

# The Village of Long Grove

## Volunteer Profile Sheet

### Instructions for Volunteer Profile Sheet:

The Village of Long Grove encourages dedicated and civic-minded residents to participate in their local government. We respectfully request that you provide information regarding your background and experience. This Volunteer Profile Sheet provides a template for suggested information, however, a resume and cover letter can be submitted instead.

Volunteer Profile Sheets or resumes should be submitted to the Village Hall. Once appointed to a Village position, your information will be kept on file and will be considered public information. Additional questions regarding the process of interviewing and selecting candidates for appointed positions should be directed to Sherry Shlagman at the Village Hall (847) 634-9440 (sshlagman@longgroveil.gov).

**Name:** Jeffrey H. Burke

**Address:** \_\_\_\_\_

**Home Phone:** NA **Cell Phone:** \_\_\_\_\_

**Preferred e-mail address:** \_\_\_\_\_

**Month & Day of Birth:** 04/30/1958 **Years in Long Grove:** 1.5

**Occupation:** Global Process Stream Leader/Manager

**Business Phone:** \_\_\_\_\_

**Education:** Please list all colleges, technical, trade, and/or military institutions attended, including degrees and majors. Also list any professional/technical designations or licenses you hold:

B.A. University of Illinois - Political Science, Public Administration;

M.B.A. Roosevelt University - Management

### Position(s) of Interest:

Please enter the appropriate "letter(s)" below to indicate the position for which you are applying (A) and/or position(s) for which you would like to be considered in the future (F). Also indicate any position(s) you currently hold (C) or have held in the past (P):

### Elected Positions:

Mayor \_\_\_\_\_ Trustee F

### Appointed Positions:

Economic Development Commission A

Plan Commission / Zoning Board of Appeals \_\_\_\_\_

Architectural Commission \_\_\_\_\_

Conservancy Scenic Corridor Committee A

Pathway Committee (Ad hoc) \_\_\_\_\_

**Attendance at Meetings:**

Will your normal travel schedule or other commitments interfere with your attendance at regularly scheduled meetings?

My professional duties for the next 6 months requires 50% travel (U.S./Intl).

Will attend face to face meetings when in town, otherwise available by Zoom.

**Community Service Experience:**

Please list current and previous community service activities, interests, directorships, etc. – public and private. For each activity, indicate the years served and positions held:

Chairman/Secretary - Hoffman Estates (IL) Environmental Commission (2005-2011)

Secretary - Stonemill Farms (MN) Homeowners Association (2011-2012)

President/Secretary - Society of Plastics Engineers -Chicago Section (2007-2008)

Volunteer - Barrington Area United Way (2007)

**Other Relevant Activities, Experience, Interests, Skills, etc...**

Please list other activities, specialized skills, knowledge, or professional experience that would contribute to your effectiveness in the positions(s) for which you are applying or expressing possible future interest.

Northwestern University (IL) - Project Management Course

Rowan University (NJ) - Green Belt Certificate

Crosby Quality College - Seminar; ASQC SPC Training (Milwaukee)

Tarkenton Productivity

Chicago Manufacturing Center - Single Piece Flow

OSHA - 20 Hour Course; MNSTAR - OSHA Site Certification

**Reasons for Volunteering:**

Please state briefly why you are volunteering to serve The Village of Long Grove.

As noted, above, I volunteered for several years while a resident of Hoffman Estates - co-coordinating various environmental and community events.

Further, my applied project management & team building skills covering 12 direct reports for a Fortune 500 firm (chemical industry) would benefit the Village of Long Grove - on either the Economic Development Commission and/or the ,

Conservancy Scenic Cooridor Committee. Further, I will be transitioning to a part-time role with my current employer by July 2023; increasing my volunteer availability.

**Conflict of Interest:**

Do you participate in or have an interest in any professional or personal activity that could lead to, or BE PERCEIVED as, a conflict of interest if you become a candidate or appointee? If yes, please explain:

None

Signature: Jeffrey H. Burke

Date: 1/31/2023