

## SHARON D. ROBINSON

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2601 Park Center, #C708  
Alexandria, VA 22302

Home Phone: 703-379-2329  
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April 13, 2004

Patrick Curley  
Mayor-elect Tom Barrett  
P. O. Box 510796  
Milwaukee, WI 53203

Dear Pat:

Congratulations once again on the election victory! I wish you, Mayor-elect Tom Barrett, and the City of Milwaukee the best of luck as you begin the transition and over the next four years.

As you know, I am thrilled that Mayor-elect Barrett will soon be sworn in as Milwaukee's next Mayor. There is no one better suited to address the challenges facing Milwaukee and lead the city to a better and brighter future.

I am also writing to let you know that I am eager to join Mayor-elect Barrett's team. I have spent two decades in the government affairs arena and could make outstanding contributions in this area or in a key management position.

I currently serve as Director of the William Davidson Institute's Washington, D.C. office, a premiere research and educational institute headquartered at the University of Michigan Business School. I serve as the Institute's principal spokesperson and implement strategies to raise the Institute's visibility and help win federal grants and contracts. I work closely with the Institute's Distinguished Scholar, former U. S. Secretary of State Madeleine K. Albright.

Prior to this experience, I spent nearly two decades on Capitol Hill in key management positions. In addition to serving as Congressman Tom Barrett's Chief of Staff and Legislative Director, I also served as Congressman Bob Carr's Appropriations Associate and Senior Legislative Assistant. During my tenure on the Hill, I achieved a solid record of accomplishments and successfully advanced a variety of initiatives focusing on the needs of cities.

Through all of these experiences, I have developed a thorough knowledge of the federal, state and local government affairs processes and grassroots politics. In addition, I have excellent management, leadership, and oral and written communication skills.

I have enclosed my resume, and hope you will seriously consider my qualifications as you and others assisting Mayor-elect Barrett begin to review potential job applicants. It would be an honor and privilege to serve, and I hope to hear from you soon.

Thank you for your time and thoughtful consideration.

Sincerely,

Sharon Robinson

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## SKILLS SUMMARY

Twenty years of government affairs experience, including twelve in key management positions. Thorough knowledge of the federal legislative and regulatory processes. Ability to formulate, promote and advance legislative and regulatory initiatives. Excellent management, leadership and communication skills.

## PROFESSIONAL EXPERIENCE

### **Director/Washington Office - William Davidson Institute (University of Michigan Business School)** Washington, DC (October 2001 to present)

- Responsible for starting up Washington office of University-based international think tank.
- Serve as principal spokesperson and face of the Institute in Washington, DC.
- Implement strategies to win federal grants and contracts in the Institute's areas of expertise.
- Work closely with Distinguished Scholar Madeleine Albright on initiatives designed to raise the Institute's visibility in Washington and globally, including planning major conferences.

### **Chief of Staff - US Congressman Tom Barrett (D-WI)**

Washington, DC (April 1996 to October 2001)

- Served as Member's chief policy and political advisor.
- Managed the Washington and district offices.
- Developed and implemented legislative/political strategic plans.
- Set office goals, policies and procedures.

### **Legislative Director - US Congressman Tom Barrett (D-WI)**

Washington, DC (November 1993 to April 1996)

- Served as Member's primary advisor on legislative issues.
- Trained and supervised legislative staff.
- Created and implemented Member's legislative agenda.
- Assisted Member with House Banking Committee assignment, including drafting legislation.

### **Appropriations Associate/Senior Legislative Assistant - US Congressman Bob Carr (D-MI)**

Washington, DC (August 1990 to November 1993)

- Assisted Legislative Director with management of day-to-day legislative operations.
- Handled House Appropriations Committee work.

### **Legislative Assistant - US Congressman Bob Carr (D-MI)**

Washington, DC (August 1983 to August 1990)

- Monitored legislative developments in assigned issue areas.
- Drafted constituent mail responses.

## EDUCATION

**Bachelor of Arts Degree, Communications Arts and Sciences, Michigan State University, East Lansing, MI (Graduated 8/83)**

*References Available Upon Request*