

**Staff Use Only:**

Council District \_\_\_\_\_

This application is a

Reappointment

New Appointment

# GREENVILLE COUNTY BOARDS AND COMMISSIONS APPLICATION

Greenville County Planning Commission

(Name of Board or Commission to which you are applying)

An individual may only apply to serve on one board or commission during any election cycle.

In order for your application to be given consideration, it is critical that you answer all of the following questions as completely as possible.

Mr  Mrs  Ms  Miss Name Shawn S. Hammond

Home Address 201 Hemingford Circle City Simpsonville

Zip 29681 Home Phone 864-234-7631 Work Phone 864-676-5644

Voter Registration Number 5451052 Email shawn.hammond@jacobs.com

**\*\*You must be registered to vote in Greenville County at the time of application**

Occupation Office Quality Manager

Employer Jacobs Engineering

EmployerAddress 1041 East Butler Road  
Greenville, SC 29607

Volunteer Experience \_\_\_\_\_

- Presenter - United Way Campaign for Jacobs' - 2012
- Saturday After The Ball Committee - Greenville Rose Ball - 2013
- Parents Panel - Christ Church Episcopal School 2010-2013
- Greeters' Ministry, Children's Choir, Children's Sunday School Ministry, Food Ministry - Christ Episcopal Church 2008 - 2012

Do you currently hold any elected or appointed office or commission No

If yes, list \_\_\_\_\_

Have you previously held any elected or appointed office or commission? No

If yes, list \_\_\_\_\_

Have you ever been fined for any ethics violations? No

If so, please comment  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe your understanding of the role of a member of the board or commission to which you are applying** \_\_\_\_\_  
I will be responsible for providing Greenville County with a superb planning program. This program should provide the residents of Greenville County with assurance that they will experience continuous improvement in their quality of life. The program should achieve this by meeting the challenges that come with growth such as new jobs, new opportunities, and the necessary infrastructure to both encourage and support area growth.

Have you ever attended a meeting of this board or commission?  Yes  No  
Are you available to meet at the regularly scheduled date and time of the board or commission meeting?  Yes  No  
If appointed, will you pledge to faithfully attend the meetings?  Yes  No

How many hours/week are you available to give to this board of commission? 2-10 hours

**What specific skills do you believe you could contribute as a member of this board or commission?** \_\_\_\_\_  
My experience with project planning will allow me to add value in proper planning and implementation of projects, while considering all elements that could impact the residents of Greenville County. This experience has allowed me the ability to meet project objectives, budgets, and schedules. My experience and knowledge from owning and managing commercial real estate in Greenville County has helped me understand the importance of proper zoning and infrastructure planning.

Highest Degree Earned B.S. and MBA

School Attended Clemson University

Field Of Study Electrical Engineering and Business Administration

Do you have expertise in any of the following areas (check all that apply).

- |   |   |
|---|---|
| <input type="checkbox"/> Tourism Industry | <input type="checkbox"/> Architectural                                  |
| <input type="checkbox"/> Cultural / Arts  | <input type="checkbox"/> Fire Protection Eng / Contractor               |
| <input type="checkbox"/> Restaurant       | <input type="checkbox"/> Electrical Engineer / Contractor               |
| <input type="checkbox"/> Hotel Management | <input type="checkbox"/> Design/Architectural / Professional Contractor |
|   | <input type="checkbox"/> Structural Engineer / Contractor               |
|   | <input type="checkbox"/> Mechanical Engineer / Contractor               |
|   | <input type="checkbox"/> Plumbing Engineer / Contractor                 |

Have you ever been convicted of a crime other than a minor traffic violation? If so, please give details

Yes  No

Are you current in payment of Greenville County property taxes?

Yes  No

Do you reside in a municipality? If so, please name.

Yes  No

Do you, any member of your family or a business with which you or a member of your family is associated, provide goods and/or services to this board for payment?

Yes  No

**Statement**

*By my signature, I state that all information contained in this application is true and accurate to the best of my knowledge.*

*I understand it is my responsibility to insure my application is submitted within the application period and that it has been received by the County Council Office.*

*I understand my appointment to the board for which I am applying will not result in me receiving any compensation for my service.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Recommended by \_\_\_\_\_

**Please return completed form to:**

**Greenville County Council  
301 University Ridge, Suite 2400  
Greenville, SC 29601-3665**

If you have questions, please call 467-7115 or check the [www.greenvillecounty.org](http://www.greenvillecounty.org) website.

