

Myndi Butz
160 Winthrop Road
Columbus, Ohio 43214
(614) 296-5138
myndi.butz@gmail.com

Mayor Michael B. Coleman
City Hall 2nd Floor
90 West Broad Street
Columbus, OH 43215

September 26, 2012

Dear Mr. Mayor,

I am writing to show my interest in becoming a member of the City of Columbus Property Management Appeals Board. I am currently a resident of Franklin County and have lived in Franklin County my entire life. I was raised in Gahanna and my husband and I moved to the Short North area after we were married to start our family. We thoroughly enjoyed the "city" life with our young son but felt we needed to make the move to where my husband was raised, so we moved to Clintonville where we have lived for the last nine years and have settled into a wonderful life.

I have a lot of passion for the area I currently live in as well as the areas that I have resided in the past. I was raised in a suburban neighborhood among all new builds, but my husband and I chose to buy a house built in 1880's to be our first home. We lovingly fixed it up and went through many hearings and approvals with the Italian Village Committee. We now live in an older neighborhood in the Clintonville area. I feel that being part of many different areas of Columbus will make me an asset to your committee as a long-time homeowner.

Thank you for taking the time to consider my request and I look forward to serving you and the community.

Sincerely,

Merinda (Myndi) Butz

Myndi Butz

160 Winthrop Road
Columbus, Ohio 43214

614-296-5138

Education

Ohio University
Elementary Education

Lancaster, Ohio
1993-1996

Experience

Iqor

Columbus, Ohio

Assistant Vice President, Dept. of Education

11/2008-6/2010

- Management of a collections and customer service department (35 agents). Provided guidance and focus to maximize performance of staff, assist resolving customer issues on escalated calls, oversee training of new staff, provide leadership in interpreting corporate and client procedures, processes and regulations, and act as the direct liaison between Iqor, Inc. and the client.
- Supervise and direct new hires through government-controlled background checks. Process new hire orientation and termination. Track goals for payment; audit accounts; assist collectors in reaching their goals; schedule and direct communication with Administration Department for elevated accounts, phone call monitoring/reporting, voicemail delegation, and control the Sonitrol (badge) system.

MortgageIT Inc.

Dublin, Ohio

Mortgage Loan Closer

11/2006-05/2007

- Reviewed mortgage loans ensuring compliance with all conditions prior to closing.
- Networked with cross-functional partners in real estate, lending, and title roles obtaining required documents in rapid timeframe.
- Led and organized loan closings ensuring accurate documents.
- Functioned as information source for clients regarding closing requirements.
- Worked with marketing department to compile closed loan forms for sale.

Kinetics Noise Control

Dublin, Ohio

Project Manager, Home Theater Division

07/1999-07/2006

- Managed customer inquiries providing detailed product information, including training and pricing.
- Created quotes gathering information from cross-functional areas and interpreting design schematics. Maintained time lines for delivery and installations ensuring on-time status.
- Increased profit margin 15% through cost of goods analysis. Identified inaccurate material costs and labor charges by project. Worked with manufacturing supervisors reducing labor time and insuring accurate cost center charges.
- Led team promoting products and services at trade shows. Coordinated travel, supply, and display arrangements for five team members. Organized sales leads for post-show follow up resulting in 50 new dealers per show.
- Launched new product, "Audioasis." Created DVD and advertising materials. Identified and targeted top tier dealers for sales materials. Drove feature of public relations article in the Robb Report.