Oalewood



October 29, 2019

VIA EMAIL & OVERNIGHT DELIVERY

Patrick Crane, Director Oregon Office of Community Colleges and Workforce Development 255 Capitol Street NE, Salem, OR 97310 Email: <u>patrick.crane@sate.or.us</u>

Re: WARN NOTICE - MASS LAYOFF – OAKWOOD WORLDWIDE (US) LP – FEIN # 95 2221188

Dear Director Crane:

Please be advised that Oakwood Worldwide (US) LP ("Oakwood" or the "Company") is undergoing a reduction in its workforce which will result in a permanent lay off of one (1) of its employees at the facility located at 1155 NW Everett St., Portland, Oregon 97209, due to streamlining of the organization in light of new corporate goals.

A list of the affected job titles and number of employees per classification is attached hereto as **Exhibit 1**. The layoffs will be permanent. No union represents the affected employees, and no bumping rights will exist. The separations will be effective December 30, 2019. The site is not closing in its entirety.

For further information regarding this matter, please contact me at 1 World Trade Center, 24th Floor, Long Beach, California 90831, or via telephone at (562) 473-7383.

Sincerely,

Hortencia Garcia Director, Employee & Labor Relations Oakwood Worldwide (US) LP

Attachment

EXHIBIT 1

AFFECTED JOB TITLES & NUMBER OF EMPLOYEES PER CLASSIFICATION

Artington OAM: 1550 Clarendon Bivd , Arlington, VA 22209Total: 2December 30, 2019Sales & Marketing Rep1December 30, 2019Warehouseman1Battimore Field Office: 888 Airport Park Road Suite A, Glen Burnle, MD 210611December 30, 2019Assistant Manager, Ops1December 30, 2019Boston Field Office: 1 Infla Street , Boston, MA 02109Total: 6December 30, 2019Guest Service Rep III1December 30, 2019Guest Service Rep III1December 30, 2019Housekeeping Services Coordinator1December 30, 2019Boston Field Office: 10950 Sherman Way Suite #120, Burbank, CA 91505Total: 3December 30, 2019Burbank Field Office: 10950 Sherman Way Suite #120, Burbank, CA 91505Total: 3December 30, 2019Guest Service Rep II2December 30, 2019Guest Service Rep II1December 30, 2019Guest Service Rep III1December 30, 2019Guest Se	Date of Anticipated Layoff	Location & Affected Job Titles	Number of Employees Per Classification
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December 30, 2019Guest Service Rep I2December 30, 2019Maintenance Specialist1	December 30, 2019	Manager, Operations	1
December 30, 2019 Maintenance Specialist 1		Crystal City OAM: 400 15th Street South , Arlington, VA 22202	Total: 4
	December 30, 2019	Guest Service Rep I	2
December 30, 2019 Warehouseman 1	December 30, 2019	Maintenance Specialist	1
	December 30, 2019	Warehouseman	1

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	Dallas Field Office: 2033 Chennault Drive Suite 136, Carrollton, TX 75006	Total: 1
December 30, 2019	Manager, Market	1
	Denver Field Office: 7808 Cherry Creek Drive South Suite 404, Denver, CO	Total: 1
December 30, 2019	80231 Manager, Operations	1
2000		1
	Detroit Field Office: 40000 Grand River Avenue Suite #304, Novi, MI 48375	Total: 3
December 30, 2019	Housekeeping Services Coordinator	1
December 30, 2019	Manager, Market	1
December 30, 2019	Utility Worker	1
	Northern VA Home Services: 6692 Fleet Drive , Alexandria, VA 22312	Total: 13
December 30, 2019	Assistant General Manager, Market	1
December 30, 2019	Housekeeper I	3
December 30, 2019	Housekeeper II	1
December 30, 2019	Maintenance Specialist	1
December 30, 2019	Manager, Operations	1
December 30, 2019	Office Supervisor	1
December 30, 2019	Utility Worker	3
December 30, 2019	Warehouseman	2
	Northern Virginia: 5175 Park Stone Drive Suite 100, Chantilly, VA 20151	Total: 4
December 30, 2019	Admin Assistant I	1
December 30, 2019	Customer Rep I	1
December 30, 2019	Instructional Designer	1
December 30, 2019	Reservation Spec III	1
	Oakwood Chicago River Nor: 220 W. Illinois Street , Chicago, IL 60654	Total: 1
December 30, 2019	Sales & Marketing Rep	1
	Oakwood Mountain View-MT: 881 E. El Camino Real , Mountain View, CA 94040	Total: 5
December 30, 2019	Assistant Manager, Ops	
December 30, 2019	Assistant Manager, Ops Assistant General Manager, Market	1
December 30, 2019	General Manager, Market	1
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Maintenance Service Coordinator	1 1
	Onlineard Dartlands 4455 NW Escarate St. Dartland OB 07200	Tatali d
December 30, 2019	Oakwood Portland: 1155 NW Everett St. , Portland, OR 97209 Manager, Property	Total: 1
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	Philadelphia Field Office: 2930 Chestnut Street Suite 715, Philadelphia, PA 19104	Total: 1
December 30, 2019	Reservation Spec III	1
	Philadelphia Home Service: 5800 Ellwood Avenue Unit K, Bristol, PA 19007	Total: 2
December 30, 2019	Manager, Market	1
December 30, 2019	Manager, Operations	1

