



## APPLICATION FOR APPOINTMENT TO YPSILANTI CITY COUNCIL WARD #2 POSITION

### Applicant Information

(Please type or print)

Applicant Name Jason Cloutier  
Residence Address 913 Washtenaw. Apt 11  
Home Phone [REDACTED] Work Phone Same  
E-Mail [REDACTED]

### Cover Letter & Resume

Please attach a one page cover letter and a resume of no more than two pages to this application.

### Supplemental Questions

Please respond to the following questions regarding your interest in the position of Councilmember for the City of Ypsilanti on separate pages using no more than 3 pages total:

1. Why are you interested in serving as an Ypsilanti City Councilmember?
2. What strength would you bring to the Council?
3. What are the three highest priorities and/or issues you believe the City needs to address? How would you propose to address these issues?
4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Ypsilanti community. Address its relevance to the position of Ypsilanti City Councilmember.
5. What do you wish to accomplish during this appointed term as an Ypsilanti City Councilmember?
6. What is your vision for our City and community?
7. Is there anything else that you may wish to add that would help us get to know you a little better?

Please return (*in person*) this form, your cover letter, resume, and answers to the supplemental questions to the City Clerk, at Ypsilanti City Hall (1 S. Huron St.) **no later than 4:00 p.m. on Thursday, January 4, 2024.**

Applications received after 4:00 p.m. will not be accepted.

The application and any correspondence should be addressed to:

Aaron Smith, Interim City Clerk  
City of Ypsilanti  
One South Huron Street  
Ypsilanti, MI 48197

**Jason Cloutier**

913 Washtenaw, Apt 11 Ypsilanti, MI 48197 [REDACTED]

1/2/24

To whomever it may concern,

I am extremely interested in the City Council position that is being filled. I believe that I am the best candidate for this position as I am well rounded in life experience. I have formal education in political science, I have acquisition knowledge from my time in the Air Force and corporate world, and I have all the soft skills training that the business realm provides.

I assure you there is no one applying that has pure intentions of making Ypsilanti the best city it can be during my tenure, and won't use the position to enrich myself or others. I would be people first oriented, which would be refreshing since one of the last appointed councilmembers did nothing but push their own personal agenda and tried to receive kickbacks.

I look forward to speaking with you about this, and anticipate greatly becoming one of your colleagues.

Jason Cloutier

# Jason Cloutier

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## SKILLS

SAP, lean management, data analytics, multitasking, customer service, critical thinking, value stream mapping, market research, writing, presenting, open mindedness

## EXPERIENCE

### **KLA, Ann Arbor – Order Administrator**

Jan 2022 - Present

- Order administrator for all products in China and ICOS product globally.
  - Highly organized and detail-oriented order administrator with 7+ years of experience in efficiently managing and processing orders to ensure timely delivery and customer satisfaction.
  - Processed over \$1,000,000,000 in orders in the first 11 months of employment. Over 10% of all of the company's revenue.
- Worked closely with sales, treasury, and logistics teams to provide accurate order information, address inquiries, and facilitate smooth order-to-cash processes.
- Improvement of standard operating procedures, best practices, and work instructions

### **Siemens Healthineers, Ann Arbor – Order Manager**

JULY 2016 - 2022

- Order Manager for the HQ Factory in Ann Arbor. Process incoming orders for multiple Medical devices and non-medical products including syngo Dynamics, Magic Link-A, and Medicalis. This includes technical clearing, delivery of sales order & purchase order, creation of equipment records, issuing goods receipt, and releasing invoices in SAP.
- Interface with various 3rd party suppliers for numerous topics, to include collaborations, physical shipment of older versions, and other direct expenses.
- Create all purchase orders for all indirect materials for the Ann Arbor facility. Also support multiple other teams with this requirement.
- Pricebook Manager for Medicalis. Hold weekly meetings to discuss and mold the pricebook sales catalog. This includes creation or modification of current part numbers in SAP, creating or modifying sales diagrams, updating pricing information, and ensuring country restrictions and other regulations are adhered to.

- EHS Site representative. Responsible for the environment, health, and safety of the Ann Arbor facility and employees and maintaining our ISO 14001 certification. Actively engage in preventative measures to reduce our aspects and impacts towards the environment. Encourage employee participation, provide training, and perform drills as necessary. Monitor and measure our Aspects and Impacts of the environment and perform actions as needed to minimize our impact.
- Facility manager. Liaison between Real Estate, CBRE, and the landlord to ensure the upkeep and maintenance is performed on the facility and grounds. This includes quarterly HVAC inspections, monthly facility inspections, ensuring the facility break rooms and supplies are well stocked, monitoring janitorial, and pest control. Oversee all facility projects, to include the 2021 renovation project, COVID protections, and annual cleanings and recycling projects.

### **Taproom, Ypsilanti – Bartender**

DEC 2013 - JUNE 2016

- Attentively receive orders and requests from customers and expertly craft the drink according to company standards and customer specifications.
- Appropriately charge customers for orders and collect funds through a Point of Sales system.
- Reconcile funds at the end of each shift, to include drawer and safe counts
- Provide exemplary customer service, and add a personal touch to maximize customer retention.
- Various other labor, to include cleaning, opening and closing down the bar.

### **US Air Force – Contracting Specialist**

Feb 2001 – Feb 2005

- Administered contracts according to the Federal Acquisition Regulation, Department of Defense Acquisition Regulation, and the Air Force Acquisition Regulation
- Expertly mastered Simplified Acquisition procedures according to Part 13 of the FAR/DFAR
- Handled Access Database information for the IMPACT purchasing card

## **EDUCATION**

### **Eastern Michigan University – BS in Philosophy and Political Science**

Graduated 2014

Dual Major in Philosophy and Political Science.

36 hours in business.

## **AWARDS**

Airman of the Quarter Oct 2002: Oct 2003

1. Why are you interested in serving as an Ypsilanti City Councilmember?

I am interested in serving because it is apparent that I have been ruled by my lesser, and I want to rectify that.

2. What strength would you bring to the Council?

Government purchasing, Political science degree, and a lack of tolerance for BS like these questions that should be already answered in the cover letter. I'm saying the same things twice.

3. What are the three highest priorities and/or issues you believe the City needs to address? How would you

propose to address these issues?

I'm not giving you my ideas so you can take them without taking me with it.

4. Explain your current and past community involvement and/or service on city, nonprofit, or public boards,

committees, task forces, or commissions and how this has contributed to the Ypsilanti community.

Address its relevance to the position of Ypsilanti City Councilmember.

You already know this.

5. What do you wish to accomplish during this appointed term as an Ypsilanti City Councilmember?

Help with the purchase of a new location for public works folks, show different ways of doing things that are more people centered than business centered, and open the door for other like minded people to run when I leave.

6. What is your vision for our City and community?

I love this town. This is my home. I want to see us grow out of the shadow of Ann Arbor, allthwhile being the best city we can be.

7. Is there anything else that you may wish to add that would help us get to know you a little better?

Again, why duplicate what the cover letter does? Why are you asking me to type out the same thing you ought to ask in an interview?