

# Keith A. Bailey

4474 N. 68<sup>th</sup> Street | Milwaukee, WI 53218 | (414) 202-7606 | kbailey803@msn.com

## WORK EXPERIENCE

- October, 2013 – present**                      **City of Milwaukee/Department of City Development**                      **Milwaukee, WI**  
*Real Estate Coordinator, II*
- Responsible for administrative management of tax foreclosed properties; responding to public inquiries verbally and in writing; works well with limited supervision
  - Serves as community liaison for non-profit, community based organizations, City departments, legislators and residents
  - Responsible for home inspections; presenting conclusions and recommendations for methods of disposition
  - Establishes value of property by analyzing market transactions; monitors sale transactions to enforce code compliance requirements and special conditions
  - Serves as primary contact for community partners, contractors and stakeholders in developing strategic partnerships; oversees projects not limited to, ACTS Housing, West Care Wisconsin, Ezekiel Inc., and Northcott Neighborhood Center, etc.
  - Coordinates and conducts presentations to community groups, agents and non-profit
  - Staff, set-up and coordinate housing fairs/seminars, and other community events
  - Prepares reports and generates business correspondence, marketing plans and advertisements; detail oriented
  - Establishes and maintains relationships with other City departments and community based organizations to expedite property
- June, 2007 – October, 2013**                      **DKC Real Estate Services**                      **Milwaukee, WI**  
*Sales Associate*
- Scheduled and conducted property showings and prepared and conducted closings
  - Managed REO inventory and phone calls
  - Established and maintained relationships with diverse customers
  - Prepared all documents for written offers to purchase and closings
  - Responded verbally and in writing to public inquiries regarding status and value of properties
  - Experienced with the Multiple Listing Services (MLS)
- July, 2009 – March, 2010**                      **U.S. Census Bureau**                      **Milwaukee, WI**  
*Assistant Recruiting Manager/Assistant Administrative Manager*
- Recruited and tested a diverse group of applicants to procure Census for 2010
  - Coordinated intra-departmental reviews
  - Collaborated with faith based and community organizations to host recruitment for job fairs throughout Greater Milwaukee
- November, 2006 – June, 2007**                      **William Ryan Homes**                      **Brookfield, WI**  
*New Home Sales Counselor*
- Represented national builder as a licensed new home sale counselor and lead customers through sales process
  - Counseled new home sales prospects, coached through contracts, lending and construction process and warranty
  - Knowledgeable of start to finish building process; marketed new projects in new communities with local community leaders
  - Generated and maintained list of prospective buyers; gained customer sales
  - Highly motivated sales representative
  - Worked independently in a team environment with minimum supervision; self-starter
- July, 2006 – October 1999**                      **Bailey's Dry Cleaners**                      **Milwaukee, WI**  
*Owner, Operator*
- Created, marketed and managed a small business after purchasing a dormant pre-existing business in a challenged urban area
  - Cultivated viable business location by promoting business and creating customer base from the ground up
  - Managed and controlled payroll, scheduling and personnel

- Maintained dry cleaning inventory of \$10,000 - \$85,000; developed major accounts with other dry cleaners and drivers
- Trained and developed staff members in the dry cleaning industry
- Prepared and trained staff in customer service, career development and work ethic
- Created, coordinated and implemented annual neighborhood community block party
- Collaborated with the Salvation Army to serve as a Feed the Kids summer lunch location
- Coordinated access to resources and government contacts as president of the Hopkins Street Business Initiative

**October, 1999 – July 1997**

**Safety Kleen Corporation**

**Waukesha, WI**

*Special Markets Manager*

- Managed branch special markets; was responsible for hazardous waste recovery for dry cleaning, auto body and photo imaging sales
- Maintained monthly sales goals of \$30,000 - \$110,000
- Provided daily, weekly and monthly administrative reports to regional office
- Knowledgeable and trained in handling of hazardous waste materials, including transporting liquids as well as solid hazardous waste
- Received highest sales honor in 1999 - recognized as the top sales person (produced highest special markets program sales in the country)

**EDUCATION**

**May, 1992 – July 1993**

**Honolulu Community College**

**Honolulu, HI**

**June, 1986**

**Madison High School**

**Milwaukee, WI**

**SKILLS SUMMARY**

- |                      |                    |                              |  |
|----------------------|--------------------|------------------------------|--|
| • Project Management | • Computer         | • General Office Skills      | • Wisconsin Notary                     |
| • Public Speaking    | • Customer Service | • Budgets                    | • Wisconsin Licensed Real Estate Agent |
| • Collaborator       | • Media Relations  | • Professional Presentations | • Community Organizer                  |
| • Recruiter          | • Problem Solver   | • Employee Relations         |  |

**CIVIC/VOLUNTEER SERVICE**

- Obama For American | Campaign for Change; Super Volunteer (2008 & 2012)
- NAACP Campaign (2013)
- Milwaukee Matters, Founder & President (2010)
- Teen Mentoring, MEPS
- Founder/President of Parent Leadership Council, Milwaukee College Prep (2003)
- Governance Council, Congress Street School (2001)
- Hopkins Street Business Initiative, President (2000)
- U.S. Army Veteran (1986-2004); Honorable Discharge

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### **REFERENCES**

#### **Robert Pyles**

Owner

MacPyle's Corporation

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#### **Carl Quindel**

President/CEO

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#### **Tony A. Kearney, Sr.**

Project Director

Northcott Neighborhood House, Inc.

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#### **Lo Neng Kiatoukaysy**

Executive Director

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#### **James Andree**

Lead Service Technician

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