
SUMMARY OF QUALIFICATIONS

Education	University of Wisconsin - Green Bay - Attended University of Wisconsin – Madison - Attended
Management	Reputation for efficiency and effectiveness in high pressure, deadline situations where multiple tasks need to be prioritized within a wide variety of disciplines.
Communication	Seventeen years of serving as a public liaison have taught me how to communicate with government agencies, business groups, professional organizations, media, internal staff and the public. I have become a successful spokesperson because of my ability to build relationships with groups of differing philosophies.

WORK EXPERIENCE

City of Milwaukee	<i>Director, Division of Intergovernmental Relations - - Milwaukee, Wisconsin June 2007 – Present</i> Appointed by Mayor to be the city’s advocate before state and federal governments. Direct efforts to increase Milwaukee’s share of government aids. Build inter-governmental coalitions to accomplish city priorities and further the goals and objectives of the Mayor and Common Council. Assist city departments in identifying, applying, and competing for state and federal grants. Advise city departments and operations in regulatory initiatives. Develop and maintain strategic relationships with associations, professional networks, and government constituencies. Manage large-scale public policy initiatives for the Mayor and Common Council. Direct a staff of three with a budget of \$500,000.
Milwaukee Mayor Tom Barrett	<i>Staff Advisor - - Milwaukee, Wisconsin January 2005 – June 2007 Interim Communications Director August - December 2005</i> Policy Director for the Mayor’s <i>Workforce Initiative</i> and <i>Urban Transit Agenda</i> . Liaison to the city departments of Intergovernmental Relations, Election Commission, Port and Health. Liaison to institutions of higher education, labor, and community foundations. Responsible for outreach with key stakeholders. Represented the Mayor’s office to constituent groups. Provided counsel on strategic communications.
Wisconsin Department of Justice – Office of the Attorney General	<i>Administrator, Division of Management Services - - Madison, Wisconsin January 2003 – May 2004</i> Appointed by the Attorney General to lead the Bureaus of Budget and Finance, Human Resources and Computing Services to provide operational support within the Department of Justice. Primary responsibilities included development of the \$154 million budget, financial tracking, recruitment, collective bargaining functions, Technology planning, and facility needs. Assigned to supervise Attorney General’s executive office staff comprised of constituent relations, outreach, communications and legislative relations.

**Progressive
Wisconsin, Inc.**

*Executive Director - - Madison, Wisconsin
May 2002 – December 2002*

Managed a 527 political organization overseeing all aspects of an emergent and growing organization as determined by the coalition's stakeholders. Promoted education and collaborative goals through strong grassroots mobilization and citizen participation. Supervised technical, professional staff and consultants. Developed and managed annual budget. Prepared and delivered presentations and strategic plans for eight member board and stakeholders. Evaluated goals and objectives to produce annual reports.

**Brown County
Executive
Nancy
Nusbaum**

*Assistant County Executive - - Green Bay, Wisconsin
January 1996 – August 2001*

Provided direct assistance to the Chief Elected Official of Wisconsin's 4th largest county. Advised and counseled all policy and administrative decisions. Developed and advocated for adoption of annual Executive Budget in excess of \$180 million. Directed intergovernmental relations program with local, state and federal elected representatives and agencies. Represented the County Executive at public meetings, hearings and ceremonies. Served as liaison to 33 Department Heads, 24 County Board Supervisors, and provided independent decisions in the Executive's absence. Coordinated community and media relations outreach. Served as the County's Emergency Management Public Officer.

**Wisconsin State
Assembly**

*Legislative Staff - - Madison, Wisconsin
August 2001 – May 2002 and January 1989 – January 1994*

Democratic Leadership Administrative Aide and Democratic Caucus Director. Coordinated Assembly Democratic Agenda – developing themes, identifying appropriate legislation, mobilizing grassroots organizations, and planning media and floor strategies. Directed and performed analysis on policy and strategy. Developed and implemented new administrative policies, procedures and operations.

Legislative/Research Assistant. Served three members of the Wisconsin State Assembly. Administered staff, internship program, operations, and budget. Staffed Committee on Drug Enforcement, Education and Treatment and Committee on Colleges and Universities. Executed legislative agenda and strategy. Drafted legislation in cooperation with legal staff. Reviewed proposals and provided analysis. Informed all interested parties on status of proposed legislation. Monitored and approved constituent casework.

**Muscular
Dystrophy
Association**

*District Director - - Green Bay, Wisconsin
January 1995 to January 1996*

Administered operations for a 17 county district. Directed special events, corporate relations, grant writing, and fundraising campaign projects totaling over \$325,000 annually. Supervised patient services and clerical staff. Executed public education and media relations strategy. Produced, directed and coordinated local broadcast of "Jerry Lewis Labor Day Telethon."