊ Trains and corrects mistakes for authorized plant personnel on purchasing procedures.
- ◊ Selects appropriate vendors and negotiates the best price throughout the procurement process.
- ◊ Provides open communication to business experts throughout the implementation of new products.
- ◊ Attends meetings and seminars and evaluates methods for improving purchasing operations.
- ◊ Create RFPs, negotiates pricing, analyze data to select most cost effective vendor while providing high quality service

Brown Printing, East Greenville, PA

1990 - 2005

Buyer

- ◊ Maintain inventory levels by regulating quantities ordered, and take advantage of any price breaks if applicable, with consideration of freight charges, term discounts and lead times.
- ◊ Competitively bid items to ensure best possible pricing.
- ◊ Recommend substitute materials, which may offer savings opportunities.
- ◊ Work with the plant engineering department to reverse engineer items for cost savings.
- ◊ Provide open communication to business experts throughout the implementation of new products.
- ◊ Consolidate vendors (For purposes of potential volume discounts and reduction of Purchase Orders issued).
- ◊ Outsource repair items that cannot be fixed at our facility, and return parts which failed under warranty for credit / exchange.
- ◊ Anticipate/ forecast future purchasing needs and initiates purchases.
- ◊ Expedite orders as needed, and keep the appropriate parties involved informed.
- ◊ Maintain open communication with internal personnel and company managers.
- ◊ Manage company eBay store where the obsolete inventory is listed for sale.

EDUCATION**The Pennsylvania State University**

Purchasing Management Certificate Program (CPM) 4.0 GPA

Reading, PA

2001

Cedar Crest College

Computer Technology (Course work)

Allentown, PA

1997

COMMUNITY ACTIVITIES

- ◊ 26 year member of the Old Allentown Preservation Association, and 15 years as a Board Member.
- ◊ Chairman of HARB (Historical Architectural Review Board) – City of Allentown January 2011-September 2016
- ◊ Awarded Certificate of Merit from the City of Allentown in 1999 from Historical Architectural Review Board: Recipient of 2001 Properties of Merit Award.
- ◊ Life member of Demolay of Masonic Order