

# *Ossie C. Kendrix*

*P.O. Box 100493 • Milwaukee, WI • 53210 • (414) 839-8990*

## **EDUCATION**

Marquette University, Milwaukee, WI  
**Associates in Commercial Real Estate Certificate** – April 2008

Drake University, Des Moines, IA  
**Master in Public Administration** – December 1999  
Emphasis: Budgeting and Finance

University of Wisconsin at Milwaukee, Milwaukee, WI  
**Bachelor of Arts** – August 1997  
Major: Sociology      Minor: Speech Communications

## **EXPERIENCE**

**Broker Associate** (January 2008 – Present)  
Shorewest Realtors - Northshore Office

- Interview and cultivate relationships with potential clients
- Conduct market research for all contractual listing services
- Assess buyers' needs and locate properties for their consideration
- Execute and coordinate purchase agreements between vendors and buyers.

**Program Management Consultant** (July 2007 – Present)  
Milwaukee Urban Entrepreneur Partnership (UEP)

- Coordinate and manage relationship with the City of Milwaukee, Community Development Grant Administration office
- Responsible for program development and coordination of Youth Entrepreneur Career Development Program
- Develop and execute business solidification programming.

**Broker/Owner** (August 2006 – December 2007)  
Kendrix Realty, LLC.

- Coordinate and manage a full service residential Real Estate office
- Establish and monitor independent contractual Real Estate services
- Ongoing development of marketing and sales efforts.

**Loan Originator** (August 2006 – December 2007)  
MoneyChoice Mortgage, LLC.

- Relationship building with customers
- Developed and solicited appropriate loan documentation
- Performed credit analysis on mortgage clients
- Served as loan file processor
- Successfully closed more than 2 million in mortgages in 2007.

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## **Program Manager** (April 2005 – August 2006)

Safe & Sound, Inc.

- Coordinated and managed all phases of the Request for Proposal process
- Assisted in budget forecasting, preparation, allocation and monitoring
- Funding Proposal preparation, development of goals, objectives and outcomes
- Report preparation for a variety of audiences, including donors
- Established healthy collaborations with a variety of private and public agencies to further the mission and vision of Safe & Sound
- Assisted in the ongoing fundraising efforts in raising 2.25 million in federal, state and local funds.

## **Partnership Development Manager** (September 2001 – April 2005)

America's Second Harvest of Wisconsin, Milwaukee, WI

- Supervised, trained, developed, and evaluated three Partnership Development exempt employees
- Maintained and developed new relationships with community contacts and programs
- Solicited resources, budget preparation and provided administrative oversight of new programming and special projects
- Provided educational and technical assistance training to member partner programs
- Program compliance oversight for 36 counties and 1,150 charitable programs

## **VOLUNTEERISM**

- Mosaic Partnership Coach, Greater Milwaukee Foundation (2007)
- Milwaukee Alliance of Black School Educators (2004 – Present)
- Phi Beta Sigma Fraternity, Incorporated (2002 – Present)

## **SKILLS**

- Experience with Microsoft Word, Excel, Publisher, and Access
- Excellent public speaking skills
- Solid interpersonal communication skills
- Multi-task oriented

## **LICENSES**

- Wisconsin Real Estate Salesperson License (2005)
- Wisconsin Real Estate Broker License (2006)
- Wisconsin Loan Originator License (2006)

## **REFERENCES**

**Available Upon Request**