## **Application for Greenville County Planning Commission**

Mrs. Shawn S. Hammond  
201 Hemingford Circle  
Simpsonville, SC 29681

**Occupation:** Office Quality Manager

**Employer:** Jacobs Engineering

**School Attended:** Clemson University

**Highest degree earned:** B.S. and MBA

**Field of Study:** Electrical Engineering and Business Administration

### **Volunteer Experience:**

Presenter – United Way Campaign for Jacobs' Greenville office – 2012

Saturday After The Ball Committee – Greenville Rose Ball – 2013

Parents Panel – Christ Church Episcopal School – 2010-2013

Greeters' Ministry, Children's Choir, Children's Sunday School Ministry, Food Ministry – Christ Episcopal Church – 2008 - 2012

Co-Chairman – MathCounts – National Society for Professional Engineers – 1997

National Engineers Week Chair – 1996

### **Describe your understanding of the position for which you are applying:**

I will be responsible for providing Greenville County with a superb planning program. This program should provide the residents of Greenville County with assurance that they will experience continuous improvement in their quality of life. The program should achieve this by meeting the challenges that come with growth such as new jobs, new opportunities, and the necessary infrastructure to both encourage and support area growth.

### **What specific skills do you believe you could contribute as a member of this board or commission?**

My experience and knowledge of project planning will allow me to add value in both proper planning and implementation of projects, while considering all elements that could impact the residents of Greenville County.

I enjoy leading people with my energy and positive drive. I listen to all viewpoints with an open mind. I then use unbiased judgment to make my decision. I am very dependable and enjoy working with others as a team player.

I have held various positions such as control systems engineer, project engineer, construction engineer, and project manager in the Jacobs organization. I also have experience in all phases of a project from concept through design, construction, and startup. This experience has allowed me the ability to meet project objectives, budgets, and schedules.

My experience and knowledge from owning and managing commercial real estate, both land and retail shopping centers, in Greenville County has helped me realize the importance of proper zoning and infrastructure planning.

I love living in Greenville County, and want to contribute my time and talents to help make it an even better place to live. I enjoy volunteering at church, school, and in the community and look forward to serving the residents of Greenville County on the Planning Commission.

**How many hours/week are you available to give to this board of commission? 2-10**

**Name:** SHAWN S. HAMMOND, P.E.

**Title:** Office Quality Manager

**Education:** Master in Business Administration, 1995, Clemson University  
B.S., 1987, Electrical Engineering, Clemson University, Clemson, South Carolina

**Registration:** Professional Engineer, South Carolina

**Affiliations:** NSPE - Member  
SCSPE - Piedmont Chapter - Career Guidance Chairman, National Engineer's Week Chairman  
Instrument Society of America - Member  
Toastmasters International - Competent Toastmaster Award Status, District 58 Award of Excellence -  
Pacesetters Club #6302 - President, Vice-President of Education, Secretary-Treasurer  
South Carolina Real Estate Licensee

**Awards:** Received Greenville County Soil and Water Conservation Award for South Greenville County Development  
Greenville's Best & Brightest 35 and Under

**Community:** Presenter – United Way Campaign for Jacobs – 2012-2013  
Saturday After The Ball Committee – Greenville Rose Ball – 2013  
Parents Panel – Christ Church Episcopal School – 2010-2013  
Greeters Ministry, Children's Choir, Children's Sunday School Ministry, Food Ministry – Christ Episcopal Church – 2008 - 2012  
Co-Chairman – Math Counts – National Society for Professional Engineers – 1997  
National Engineers Week Chair - 1996

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As the Office Quality Manager, Ms. Hammond exhibits positive leadership. She does this by being an open minded, approachable, objective decision maker. She uses balanced judgment and considers many sides of an issue before making a decision. She is a dependable team player who builds good relationships with those around her. She successfully works with project teams where collaboration yields better decisions and problem solving. She is an effective listener, listening to all sides of an issue without necessarily changing her position on it. She has great business skills and tremendous energy which helps drive people in a positive direction. She also has great presentation skills which she utilizes as a trainer for Jacobs.

