

# Jackie Q. Carter

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## SUMMARY

Experienced public & non-profit manager with a passion for community, knowledge of business, and ability to lead and communicate across all levels of business.

## SKILLS

- Executive leadership & management
- Able to create a collaborative environment
- Problem solving, critical thinking & analysis
- Excellent written and verbal communicator
- Personnel and leadership management
- Experience interpreting City ordinances
- Ability to collaborate across departments
- Organizational and process management
- Policy development & implementation
- Procurement, contracting & compliance
- Budget development & financial management
- Adaptable to changing laws/circumstances
- Ability to think creatively to meet business needs
- Personable and responsive

## EXPERIENCE

Municipal Port Director

City of Milwaukee, Port Milwaukee, February 2023 – Present

Finance & Administration Officer

City of Milwaukee, Port Milwaukee, December 2017- February 2023

Budget & Management Analyst

City of Milwaukee, Dept. of Administration, February 2014-December 2017

Finance, Accounting & Customer Service Positions

City of Milwaukee - Treasurer's Office, October 2007-February 2014

Education Coordinator

Our Next Generation, Inc, June 2001-October 2007

## EDUCATION AND TRAINING

Master of Business Administration

*Public Administration, Concordia University, Mequon Wisconsin*

Bachelor of Arts

*Business & Management and Communication, Alverno College, Milwaukee Wisconsin*

Associate of Applied Science

*Accounting, Milwaukee Area Technical College, Milwaukee Wisconsin*

## TRAININGS & CERTIFICATIONS

- 2023 – Accredited Maritime Port Executive Certification
- 2023 – Maritime Port Manager Certification
- 2022 – 2023 African American Leadership Program – Cohort 13
- 2021 YWCA: Racial Equity Leadership Training
- 2021 United Way Project LEAD – Spring 2021 Cohort