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	Raleigh Field Office: 991 Aviation Parkway Suite 600, Morrisville, NC 27560	Total: 7
December 30, 2019	General Manager, Market	1
December 30, 2019	Housekeeper II	4
December 30, 2019	Reservation Spec III	1
December 30, 2019	Sales & Marketing Rep	1
	Redwood City OAM: 2580 El Camino Real , Redwood City, CA 94061	Total: 1
December 30, 2019	Sales & Marketing Rep	1
	Remote Alabama: 1 World Trade Center, 24 Floor , Long Beach , CA 90831	Total: 1
December 30, 2019	Guest Service Rep II	1
	San Diego Field Office: 4863 Shawline Street Suite B, San Diego, CA 92111	Total: 2
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Manager, Market	1
	Seattle Field Office: 3215 South 116th Street Suite 121, Tukwila, WA 98168	Total: 7
December 30, 2019	General Manager, Market	1
December 30, 2019	Housekeep Services Coordinator II	2
December 30, 2019	Housekeeper II	1
December 30, 2019	Housekeep Services Coordinator	1
December 30, 2019	Utility Worker	1
December 30, 2019	Warehouseman	1
	Silicon Valley: 874 East El Camino Real , Sunnyvale, CA 94087	Total: 1
December 30, 2019	Sales & Marketing Rep	1
	Worldwide Sales & Service Center: 9630 N. 25th Avenue Suite 300, Phoenix, AZ 85021	Total: 64
December 30, 2019	A/P Processor	3
December 30, 2019	A/R Coordinator II	8
December 30, 2019	Customer Rep I	5
December 30, 2019	Customer Rep II	9
December 30, 2019	Director, Inside Sales	1
December 30, 2019	Director, WSSC Operations	1
December 30, 2019	Help Desk Technician II	1
December 30, 2019	Learning & Develop Spec	1
December 30, 2019	Manager, WSSC Operations	2
December 30, 2019	Pricing Analyst II	1
December 30, 2019	Reservation Spec I	4
December 30, 2019	Reservation Spec II	8
December 30, 2019	Reservation Spec III	7
December 30, 2019	Revenue Specialist I	2
December 30, 2019 December 30, 2019	Revenue Specialist II	2 1
December 30, 2019 December 30, 2019 December 30, 2019	Revenue Specialist II Revenue Specialist III	1 2
December 30, 2019 December 30, 2019	Revenue Specialist II	1

	Home Office Los Angeles: 1 World Trade Center, 24 Floor , Long Beach , CA 90831	Total: 11
December 30, 2019	Account Executive	2
December 30, 2019	Buyer	1
December 30, 2019	Communication Services Lead	1
December 30, 2019	Director, App Systems	1
December 30, 2019	Financial Analysis Director	1
December 30, 2019	Global Sales Ops Director	2
December 30, 2019	Guest Service Rep III	1
December 30, 2019	Revenue Manager	1
December 30, 2019	VP, Procurement	1