

Boards & Commissions Application

THE CITY OF
HARRISONBURG
VIRGINIA



I am interested in serving on the following boards/commissions. (Please indicate the order of preference).

1. TOWING ADVISORY BOARD
2. _____

As an applicant/member of a Council-appointed Board or Commission, your name, address, and phone number will be available to the press and public. Information will be kept on file for three years. Public discussion of information contained herein may occur in the meeting at which appointments are considered by the City Council.

Mr. Mrs. Ms. Miss. Dr.

(Please type or print clearly)

Name: HUDDLESTON JAMES P. Date: 2.20.20
(Last) (First) (M.I.)

Home Address: 1292 KEEZLETOWN ROAD, WEYERS CAVE Own/Rent? OWN

Phone Number: 540-713-6415 Alternate Phone: 631-885-2242

Occupation: AUTOMOTIVE PARTS ADVISOR Employer/Organization: HARRISONBURG HONDA

E-mail: GENOMINDUSTRIES@GMAIL.COM Harrisonburg resident for _____ years.

Were you referred by anyone: ☒ Yes ☐ No Name of Referring Party: CPL. WESTFALL

How did you hear about volunteering on a board or commission? Cable Website Council Meeting
Other: CPL. WESTFALL

Why do you wish to serve on a board or commission?

I WORK IN HARRISONBURG AND WANT TO EXPAND MY INVOLVEMENT AND INPUT ON DECISIONS THAT AFFECT THE COMMUNITY.

What relevant experience or education do you have to this board or commission?

CURRENT VOLUNTEER FOR THE PAST 2+ YEARS WITH HPD.

What other interests or concerns do you have regarding the community?

WISH TO EXPAND my INVOLVEMENT IN VARIOUS SECTORS WITHIN
HARRISONBURG CITY LIMITS.

Please list any past or present community involvement e.g. City Council, Board and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:

2018 HARRISONBURG COMMUNITY POLICE ACADEMY ALUMNI
2019 HARRISONBURG COMMUNITY FIRE ACADEMY ALUMNI

-Please return completed application to the City Manager's Office-

Applicants are encouraged to attach a resume or other supporting information that may be helpful to Council in considering their application.

409 S. Main Street, Harrisonburg, VA 22801

Tel: (540) 432-7701 Fax: (540) 432-7778 E-mail: Pamela.Ulmer@harrisonburgva.gov

JAMES P. HUDDLESTON

Weyers Cave, VA 24486

genomindustries@gmail.com

540-713-6415

Authorized to work in the US for any employer



WORK EXPERIENCE

Automotive Parts Consultant

Harrisonburg Honda - Harrisonburg, VA

December 2019 to Present

Perform a variety of customer service, in store and stocking duties related to the receiving, sale and delivery of parts and accessories that contribute to the efficient, safe, and profitable operation of the dealerships parts department. Ongoing responsibility for assisting with the counter parts sales, wholesale- and body shop sales as well as customer service responsibilities.

VA ABC Store Manager Assistant

VA ABC - Harrisonburg, VA

January 2017 to Present

Oversees and maintains the daily retail operations of the Virginia ABC Store to ensure excellent customer service. Expert cash handling including but not limited to POS operation, deposits, change orders, management of discrepancies. Daily maintenance of sales floor by stocking and fronting product to ensure customer convenience and satisfaction. Adherence to standard business practices and codes of conduct.

Data Entry Specialist

Great Eastern Resort Management - McGaheysville, VA

November 2013 to October 2017

Input and manage timeshare reservations, in a high volume, fast paced environment. Perform common office duties including faxing, email, mail sorting and filing. Reservation management includes input of reservation data, combining multiple and/or moving reservations per owner request. Answer general resort & reservation questions and requests by owners via phone & email

Licensed Sales Associate

Park Ridge Realty - Ronkonkoma, NY

October 2005 to November 2013

Sale and rental of residential properties. Use of MLS (Multiple Listing Service) system. Coordinate and schedule meetings between buyers/sellers/builders/attorneys. Accompany broker in field to view vacant land/construction sites. Host open houses. Network and maintain office computers and related systems. Attend closings, pick up commissions checks. Write up listings for both residential sales and rental properties. Entrusted with keys and/or alarm codes for homes & businesses. Management of office staff. Analysis of recent home sales.

Lead Service/Installation Tech & Field Representative

Culligan Water - Commack, NY

June 2002 to April 2009

Installation and service of residential and commercial water treatment systems,. Train and supervise new service staff, rectify customer concerns/issues, maintain equipment and parts stock, schedule fleet vehicle service. Survey potential new installations in the field to meet sales objectives/goals. Inventory control including receiving and logging of materials and equipment. Pick up checks/cash upon completion of installation or service call. Operate forklift. Comply with and maintain OSHA work place safety standards. Train & manage techs in the field on large jobs or with new equipment. Recruitment & selection of potential hires. Access control - responsible for keys and/or alarm codes for customer's homes.

Production Machine Technician

Deutsch Relays - Hauppauge, NY

October 2001 to June 2002

Maintain production machinery in cleanroom environment to assure quality control, reconfigure machines for varying products, keep detailed logs of services performed on each machine

HVAC Service Technician

JJT Mechanical - Smithtown, NY

June 1999 to October 2001

Installation and repair of residential HVAC systems, installation of hard and flexible duct, fabricate ductwork on site when needed, worked daily with copper/PVC/black/galvanized pipe

Machine Assembler

Anorad Corporation - Hauppauge, NY

May 1997 to June 1999

Mechanical assembly of sub-micron positioning machines from kits and schematic diagrams. Test for straight/ flat/roll/pitch/ yaw with laser metrology equipment, autocollimator, or electronic surface gauges. Assist electrical test tech with completed machines where applicable.

Electro Mechanical Assembler

Switching Power, Inc. - Ronkonkoma, NY

November 1986 to June 1997

Assemble and populate PC boards from kits and schematics, hand solder components and wires, final assembly of inverter power supplies into chassis prior to final inspection and electrical test

Assistant Store Manager



EDUCATION

High school or equivalent



SKILLS

- **Cash Handling**
- **Inventory**

- Retail
- Customer Service
- MS Office
- Microsoft Office
- Sales
- Excel
- Microsoft Word
- Marketing
- Management
- Property Management
- Microsoft Outlook



CERTIFICATIONS AND LICENSES

driver's license



GROUPS

Harrisonburg Police Department Community Police Academy Alumni

April 2018 to Present

Community Police Academy is an 8 week program which teaches the ins and outs of Police work and methodology to civilian participants. As alumni, I volunteer heavily with police events such as SWAT training, mass casualty/active shooter role playing, and any other event which involves police/ public relations.

Harrisonburg Fire Department Community Fire Academy Alumni

April 2019 to Present

Community Fire Academy is an 8 week program which teaches the methodology of Fire and rescue operations to civilian participants. As alumni, I volunteer with the fire department in mass casualty drills, and fire department/public relations events.



ADDITIONAL INFORMATION

Advanced automotive knowledge gained over the past 30+ years maintaining, customizing, and building personal vehicles including kit cars. Ability to weld, fabricate and customize body and chassis components where needed.