

# Robin Nicole Reese

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## EDUCATION

### **The Connected Cultures Leadership & Skill Building Institute**

A program of the Wisconsin Coalition Against Domestic Violence  
Madison, WI

Certificate of Completion: November 2010

### **Cardinal Stritch University**

Milwaukee, WI

*Master of Business Administration*

Graduated: December 2005

### **University of Wisconsin-Milwaukee**

*Bachelor of Business Administration*

Major field of study: Marketing

Graduated: December 2000

## PROFESSIONAL EXPERIENCE

### **August 2017 – Present: Thirty Six Blocks, Inc – Milwaukee, WI**

#### Executive Director

Thirty-Six Blocks mission is to holistically rebuild neighborhoods by connecting key stakeholders and providing comprehensive solutions to develop, operate and finance quality affordable housing. Miss Reese is responsible for leading the organization in carrying out this mission.

### **May 2012-August 2017: Vanguard Group, LLC - Milwaukee, WI**

#### Project Manager

Responsible for developing, coordinating, and implementing all tasks that relate to the company's development projects, and supporting the President in property acquisition and development, including site identification, purchase offers, establishing and coordinating escrow process, property inspections, surveys, etc. Additional responsibilities include, but not limited to: developing ancillary relationships with local development and industry professionals, meeting with government staff to obtain necessary support and approvals, assist in preparing and submitting development proposals and development applications, assist in identifying and responding to Requests for Proposals, assist in preparing financial loan packages, conducting regular meetings with the construction team, communicating effectively with third parties responsible for completing various phases of the project, preparing correspondence with Owner, Architect, Engineers, Subcontractors, Suppliers, etc.

### **2009-2012: J. F. Cook, Co., Inc. - Oak Creek, WI**

#### Sales and Marketing Manager

Managed all aspects of sales, marketing customer and public relations operations within the company.

Responsibilities included but not limited to: Planning, organizing and implementing sales programs for the organization to reach annual revenue goals; Managing relationships with key accounts; Establishing marketing strategies to meet organizational objectives; Evaluating customer research, market conditions, competitor data and implementing marketing plan changes as needed; Overseeing the representation of a positive organizational image to the general public, clients, and the community; Planning, executing and managing trade show participation; Implementing and managing social media (Facebook, LinkedIn, Twitter); Managing the development of and maintaining updates of website and marketing materials; Implementing and managing Sugar CRM usage company-wide, including training of staff; Managing of several association memberships and relationships which includes attending meetings, events and relevant trainings.

**2005-2009: T. L. Reese Corporation - Milwaukee, WI**

Administration & Properties Division Manager

Involved in this company from the start-up phase, including writing the business plan and initial introductions of the business to community leaders, elected officials and businesses. Responsibilities included but not limited to: Office management, Accounts payable and receivable, payroll and payroll taxes, maintained properties occupancy and fulfilled maintenance requests; meeting preparation (meeting minutes, reminders, etc.), City of Milwaukee Emerging Business Enterprise and State of Wisconsin Workforce Development reporting; filing, sending and receiving emails/ faxes, proposal writing, and event planning (i.e. ground breakings, ribbon cuttings, workforce opportunity fairs, etc). Daily work required use of Outlook, Excel, Word, and Publisher.

**2005: Milwaukee Symphony Orchestra - Milwaukee, WI**

Inside Sales Representative

Responsibilities included prospecting new patrons and selling Milwaukee Symphony season tickets by phone. Also maintained the current subscriber base by providing excellent customer service. Use of Microsoft Excel, Outlook and Internet Explorer as well as the ticketing/subscriber system, Tessitura, was required for daily work.

**2004-2006: 311 Restaurant and Bar - Milwaukee, WI**

Assistant Restaurant Manager

Responsibilities included greeting customers and special events planning (parties, meetings, etc.) Managed a staff of six and oversaw the handling of cash; Operated cash register/computer and credit card machine.

**2003-2004: Manpower International Headquarters - Milwaukee, WI**

Customer Service Associate

As part of the administrative support and services department, job included a variety of duties included answering calls on switchboard, front desk reception, sorted and filed invoices, uploaded pictures to real estate drive for field offices, maintained and updated the home office directory (print and online), special projects as assigned; Daily work required use of Lotus Notes, Excel, and the internet.

**2003: Time Warner Cable - Milwaukee, WI**

Customer Service Rep I

Answered calls in call center included but not limited to: billing inquiries, new install orders, troubleshooting of cable and high speed internet service; Required extensive knowledge of products and services to be able to troubleshoot and also sell other services to customers.

COMMUNITY INVOLVEMENT

**Riverworks Development Corp.**, Board of Directors, *February 2016-Present*  
- Development Committee Member

**Wisconsin Commercial Real Estate Women (WCREW)**, Member, *July 2014-Present*

**Milwaukee Center for Independence**, *October 2011- present*  
-Board Member

**Girl Scouts of Southeast WI**, Property Task Group Member, *November 2015-Present*

**Women's Fund of Greater Milwaukee**, Board of Directors *January 2010- December 2017*  
- Board Secretary; Co-Chair, Women & Public Policy Luncheon committee; The largest single fund raising event for the Women's Fund  
- Fundraising Committee member

AWARDS/RECOGNITION

**2015 Milwaukee Business Journal Forty under 40 Award Recipient**

*References available upon request*