

Robin Buxar

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Charter Township of Oakland

RE: Township Superintendent

Dear Board of Trustees,

Please accept this letter as an expression of interest in the Township Superintendent position. With over 30 years of experience with major corporations in roles that include all the essential duties and responsibilities outlined in the job description, I am confident that my abilities would make meaningful contributions to the Township.

Living in Oakland Township for almost 50 years, I would be the first Superintendent to fulfill all the qualifications for the position in Ordinance 97. With this deep-rooted commitment to the Township and overall knowledge of the entire area, I am enthusiastic about the opportunity to contribute my skills and leadership in a new role. Having served on the Board of Trustees for over 11 years from Trustee, Clerk and currently Supervisor, I have a unique understanding of what type of relationship there should be between the Board and Township Staff. Further, I understand what information and communication flow between the entities is needed and has been lacking during my tenure. I look forward to much improvement in that area.

In my current position as a Program Manager, I am well versed in organizational management, administration, budget development, and personnel leadership, I feel confident that I would significantly benefit the Township in this position. Preparing budgets, updating policies, rewriting the Employee Handbook, and building a closer relationship with the Road Commission would be a few top objectives. I am also an Accredited Clerk with the State of Michigan and Certified Qualified Voter File user which would be extremely helpful during elections. My background has consistently been characterized by my steadfast commitment to my job and to the Township, fiscal responsibility and achieving objectives.

I enjoy engaging with residents and helping solve problems. I believe in fostering collaborative relationships among employees and encouraging initiative.

With my record of success in my current position, oversight and process management, coupled with my team leadership skills, tireless enthusiasm and dedication, my natural progression into the position of Township Superintendent would be logical and foresighted decision. I will certainly surpass your expectations for this role and am confident in my ability to make meaningful contributions to the Township.

Thank you for considering my application. I am looking forward to the possibility of contributing to the continue success of Oakland Township.

Warmest regards,

Robin Buxar

CAREER SUMMARY

Management of Automotive Program content and Program Teams for Quality and Craftsmanship specifications. Knowledge of Warranty Reduction for all OEM Processes. Experience with Tier One phases of automotive release processes from prototype design through production. Competence to develop and resolve program timing, cost analysis, appearance, surface and graining issues in support of milestones and program direction. Manage cross-functional teams. Excellent team building capabilities, strong oral and written communication skills.

PROFESSIONAL EXPERIENCE

Grammer Americas (Former Toledo Molding & Die) – Toledo, OH

February 2010 – Present

Program Manager – Advanced Manufacturing Engineering

Grammer is a 2.2 billion dollar world-wide corporation. Singular conduit between all OEM Design Offices, Craftsmanship and Mastering Studios and the Program Teams (Engineering, Manufacturing, Quality, etc.) regarding all Class A items. Managing issues with external suppliers, mitigating risk, and removing roadblocks.

Responsible for managing color and material mastering, graining and obtain OEM Approval for interior, exterior, air induction parts. Management of plant personnel (15) associated with listed items. Creating status reports and presenting to upper management.

- Lead AAR/Perceived Quality process per Product Creation Process (PCP) from tool kickoff through commercial approval continuing to end of production.
- Facilitate and/or resolve any current production class “A” issues (grain, color, surface, EC’s).
- Schedule and attend all customers meetings, reviews and communicate vehicle program appearance requirements, timing, AAR process and discuss/report open issues on mastering, graining and AAR status with External Suppliers, OEMs and Internal Upper Management.
- Evaluate overall color and surface harmony from pre-series build, launch and production.
- Manage suppliers to resolve appearance issues to achieve full commercial status.
- Respond to program investigations with feasibility, timing, quoting related to color, grain and material changes.
- Work with Tooling Engineers to review tool design for potential surface issues.
- Attend tool tryouts to provide processing suggestions to mitigate issues.

Additional Responsibilities:

- Training plant personnel on AAR process.
- Graining quotes.
- Yearly Federal Flammability Compliancy Testing and Reporting.
- Material Testing per OEM material specifications.
- Understanding of all Spectrophotometer readings and the ability to utilize numerics, depth analysis and gloss units for adjustments.
- Reviewing draft analysis and mold flows during tool design.

Account Manager & Project Development Engineer

- Manage cost, program development & quoting of current & acquire new Interior OEM/Tier Business.
- Manage program content (Interior & Air Induction Systems) for TMD and Tiers suppliers for submission to OEM Studios for Pre-Texture, Post-Texture, and Color/Grain/Gloss (AAR) approvals.
- Manage DVP&R (PV); Review Tooling Development for Class A; Draft Analysis & Mold Flow.
- Review Gage R&R/ CMM Data for PPAP Approval.
- Work with material suppliers, texture houses and colorant suppliers to facilitate color, texture and gloss.
- Review all material testing results and coordinate all supplier testing per OEM material specifications.
- Development of timing plans and manage tools from first shots to part approval.
- Manage & submit color development requests, appearance revalidation, and engineering changes (Class A)
- One of two-man team from TMD to attend all tool trials; tool repairs; grain repairs to authorize internal approval.

