

PROFESSIONAL EXPERIENCE

August 2008 to Present

City Purchasing Director – City of Milwaukee

Responsibilities include:

- Manages approximately \$95.0 million in citywide procurement activity
- Ensures that all purchases comply with specifications, local, state, and, federal laws
- Maintains the integrity and transparency of the City's procurement processes
- Presents recommendations on procurements requiring City Council approval
- Develops and implements citywide procurement procedures and policies in accordance with local laws
- Develops and implements policies to maximize buying power and minimize liabilities
- Makes personnel decisions consistent with applicable rules and laws
- Serves as Secretary to the Purchasing Appeals Board
- Provides technical assistance to all City agencies in the acquisition of goods and services
- Evaluates and modifies organizational systems, and policies to enhance efficiency and effectiveness
- Completes special reports and carries out policy directives and other duties from the Mayor, Common Council, Director of Administration and Purchasing Appeals Board

June 2004 to August 2008

Policy Planning Coordinator – City of Milwaukee – Mayor's Office

Responsibilities include:

- Coordinating internal staff teams and other City resources to deal proactively with emergent community issues
- Provide direction and coordination on high priority public policy initiatives
- Implement special planning, policy, and management projects
- Represent the Mayor in high-level negotiations or major issues and discussions of controversial matters
- Research, analyze and develop policy and operational alternatives
- Research intergovernmental and interoffice workflows and processes and make recommendations For improvements
- Determine and allocate resources necessary to effectuate policy and community initiatives

August 2001 to June 2004

Emerging Business Enterprise Program Manager – City of Milwaukee Department of Administration

Responsibilities included:

- Managing and coordinating the city-wide Emerging Business Enterprise Program
- Maintaining and developing procedures for reviewing contract performance and compliance with the program
- Serving as a liaison with community based organizations, economic development organizations and agencies
- Maintaining and developing appropriate rules, procedures and regulations related to participation of emerging businesses in city contracts
- Developing and maintaining financial assistance programs to assist developing businesses
- Maintaining a reporting and evaluation system for program operations

- Recruiting businesses to join the City of Milwaukee's Emerging Business Enterprise Program
- Supervising staff that assist in the implementation of the Emerging Business Enterprise Program
- Developing and presenting written and oral communications before policymakers, economic development organizations and community based organizations
- Facilitating public and private partnerships to promote workforce development and economic growth of emerging businesses
- Coordinating reporting requirements to the Community Development Block Grant Office

June 2001 to August 2001

Spanish Instructor – University of Wisconsin – Whitewater, Upward Bound Program

Responsibilities include:

- Teaching high school students the Spanish language
- Coordinating cultural activities exposing students to the culture of Spain

February 2001 to June 2001

Substitute Teacher – City of Milwaukee Public Schools – Byron Kilbourn Elementary

Responsibilities included:

- Teaching elementary students Math, English, Social Studies, Reading, and Science
- Developing lesson plans and other activities for elementary students

April 2000 to November 2000

**Budget & Management Special Assistant – City of Milwaukee Department of Administration
Budget & Management Division**

Responsibilities included:

- Managing a team of analysts assigned to the Department of Public Works with a budget totaling over \$100 million
- Developing annual operating budgets in excess of \$100 million and capital budgets totaling \$20 million
- Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting in the development of the city's budget document
- Assisting with the preparation of the citywide strategic plan
- Assisting in hiring potential candidates for various positions in the Budget Office
- Equal Employment Opportunity Office Budget Office representative

December 1999 to April 2000

**Budget and Policy Specialist – City of Milwaukee Department of Administration
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$60 million and capital budgets totaling \$7 million
- Independently analyzing and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting with the preparation of the citywide strategic plan
- Equal Employment Opportunity Office Budget Office representative

November 1998 to December 1999

**Budget and Management Analyst Lead – City of Milwaukee Department of Administration
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$45 million and capital budgets totaling \$5 million
- Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting with the reorganization of several city departments to create a Neighborhood Services Department
- Assisting with the development of the City of Milwaukee Neighborhood Services Council
- Assisting in the development of the city's budget document
- Assisting with the preparation of the citywide strategic plan

March 1997 to November 1998

**Budget and Management Analyst Senior - City of Milwaukee Department of Administration
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$20 million
- Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting in the development of the city's official budget document

July 1996 to March 1997

**Budget and Management Analyst - City of Milwaukee Department of Administration
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$15 million
- Reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Assisting in the development of the City's budget document

June 1995 to February 1996

Graduate Intern, City of Milwaukee, Legislative Reference Bureau, Fiscal Review Department

Responsibilities included:

- Contributing to Common Council decision-making by providing research and analysis of City budget and fiscal issues
- Providing expenditure and trend information on several city departments for use by senior Fiscal staff
- Aiding in the development of policy questions for the City budget

Summer 1993 - 1995

Legal Assistant, Spence Law Offices - Milwaukee, Wisconsin

Responsibilities included:

- Processing and preparing tax forms for clients
- Researching property records and deeds
- Editing and proofreading documents
- Assisting in the preparation of contracts and other legal documents

EDUCATION

December 1995

MS, Urban Studies
University of Wisconsin-Milwaukee

May 1994

BS, Public Policy and Administration, Spanish Minor
University of Wisconsin-Whitewater

Fall 1993

University of Wisconsin-Platteville/Study Abroad Program
Seville, Spain

BOARDS AND COMMITTEES

2008 - Present	Purchasing Appeals Board
2019	Co-Chair, City of Milwaukee Combined Giving Campaign
2018	Milwaukee County RFP Procurement Appeal Committee
2017 -2018	Living Cities Foundation - City Accelerator Inclusion in Procurement Cohort
2007 - 2008	Milwaukee Public Library (MPL) – Facilities Planning & Visioning Committee
2005 – 2008	Mosaic Partnership Program, Executive Committee
2008	RFP Evaluation Committee - Citizen Complaint Monitoring Audit
2007	RFP Evaluation & Steering Committee Matrix Patrol Study