

# PENNY S. EVERT

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510 W. Belfast  
Twin Lake, MI 49457

## EDUCATION

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|------------|---|----------|
| <b>MBA</b> | Grand Valley State University<br>Graduated Cum laude<br>Economics & Business Administration | DEC 2009 |
| <b>BS</b>  | Grand Valley State University<br>Graduated Magna cum laude<br>Criminal Justice              | May 1997 |

## EMPLOYMENT EXPERIENCE

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| <b>Whitehall District Schools, Whitehall, MI</b><br><b>Transportation Supervisor</b>   | July 2019 to present     |
| <ul style="list-style-type: none"><li>• Maintained fully staffed department, ensuring available staff to service district needs</li><li>• Created driver and monitor training regimen to raise level of service/skill of staff</li><li>• Instituted record retention and legal compliance standards in department</li><li>• Built partnerships with all building principals &amp; admins to effectively respond to student concerns quickly</li></ul>  |                          |
| <b>ABM, Whitehall, MI</b><br><b>Operations Manager</b>   | June 2017 to July 2019   |
| <ul style="list-style-type: none"><li>• Maintain effective client relationships with all key personnel in seven manufacturing buildings at Whitehall Campus of Arconic-Howmet</li><li>• Ensure custodial, painting &amp; truck driving teams are fully staffed</li><li>• Develop formalized training routines for all positions</li><li>• Promoted &amp; developed four new team leaders to oversee staff of over 50 on three shifts</li><li>• Created record retention &amp; legal compliance standards in all three departments</li><li>• Increased sales by adding a new ABM customer/contract, as well as active solicitation of painting &amp; trucking per-job contracts for my team</li></ul> |                          |
| <b>Meijer, West Michigan District</b><br><b>Store Director, Lines Leader, Store Director-in-Training</b>   | March 2007 to April 2016 |
| <ul style="list-style-type: none"><li>• Responsible for overall operation of a \$75M general merch/grocery store</li><li>• Controlled all HR processes in the building, including, recruiting, hiring, performance reviews, disciplinary actions, terminations, unemployment/EEOC hearing representation, etc.</li><li>• Handled all customer complaints/issues effectively to retain customer loyalty</li><li>• Represented store as the Meijer representative for labor disputes in my store</li></ul>   |                          |

## PROFESSIONAL TRAINING

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### **Seminar or Workshop**

Name of Institution, Location, Date

Description: Include a brief description, if necessary.

**ABC Certification**, Name of Organization], Date

Description: Include a brief description, if necessary.

**Company/Organization**, [Position], [Department], Dates

- Skill/Accomplishment/Award/Certification
- Skill/Accomplishment/Award/Certification

## PROFESSIONAL AFFILIATIONS

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National Association for Pupil Transportation, 2020-Present

Michigan Association for Pupil Transportation, 2019-Present

Michigan School Business Officials, 2019-Present

- Certified Transportation Director, April 2021

## COMMUNITY SERVICE

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**Grand Rapids Civic Theatre**, Grand Rapids, MI

Board of Directors, President 2012 – 2013

Board of Directors, President-Elect 2011 – 2012

Board of Directors, Trustee 2006 – 2011

**Mission for Area People**, Muskegon, MI

Board of Directors, Trustee 2016 – 2017

**Whitehall District Schools Board of Education**, Whitehall, MI

Board of Education, Secretary 2014 – 2019

Board of Education, Trustee 2013 – 2014

## REFERENCES

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**Ron Bailey**, Principal

Ealy Elementary School

Whitehall District Schools

425 Sophia, Whitehall, MI 49461

Phone: 231-893-1040

Email: [RonBailey@WhitehallSchools.net](mailto:RonBailey@WhitehallSchools.net)

**Brad Johnson**, past President

District Board of Education

Whitehall District Schools

1593 Staple Ct., Twin Lake, MI 49457

Phone: 231-750-1888

Email: [Brad4Whitehall@gmail.com](mailto:Brad4Whitehall@gmail.com)