As an Intellectual Property Manager, Ms. Hammond is responsible for developing and implementing Intellectual Property Protection (IPP) Procedures, developing training and audit plans to ensure compliance with the IPP Procedure, and training all project personnel.

As a Project Manager, Ms. Hammond is the leader of the project design team from project conception until project completion to ensure that the project objectives, budget, and schedule are met. She works with the client to ensure that project expectations are defined, understood, and achieved. She is also responsible for the definition and execution of the project strategy and scope of work.

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Ms. Hammond's Project Management experience includes:

- Owens Corning, Anderson, South Carolina, Project Manager. Responsible for developing a +/- 10% estimate for a \$30 million modification project to Factory D and Factory E. Tasks included successfully managing the project scope, schedule and budget, and coordination of the design team with the client project manager and design team.
- Mitsubishi Polyester Film, Greer, South Carolina, Project Manager. Responsible for developing a +/- 10% estimate for part of a new \$155 million expansion, coordination and execution of the engineering design, and turnover of the process systems. Tasks included: successfully managing the project budget to achieve an underrun, successfully managing the project to meet and beat schedule milestones, coordination of design team with client project manager and project engineers, coordination of the design effort using a 3D Model, coordination of field engineering issues and labor analysis, and coordination of system turnovers.

Ms. Hammond's Quality Manager experience includes:

- Team leader in the development of Jacobs System To Ensure Project Success, a system developed to enhance and streamline Jacobs global project execution strategy.
- Ensuring compliance with the requirements of the U.S. Quality System and working with Project

Managers to develop Project Execution Plans that meet the client's expectations as well as contractual requirements. Ensuring compliance with the client's Intellectual Property Protection Requirements. Providing input at the Project Strategy Meeting and Project Kickoff Meeting, and ensuring the project team has the proper training necessary to execute the project. Responsibility for the Performance Rating System through Client Surveys with any required action plans, Quality System Audits with any required action plans, schedule and cost information, and rework. Monitoring design department quality reviews, and project interference checks, and implementation of the Performance Advancement Plan and the Virtual Office initiative.

Ms. Hammond's training experience includes:

- Facilitation of Quality Management Course at Jacobs College, Pasadena Headquarters
- Development, organization, and facilitation, of Quality Advancement Training. This course covers Jacobs' Mission, Commitment, and Principles, the Definition of Quality, the Cost of Quality, Leadership, Empowerment, and Work Process Improvements.
- Organization and facilitation of Implementing Quality Management I. This course focuses on Mid-Level Management and covers Employee Survey Results, Jacobs' Mission, Commitment, and Principles,

Communication, Coaching and Mentoring, Effective Teams, and Employee Survey Action Items Planning Sessions.

- Development, organization, and facilitation of Discipline Leadership Training. This course designed for Project Discipline Leads covers Roles and Responsibilities, Quality Management, Pre-Award, Project Financials, Project Set-Up, Standard Operating Procedures, Change Management, Project Execution, Project Close-out, and the Discipline Lead as a Sales/Business Person.
- Development, organization, and facilitation of the New Employee Orientation Course. This course is designed for all new employees and covers Business Development, Project Execution, the Matrix Organization, Design Disciplines with corresponding deliverables, and Jacobs' Employee Expectations.

Leader of Quality Improvement Teams:

- CAD Plotting Cost Reductions
- Controlling and Projecting Design Budgets

- Design and Drafting Standards
- Supply Order Form Procedure

As Quality Manager her project experience includes:

- Universal Studios. Re-design Effort on the Toon Lagoon Design Build Project.
- Confidential Client. Crude Plant expansion/upgrade. IPA Best In Class Recognition
- Eastman Kodak Company, Rochester, New York. No. 5 Paper Machine rebuild EPCM project.
- Owens Corning, Jackson, Tennessee. 18-01 Furnace Restart.
- Owens Corning, Mount Vernon. Furnace Rebuild.
- Eastman Kodak Company, Rochester, New York. B-319 Building Addition and No. 5 Paper Machine winder replacement.
- BMW, Manufacturing Facility Expansion Program.

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### Employment History:

Jacobs

1987 to date