Cadence Innovation – Troy, MI
Corporate Craftsmanship / Warranty Engineer (Global Quality)

July 2007 – December 2008

Corporate Craftsmanship Responsibilities:

- Manage all Cadence program content for submission to OEM Studios for Pre-Texture, Post-Texture, and Color/Grain/Gloss (AAR) approvals.
- Supplier Quality Liaison with Tier One plant personnel for all build phases through production.
- Work with material suppliers, texture houses and colorant suppliers to facilitate color, texture and gloss.
- Work with all internal plants and sub tier suppliers to resolve appearance issues.
- Report to program management regarding appearance readiness/status.
- Manage & submit color development requests, color appearance revalidation & tool move AARs.

Corporate Warranty Engineer Responsibilities:

- Lead weekly OEM warranty meetings / Lead monthly OEM QRD warranty meetings.
- Provide data and report status in quarterly OEM Executive warranty reviews.
- Manage and compile monthly warranty graphic charts for trends, cost analysis and issues.
- Single point of contact for warranty claims and resolution. Investigate warranty claim and conduct root cause analysis to report to executive management.

Magna Intier Automotive Interiors Corporation – Pontiac, MI
Craftsmanship Engineer

November 2002 – April 2007

- Integrated supplier for GM 193, Hybrid, and SUV Programs / Key Supplier Coordinator DCX JC49
- Re-organization Fire Team of 6 sent to Validate/re-PPAP bankrupt Tier Suppliers (Bank part runs; run-it rates; Gage R&R; dimensional; appearance; processing requirements; etc.)
- Full knowledge of CDS Timing/PPAP Requirements
- Conducted Best in Class Process (JD Powers/APPEAL Scoring), Vehicle Assessments, and Benchmarking.
- Work with GM/Chrysler Product Design Studio/Designers, Engineers, and vehicle line team to establish Class “A” Surface requirements.
- Update/maintain engineering BOM’s and engineering change documentation.
- Coordinate manufacturing facilities to establish tool timing and part availability for all VDR, IVER, Match, non-saleable and saleable builds to ensure class “A” parts are available and on time.
- Develop and maintain ISO 9000 and APQP Documentation assuring customer compliance and certification.
- Work with all internal plants and sub tier suppliers to resolve appearance issues.
- Report to program management regarding appearance readiness/status.

Pfizer Global Research & Development – Ann Arbor, MI
Network/Computer Systems Engineer (Facilities Engineering)

May 1997 – August 2002

- Purchasing of computer hardware/software and peripheral parts through MP2, Computron/ARIBA Applications.
- Coordinate warranty and labor reimbursements with external vendors.
- Identified and administered technical repairs on department hardware systems.
- Product evaluation with the Information Technologies Group for various peripherals/components.

Information Technology & Quality Documentation Services (Clinical Pharmacy Operations / Facilities Engineering)

- Developed and implemented the Documentum Electronic Management System for Standard Operating Procedures, corporate forms, and personnel training.
- Authored a technical operators manual for the Global Investigational Drug Inventory and Management System – Oracle based (GIDIAMS).

General Motors – GM Tech Center Warren, MI/ TPC Pontiac, MI
Budget / Technical Analyst (Exterior Trim Engineering / Mid-Size Truck Design)

April 1993 – May 1997

- Development of 5year budget at platform level.
- Engineering of body side molding (J, L&N platforms) – dimensional analysis.
- Coordinated design resource estimates for product program activities.
- Monitor / report program activity and timing with ESDW at part level.
- Forecasted monthly and actual reporting of dollars, manpower & equipment req. for platform.
- Compiled reports using STATS application.

Appearance Model Review Engineer – Exterior Trim Engineering / Exterior Color

- Tooling tracking of exterior trim parts and prototype builds.
- Acquisition of sheet metal for exterior build and confirmation of color correctness.
- Creation of parts list for system definition.
- Coordinated part availability with Lansing Metrology Center.

Electronic Data Systems (EDS) – Troy, MI

August 1992 – April 1993

Dealer Systems PULSAT Group - Programmer

- Launch of new satellite system connecting all dealerships to single communication system.
- Analyzed basic video and communication problems.
- Programmed video IRD's, answering & resolving dealership calls/concerns.
- Entered data/programmed PULSAT Information Management System (PIMS).

EDUCATION

B.A., Business Management - Purdue University
B.S., Industrial Engineering – Purdue University
Color Technology & Color Design – Eastern Michigan University
Color Development & Extrusion – A. Schulman, Ohio
Color Technology – Uniform Color Company
MacBeth Fundamentals of Color Certification

Six Sigma Training – Magna
PDP Process Training – Magna
ISO/TS 16949 2002 - Magna
Certification: Microsoft Office Suite
Detroit Color Council