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## Jack Wells

1032 Canterbury Lane  
Waukesha, WI 53188  
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Wells.Jack@gmail.com

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November 13<sup>th</sup>, 2017

Mr. Shawn Reilly  
City of Waukesha Mayor  
201 Delafield Street #203  
Waukesha, WI 53188

Dear Mayor Reilly,

I would like to take a moment to introduce myself. My Name is John Raymond Wells, Jr., but I've gone by Jack for most of my life. My wife and I live in Waukesha's sixth district. It is my understanding that Alderman position for the 6th district is currently vacant and the Common Council is looking for someone to fill that position. I would like to respectfully submit myself for consideration for the opening.

Though not a Wisconsin native, the Badger State has become my home. I first visited Waukesha in February of 2008 to take a tour of Carroll University. My grandfather had attended in the 1950's what was then Carroll College and had encouraged me to consider his Alma Mater. There was something about Waukesha and Carroll that hooked me. In my four years at Carroll I met some lifelong friends and the lovely girl who would later become my wife, Marissa. After graduation in 2013, we both found jobs and apartments in the community. In August of 2015 we were married at St. Williams Church in Waukesha. Less than a year later we purchased our first home in the Sixth district. Since then we have been busy, adopting a puppy, renovating our home, and enjoying everything Waukesha has to offer.

Since our freshman year at Carroll, Marissa and I have watched Waukesha grow. The Target on Sunset was then newly opened, soon to be followed by scores of restaurants and stores. Downtown has markedly improved and summer events like Friday Night Live and the Waukesha Farmer's Market are great opportunities to showcase that improvement. Our newest favorite events have been the Oktoberfests and Neighborhood Beer Gardens. Events like these aren't possible without a safe and functioning community behind them.

Ultimately, we love Waukesha because of what it has given us. It is our home and we want it to remain a safe place for families and businesses to prosper. The Council's recent work in securing a long-term supply of safe water from the City of Milwaukee is an excellent example of the less glamorous work that needs to be done. I would like to be a part of the team that makes those hard decisions that sow the seeds for future prosperity. I understand that this is not a position to be taken lightly and demands a serious commitment of time and effort. If appointed would strive to serve our community and justify an election this coming April. I hope to make myself available to further discuss my qualifications or address any questions your office of the Common Council might have for me. I appreciate your consideration and thank you for the opportunity.

Respectfully,

Jack Wells



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Objective: Waukesha's 6<sup>th</sup> District Alderman

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**ABOUT:** I come from a hardworking, manufacturing background. I have augmented this practical experience with a diverse knowledge base gained in my liberal arts studies to serve as an exceedingly versatile asset. More recently, I have been called to better serve my community and pursue this opportunity within our local government. My fiscal responsibility and fast learning, coupled with my diverse background, will make me an invaluable part of your team.

## EDUCATION

AUG 2009 – MAY 2013

Carroll University

Bachelor of Arts

**Double Major:** History and

Politics, Philosophy, and Economics

**Activities:** NCAA Division III Swimming

Carroll University Mock Trial

Delta Rho Upsilon Fraternity

Greek Council Member and President

## WORK EXPERIENCE

Genco Industries

Waukesha, WI

AUG 2015 – PRESENT

Sales and Estimating

Big Systems, LLC

Menomonee Falls, WI

NOV 2014 – AUG 2015

Customer Service

Trulite Glass and Aluminum

New Berlin, WI

JUN 2013 – OCT 2014

Aluminum Estimator

Wells Industries

El Paso, TX

SUMMERS 2006 – 2012

Estimating and Expediter

## ADDITIONAL MATERIAL

### **ELECTRONIC**

Find me on LinkedIn

### **REFERENCES**

Available upon request

## QUALIFICATIONS

### **EDUCATION AND LEADERSHIP**

- Established a deep and diverse pool of knowledge at Carroll University that has served me well in finding novel and effective resolutions to various tasks
- Developed and implemented campus and community programs through elected positions within Carroll University's Greek Life
- Lead a new order confirmation process to ensure accuracy in order entry and provided another opportunity to connect with our customers
- Simplified daily tasks including how customer records are filed and how prepaid orders are processed; Rebuilt credit and return policy to ensure customers received prompt resolution to their issues while still protecting my company's interests
- Speak in front of groups and speak impromptu at weekly staff meetings

### **PROGRAMMING AND DEVELOPMENT**

- Collaborated with other department managers to ensure the overall quality of the facility and programs at Wells Industries
- Performed cost benefit analysis for capital purchases and ROI calculations for capital equipment investments at Trulite and Genco
- Worked with the sales and design team to develop quality, cost effective products through smart design at Wells Industries and Genco
- Maintained detailed fabrication instructions, scheduling, and labor resource coordination while working on various production teams at Wells Industries
- Vetted customer issues and promptly resolved with vendors at Big Systems

### **MANAGEMENT AND BUSINESS**

- Built strong relationships with customers based on quick responses and honest answers
- Ensured proper operational procedures, held extensive knowledge of facility management, upheld maintenance operations, and maintained staff function throughout my various roles in manufacturing
- Maintained profitability while ensuring bids are competitive and meet customer specifications
- Provided quotes for custom items to purchasing representatives; Developed quoting system that considered multiple variables and facilitated same day returns
- Responsible for maintaining hardware and raw material inventory of over \$400,000; Accurately priced and issued quotes for standard and custom fabricated products on up to \$500,000+ jobs