

Objective:

Grassroots community leader with extensive public and nonprofit sector experience seeks to effect change in the lives and aspirations of Milwaukee residents.

Education:

University of Wisconsin-Madison

Bachelor of Arts Degree, Political Science

Sept 2005 – May 2009

Madison, WI

Work Experience:

Office of the Mayor | City of Milwaukee

Staff Assistant to the Mayor – Honorable Tom Barrett

Nov 2013 – Present

Milwaukee, WI

- Coordination of outreach efforts to special constituencies
- Chief contributor to anti-violence prevention strategy, other citywide initiatives
- Responsible for research, investigation and collaborations used to brief Mayor on relevant issues

Milwaukee Area Workforce Investment Board

Contract Monitor | Youth Specialist

Dec 2005 – Oct 2013

Milwaukee, WI

- Tracked progress for data entry systems
- Tracked and dispersed payroll for summer youth workers
- Supervised and managed public access areas, Milwaukee Career Center and College Career Center
- Collaborated with Milwaukee area community-based organizations matching area youth with summer employment
- Worked with case managers to keep Milwaukee youth involved in employment and educational opportunities through federally funded education & work initiatives – ex. Workforce Investment Act (WIA), Reentry of Ex-Offenders (ReXO)

YMCA of Metropolitan Milwaukee

Collegiate Services Director

Sept 2010 – Dec 2010

Milwaukee, WI

- Directed collegiate cohort of YMCA Sponsor-A-Scholar program
- Managed transfer of scholarship funds from a million dollar –plus trust account
- Kept contact with a hundred plus MPS scholars at universities across the United States

North Avenue Community Development Corporation

Program Manager – North Avenue Gateway District

Apr 2010 – Oct 2010

Milwaukee, WI

- Targeted grant opportunities from local foundations for program development
- Worked to get businesses operating in designated area on common accord for growth and increased opportunity
- Worked in conjunction with Milwaukee BID # 28, Milwaukee Police District Three Community Prosecution Unit and City of Milwaukee 15th Aldermanic District Office
- Worked with City of Milwaukee Department of City Development to implement strategies aimed at spurring commerce in Milwaukee's historical commercial districts, or Main Streets

MAXIMUS Inc.

Case Manager – Youth Services

Dec 2009 – Mar 2010

Milwaukee, WI and West Allis, WI

- Actively recruited youth from 18 – 21 year demographic
- Collaborated with Milwaukee area agencies to match low income youth with employment and educational opportunities

Steve Brown Apartments

Resident Director

Aug 2007 – May 2009

Madison, WI

- Conducted annual staff evaluations which effected staff payment
- Addressed concerns of student residents based off of a unique complaint/compliment system

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- Collaborated with Resident Assistants to create interactive, engaging and community-building events and lifestyle for residents
- Supervised Resident Assistant team of up to 35 staff at three private student housing properties; organized and facilitated workshops and weekly staff meetings

YMCA of Greater New York

May 2006 – Aug 2006

Intern

New York City, New York

- Direct Assistant to Senior Executive of Marketing and Communications
- Researched and consolidated New York City YMCA branch rules and prices into uniform policy
- Supported in creating grassroots campaign to reach youth to spur involvement in YMCA activities and programming
- Used photography to capture essence of community programming at YMCA facilities in each New York City borough

Volunteer Experience:

Various Activities

Oct 2011 – Present

Volunteer

Milwaukee, WI

- Member – Board of Directors, Milwaukee Community Brainstorming Conference
- Server and greeter, St. Ben's Community Meals program benefiting Milwaukee's poor

Congressional Black Caucus Institute Political Training Boot Camp

July 2011

Graduate

Washington, DC

- Nominated to attend by US Representative Gwen Moore (4th District, Wisconsin)
- Trained in all aspects of the science of political campaign composition and execution

Earl's Court YMCA Youth Hostel

May 2008 – July 2008

Study Abroad Intern

London, England, UK

- Supported staff in creating quality social programming for at-risk London area youth
- Researched and reported similarities and differences on YMCA mission and movement in US and UK

Political Experience

Nov 2005 – Present

Various Posts

Madison, WI and Milwaukee, WI

- Candidate, fund raiser and phone banker
- Archived research and articles from statewide media
- Conducted phone calls for Get Out The Vote activity
- Contacted state-wide organizations for gubernatorial appearances
- Crafted constituent correspondence and collected names for nomination
- Participant in Opportunity Rocks: Rebuilding the Gulf Coast service mission to New Orleans, LA post Hurricane Katrina

YMCA of Metropolitan Milwaukee

Feb 2001 – Present

Volunteer | Member Engagement Specialist

Milwaukee, WI

- Former member, Downtown YMCA Board of Managers
- Summer counselor to high school youth at YMCA Camp Matawa
- Service volunteer to YMCA sponsored school in Valparaiso Chile, South America
- Raised funds for continued YMCA programming with annual Strong Kids Campaign
- Current member, YMCA of Metropolitan Milwaukee Committee for Education & Mentoring Programs

References available upon request