

## Application Form

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### Profile

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Prefix	First Name	Middle Initial	Last Name	Suffix

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jhsinger0704@gmail.com

Email Address

<hr/> 371 Blue Stone Hills Dr	<hr/>
Home Address	Suite or Apt

<hr/> Harrisonburg	<hr/> VA	<hr/> 22801
City	State	Postal Code

### How many years have you been a resident of Harrisonburg?

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1

<hr/> Mobile: (540) 434-4060	<hr/>
Primary Phone	Alternate Phone

<hr/> Cedar Mountain Stone	<hr/> Sales
Employer	Job Title

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**Demographics** - *(Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)*

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male

### What is your age?

☒ 50+ years old

### Are you reapplying for a current position you hold? \*

☒ No

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### Which Boards would you like to apply for?

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Board of Zoning Appeals (BZA): On Agenda

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### Interests & Experiences

Jeffrey W Holsinger

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

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I grew up in and around Harrisonburg and Rockingham County most of my life, and I see it as an opportunity to be involved in the local government in my hometown.

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

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I hope to be able to serve my neighbors and community to the best of my ability. Harrisonburg has changed a lot in my lifetime, and that will only continue. I see this as my best opportunity to be involved in those changes.

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

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My entire career has been spent in the construction materials industry. As part of that work, I have been around business people, builders and developers, and government officials frequently. As I am currently employed outside of Harrisonburg and Rockingham County, that local experience would be useful and yet not be a conflict of interest.

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

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I've never been involved in local government before. However, I have been a volunteer EMT and a Scoutmaster in a local Boy Scout Troop. My Scouting work has included property management related to our Council's Scout camp in Augusta County, and I am currently the District Chairperson for the Massanutten District of the VA Headwaters Council encompassing Rockingham County as well as Pendleton County in West Virginia.

[Jeff\\_Holsinger\\_BZA\\_Resume.pdf](#)

Upload a Resume

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**EPSAC Applicants only**

## Jeffrey W. Holsinger

371 Blue Stone Hills Drive  
Harrisonburg, VA 22801  
(540) 434-4060 [jeffholsinger@icloud.com](mailto:jeffholsinger@icloud.com)

### Experience

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#### Outside Sales

February 2018 to present  
*Mitchells, Virginia*

##### *Cedar Mountain Stone*

- Responsible for customer quotes, sales orders, and submittals for external customers as well as a sister contracting company. Additionally, site visits are often necessary to monitor the customer's progress on any given project.
- Advise the production management and crew of upcoming needs and commitments.
- Produce sales reports and projections for ownership on a monthly and annual basis.
- Maintenance of records of tons and man hours from other stone producers across the state.
- Strive to ensure excellent customer service assisting clerks in our scale house when a customer needs more than the standard answer over the phone. This often involves a site visit, creative solution, or extended explanation of products and construction methods.
- Managed independent haulers related to scheduling and annually collecting their required paperwork as our subcontractor. Also, maintained a GPS tracking system for the haulers in our system.
- Assist the Accounts Receivable staff with collections and new account paperwork.
- Other duties included are quotations and bidding governmental agencies and producers, home consults, trade association activities, measuring for paving projects for our sister company, and donations for many organizations and community neighbors.

#### General Manager

April 2017 to February 2018  
*Harrisonburg, Virginia*

##### *Overhead Door Co. of Shenandoah Valley*

- Responsible for the overall function and performance of an Overhead Door distributorship, Overhead Door Company of Shenandoah Valley.
- Oversight of three outside salesmen, three administrative staff, and nine installers/technicians at two locations in two different markets. These tasks include scheduling, payroll and HR tasks, and hiring/discipline decisions as well as their day to day functional roles.
- Sales functions of my own to managing the business including site visits/consults, bidding, opening jobs, issuing shop drawings and submittals, ordering materials, receiving materials, scheduling installations, and completing close out documentation.
- Unloading and checking in delivery shipments on a weekly, and sometimes daily, basis.
- Interface with parent company, Lantz Construction, regarding Human Resources, budgeting, planning, and capital purchases.
- Other duties include marketing and advertising, trade association activities, and representation of ODC of Shenandoah Valley in a door company peer group.
- Orchestrated relocation of the Winchester office to a new building in August and September of 2017.

#### Assistant General Manager

November 2016 to April 2017  
*Harrisonburg, Virginia*

##### *Overhead Door Co. of Shenandoah Valley*

- Same duties as above while shadowing the retiring General Manager

#### Sales Manager

2001 to 2016  
*Harrisonburg, Virginia*

##### *Frazier Quarry, Inc.*

- Oversight of two outside salesmen and seven inside sales/customer service staff at four locations including employee reviews, scheduling, payroll and time off approval, and hiring decisions.
- Oversight of all bidding and quoting from the sales team and all relationships between the company and all external customers: Retail (homeowners), Contractors (all sizes), Producers (mainly asphalt and concrete), and Agricultural (ag-lime customers).
- Maintained information, procedures, and relationships between the sales team and our internal customers: Accounting, Administrative, Production, Quality Assurance, and upper Management.

- Insured excellent customer service was a priority with the entire sales team including but not limited to phone orders, walk in customers, Accounts Receivable issues, and complaints.
- Startup of two new locations in 2011 and 2012 resulting in an expanded sales team.
- Handled contracts with independent haulers annually.
- Assisted in management of IT services related to software, connectivity and networking, data centers, hardware decisions, phone systems, cell phones, tablets, and PCs (desktop and laptops).
- Other duties included marketing, quotations and bidding governmental agencies and producers, home consults, trade shows, trade association activities, advertising and public relations radio spots, and donations for many organizations including Eagle Scout Projects and Gold Awards.

#### **Dispatcher**

1990 to 2001

*Frazier Quarry, Inc.*

*Harrisonburg, Virginia*

- Primary person answering all phone calls.
- Take orders over the phone with accurate turn by turn directions prior to GPS receivers and Google Maps.
- Organized and scheduled daily deliveries to the entire Harrisonburg-Rockingham market. As delivery demand exceeded capacity, additional haulers had to be recruited on a day to day basis.
- Oversaw all of the VDOT paperwork related to the Bonded Weigh Program and Central Mix Aggregate Program.
- Maintained office equipment and supplies.
- Filled in on Scale Clerk duties as needed from time to time.

#### **Scale Clerk**

1988 to 1990

*Frazier Quarry, Inc.*

*Harrisonburg, Virginia*

- Answer phone call overflow from Dispatcher and take orders as needed. Communicated these to the Dispatcher for scheduling.
- Assist customers in determining product needs and applications in person and on the phone.
- Weigh all trucks in and out quickly and accurately
- Maintain VDOT record keeping as well as maintain an accurate cashbox.
- Assist in general office housekeeping and general clerical duties as needed.

#### **Education**

High School Diploma

1984 to 1988

*Turner Ashby High School*

*Dayton, Virginia*

Attended Part time, general studies

1988 to 1992

*Blue Ridge Community College*

*Weyers Cave, VA*

#### **References**

Jim Echols

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Vic Taylor

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