




**MATT TUERK
MAYOR**

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TO: Michael Hanlon
City Clerk

FROM: Matt Tuerk
Mayor 

DATE: December 12, 2023

SUBJECT: Authorities, Boards, Commissions Appointments

Mayor Tuerk has approved the following appointment for City Council's consideration.

<u>Name</u>	<u>Authority/Board/Commission</u>	<u>Term to Expire</u>
Sylvester Novak	ACIDA	12/20/2028

Novak will be filling the seat of Linda Rosenfield on the Authority, whose term has expired. His resume is attached.

SYLVESTER NOVAK

2321 Riverbend Road, Allentown, PA 18103 ♦ C: 610-597-4287 ♦ slynovak58@gmail.com

PROFESSIONAL SUMMARY

Experienced Professional Sales Manager with expertise in sales, marketing and product management. Results oriented and self motivated.

SKILLS

Strong people and relationship skills
Highly Motivated
Extensive business experience
Positive and upbeat thinker
Solutions oriented problem solver

Proven Professional
Organized
Experienced meeting planner and coordinator
Strong public speaker

WORK HISTORY

Account Executive, 11/2014 to Current

United Bags, Inc. – St. Louis, Mo

Responsible for developing new accounts and managing all aspects of maintaining those accounts including contract negotiations, order processing, invoicing, receivables, payables and vendor managed inventory.

Senior Account Manager, 03/2007 to 11/2014

Graphic Packaging International – Atlanta, GA

Developed new accounts and maintained existing account portfolio. Responsibilities included sales, contract negotiation, product development and design, order processing, inventory control and customer relations.

Senior Account Manager, 01/2002 to 03/2007

Smurfit-Stone Container – Chicago, IL

Regional Sales Manger, 08/1996 to 09/2002

Smurfit-Stone Container – Chicago, IL

Managed an eight person sales team and was responsible for overseeing all sales and account activity and managing personnel for an \$80 million sales region covering 13 states. Responsibilities included hiring and training sales staff, developing annual sales plan and budget that included growth of existing accounts and expansion of sales with key target accounts. Built strong relationships with key customer contacts at all levels of procurement, production and senior management.

Marketing Manager, 08/1993 to 08/1996

Smurfit-Stone Container – Chicago, IL

Managed the marketing staff of a \$500 million division and oversaw all aspects of marketing activity. Responsibilities included interaction with manufacturing, sales, finance and senior management to develop a comprehensive marketing plan that targeted key markets and growth opportunities.

Was instrumental in composing the annual division business plan identifying strategic markets and growth opportunities and coordinating all resources to maximize returns and performance through proper asset utilization.

Product Manager, 05/1991 to 08/1993

Stone Container – Chicago, IL

Developed a plan that coordinated the efforts of sales, marketing and manufacturing that identified key growth opportunities and maximum utilization of assets.

Designed and implemented a finished goods inventory control program that reduced finished goods by 60% in the first year.

Trained sales and production managers in implementation of inventory program and other cost savings initiatives.

EDUCATION

Bachelor of Science: Business Administration, Marketing Major, Management Minor, 1980

Bryant University - Smithfield, RI