

Earl A. Buford
6590 West Hadley Street
Milwaukee, Wisconsin 53210
(414) 217-3945

Education:

- Bachelor of Arts (History): University of Wisconsin-Milwaukee

Professional Experience:

Executive Director

October, 1999 to Present

Building Industry Group-

Skilled Trades Employment Program, Inc. (BIG-STEP)

- Responsible for coordination of a dynamic building and construction training and placement partnership, overall program operations, development and growth, which entails:
 - prepare program participants for entry into skilled trades apprenticeship programs and employment opportunities
 - manage satellite sites, staff, all records and files
 - coordinate outreach efforts among community based partners
 - serving as the centralized link between community based recruiting efforts and the various apprenticeship training programs and testing centers
 - preparation of monthly, quarterly, and annual program reports
 - maintenance of effective case management, database coordination, and program evaluation
 - development of program curriculum
 - program achievements: over 400 individuals placed in apprenticeship and entry-level construction jobs
- Works closely with BIG-STEP Board of Directors to:
 - develop and implement strategies to connect people to construction apprenticeships
 - fiscal management, financial reporting and budget development
 - identify job openings and provide apprenticeship opportunities for participants
 - develop and implement an organizational plan to ensure long-term success
 - creation and, implementation of an industry-based fundraising effort to build capacity to support BIG-STEP programming
 - fundraising efforts, including grant applications and other activities designed to encourage foundation, agency, construction union and corporate financial support
 - recruitment of participants in the development of construction careers
 - management of program budget and performance reporting
 - development and maintenance of effective case management and MIS systems for client tracking, database and program evaluation

Owner **Buford & Galvan Management and Consulting, LLC (MBE)**
January, 2001 to present

- Dynamic partnership specializing in the formation and implementation of workforce development projects. Clients and projects include the following:
 - Chamness Consulting:** 2001 MMSD OJT/Construction Management program; March 2001 to present
 - Milwaukee Area Technical College:** Career consultant on 21st Century Technical Education Project; November 2000 to April 2001
 - University of Wisconsin System (MCEE):** see below
 - Milwaukee Public Schools:** Neighborhood Schools Initiative (NSI)
 - JP Cullen/B&D Contractors:** Recruitment Technical Assistance on NSI projects

Community Outreach Consultant **University Of Wisconsin System-**
January, 1998 to Present **Multicultural Center for Educational Excellence: (MCEE)**

- Provide "Do College" (MIC motto) workshops on a limited basis; providing pre-college and college information to students, parents, teachers, counselors and youth leaders in schools, churches, and community agencies
- Provide informational and motivational workshops that deliver one of the seven learning modules created by the MIC to reach middle and high school students

Apprenticeship Manager **Leftwich Management Group, LLC (LMG)**
January, 1999 to February, 2001

- Apprenticeship Manager for the Workforce Development Component of the Minority Business Development and Training Program (MBDTP), a project sponsored by the Milwaukee Metropolitan Sewerage District (MMSD)
- Serving as the centralized link between LMG's community based recruiting partners and the Joint Apprenticeship Training Committees (JATC)
- Act as a community resource by developing and maintaining public awareness of the MBDTP through presentations and correspondence with community partners, schools, governmental agencies, construction-related contractors and job seekers
- Assess barriers to employment opportunities and retention in construction-related occupations for minorities, and identify appropriate activities to implement solutions
- Develop quarterly and annual summaries of performance milestone achievements

STEP-UP Program Coordinator **Private Industry Council-Milwaukee County**
October, 1996 to January, 1999

- Planned, organized, and coordinated job readiness and career sessions at assigned schools and community based organizations, on an individual or team basis, to improve employability skills in youth 14-21 years of age.

- Assigned to following schools in Milwaukee County: North Division HS, Whitnall HS, Marquette HS, Milwaukee Education Center, Malcolm X Academy, Career Youth Development, Harambee Community School
- Responsibilities included:
 - database and case management of assigned student caseload
 - public and private sector job placement
 - career and job fair development and participation
 - community outreach
 - liaison with area businesses and schools
 - maintain a working relationship within assigned schools

**Program Coordinator Community Recreation Department -
June, 1992 to August, 1996 Milwaukee Public Schools (MPS)**

- Seasonal position that focused on development and coordination of elementary enrichment and recreation programs
- After-School Program Coordinator: Franklin Pierce Elementary
 - coordination of athletic and enrichment programs
 - responsible for staff hiring, supervision, payroll, marketing and fundraising
- Summer Enrichment Camp Director
 - eight week summer program for 5-12 year olds
 - responsible for staff hiring, supervision, payroll, and overall program coordination

**Para-Professional Teachers Assistant Franklin Pierce Elementary-
January, 1992 to June, 1996 Milwaukee Public Schools (MPS)**

- Full-time teaching assistant in a self-contained Exceptional Education class

Professional Affiliations:

- **Marquette University High School-** Alumni Board Of Directors; 2002 Board President
- **In The Paint at One Two (Midnight Basketball League)-** Board Member
- **Midtown Neighborhood Association-** Past Board Member
- **State of Wisconsin Apprenticeship Advisory Council-** 5 year term (2004-2009)
- **The Honorable Mayor Thomas Barrett:** Transition Team Member
- **Menomonee Valley Partners:** Board Member
- **Construction Labor Management Council (CLMC) of Greater Milwaukee:** Workforce Development Committee Member