

# City of London - Application for Appointment to City of London Municipal Council - Ward 6

## Application

### Contact Information

Name: **Susan Slaughter**

Qualifying Address: **102-316 Oxford St W**

City, Province, Postal Code: **London**

Phone Number (for internal use only):

Email (for internal use only):

### Experience and Qualifications

Please provide a brief written statement explaining why you would like to serve the remainder of the term as Ward 6 Councillor: (maximum 250 words):

**I would like to serve my community. I have been a resident of the city of London for over 25 years. I can see many challenges facing London and would like to be part of meeting those challenges; among these: homelessness, infrastructure, housing and job creation. I know I have the skills and ethics that can help with these issues. I want to be part of the solution.**

Please provide a brief written statement regarding your experience and qualifications: (maximum 250 words):

**I have worked in various industries that have allowed me to hone my skills. I have 30 years of working with the public. As well as; having worked in housing and various business fields, I have studied political science, sociology, psychology, economics and accounting. I gave a college degree and have also spent time at the University of Western Ontario. Currently I am working in a housing related field. I understand the current housing issues from a first hand perspective.**

Please provide a brief answer to the following question: Do you intend to seek Election to the same council seat in the 2022 Election? (it being noted that Municipal Council cannot prevent a person who is eligible from seeking election to Municipal Council, regardless of the statement provided.)(maximum 250 words):

**I would be running for re-election in 2022. I believe that this position brings with it a level of commitment. The job of City Councillor is important for the basic success of our municipal government. I intend to finish my career doing things to better my community.**

Attach resume or other document here, if needed: **Susan Slaughter1Ab.pdf**

Attach more files here, if needed:

### Confirmations

You must be able to make these confirmations to apply for this role: **I am a resident of London, Ontario, Canada, or I am the owner or tenant of land there, or the spouse of such owner or tenant.; I am at least 18 years old.; I am not ineligible or disqualified under the Municipal Elections Act, 1996, the Municipal Act, 2001, the Municipal Conflict of Interest Act or any other Act to be elected to or hold the above-mentioned office.; I am not prohibited from voting at the municipal election under the Municipal Elections Act,**

**1996.; I understand that my application may be published on a public agenda accessible to the public on the City of London's website.**

Submitted on: **11/7/2021 5:07:52 PM**

## SUSAN SLAUGHTER

102-316 Oxford Street West, London, ON. N6H 4L2

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**OBJECTIVE:** To obtain a position using my skills to better the community.

### HIGHLIGHTS OF QUALIFICATIONS

- Project management.
- Critical thinking and analysis skills
- Extensive customer service experience
- Proficient in MS Word, Excel, Access, PowerPoint, and Outlook
- Collections, payroll and various accounting skills
- Ability to work as a team member or an individual
- Problem solving and multi-task equipped
- Administrative Assistant Diploma

### EMPLOYMENT HISTORY

2013-2017	Drewlo Holdings Inc.	Building Manager
	Duties: minor repairs, renting units, handling tenant complaints and needs.	
2011-2012	Ant & Bee/Ministry of Health	Administrative Assistant
2009-2012	Stream Global Services	Customer Service Representative
	Duties: Customer service, correcting billing issues, sales, product management all for Rogers Communications	
2006-2007	This Artist's House	Owner/Operator
	Duties: production, bookkeeping, sales, customer service and designing	
2005-2006	Derby/Transfreight	Billing Coordinator
	Duties: Processing invoices for payment, collections, and posting payroll	
2005-2005	Diamond Aircraft/Derby	Administrative Assistant.
	Duties: Preparing forms for each plane, organizing filing back up system and Preparing paperwork for necessary government agencies.	
1996-2001	Bentley/Agnew	Supervisor
	Duties: Overseeing the management of multiple stores, staff training, sales projections, customer service, conflict resolution, and project management	

### DEMONSTRATED SKILLS

#### OFFICE

Designed and inventory numbering system for product class  
Processed incoming invoices from various sub-contractors  
Collecting from default accounts  
Maintaining Accounts Payable authorizations  
Recorded sales reports accurately  
Created a catalogue and list of products based on market research  
Maintained company books and government remittances  
Data entry; Used various accounting programs  
Data entry on government tax program  
Filed government remittances; such as W.S.I.B., unemployment, and G.S.T.  
And P.S.T. forms for business.

## ORGANIZATIONAL

- Maintained Accounts payable files
- Organized, recruited and trained employees
- Maintained employee files regarding attendance
- Created filing system for vendor tracking
- Maintained shipping and receiving logs
- Managed inventory within a custom designed computer system
- Maintained health and safety codes
- Operated in conjunction with various departments

## CUSTOMER SERVICE

- Resolved customer concerns effectively
- Established rapport with new and repeat customers
- Made appointments and answered phones
- Resolved customer concerns effectively
- Assured customer service expectations were met

## MANAGEMENT/SUPERVISION

- Supervised the allocated staff to maintain high company standards
- Assigning staff through temporary agencies
- Established a home run business
- Recruited employees
- Maintained delivery and order schedules
- Ordered necessary supplies needed in the department
- Assigned staff to appropriate areas for maximum customer service

## EDUCATION AND TRAINING

2004-2005 *Academy of Learning*

Administrative Assistant Diploma

Office Software: MS Word, MS Excel, MS Access, MS PowerPoint, WordPerfect, Windows.

Office Skills: Keyboarding, Business Correspondence, Office Procedures.

1991-1992 *University of Western Ontario*

Business Administration

Completed first year towards my Bachelors of Business Administration

1988-1991 *Lambton College*

General Arts and Sciences

Course Study: Accounting, Marketing, Business Math, Business Law, Sociology, and Psychology

## VOLUNTEER EXPERIENCE

1998-2002 Girl Guides of Canada

Guider, Group Leader

Lead Brownie Group in various tasks outline within the program outline.

Recruited Volunteers and ensured adequate staffing for all events

Organized trips and outings that reflected the principles of Guiding.

Maintained accounting records for Group.

## HOBBIES AND INTERESTS

Reading \* Cooking \* Crafting \* Antique Collecting \* Puzzles