

# SHARON D. ROBINSON

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**425 E. Menomonee Street, #309  
Milwaukee, WI 53202**

**Home: 414-287-0699  
Work: 414-286-3828**

## **Qualifications**

- Over two decades of experience in public service – including 17 years on Capitol Hill in key management positions.
- Comprehensive knowledge of government and public policy. Ability to formulate and advance legislative, regulatory and grant/contract initiatives.
- Proven track record of working effectively, and in a bipartisan manner, with community leaders, elected officials and representatives from all levels of government.
- Excellent political instincts, judgment and a decisive problem solver. Ability to analyze complex situations, formulate recommendations and present solutions clearly and convincingly.
- Experienced in hiring, training, and managing diverse groups of individuals. Excellent interpersonal, leadership and oral and written communication skills.
- Ability to work under pressure in high-paced settings and effectively manage for results.

## **Professional Experience**

### **Director – Department of Administration, City of Milwaukee (Milwaukee, WI)**

Provide leadership and overall strategic direction to a workforce of approximately 100 individuals responsible for many of the centralized functions of City government. The Department of Administration's key divisions include the Office of Budget and Management, Intergovernmental Relations, Purchasing and Procurement, Information Technology Management and Community Block Grant Administration. (August 2004 to present)

### **Executive Director – City of Milwaukee Election Commission (Milwaukee, WI)**

Directed and oversaw all activities associated with municipal elections in accordance with applicable provisions of the State Elections Board, City, County and federal laws and regulations. Managed staff and served as Secretary to the Board of Election Commissioners. Served on an interim basis while leading City of Milwaukee Election Task Force formed to study the City's election processes and make recommendations for improvements. (March 2005 to July 2005)

### **Director/Washington Office - William Davidson Institute (Washington, DC)**

Responsible for coordinating and managing the start up of the Washington office of University-based international institute headquartered at the University of Michigan, School of Business and served as principal spokesperson. Implemented strategies to win federal contracts in the Institute's core areas of expertise. Worked closely with the Institute's Distinguished Scholar, **former U. S. Secretary of State Madeleine K. Albright**, on initiatives designed to raise the Institute's visibility in Washington, DC and globally, including planning major conferences drawing elite international leaders. (October 2001 to August 2004)

**Chief of Staff - Congressman Tom Barrett** (Washington, DC)

Served as the Congressman's chief policy and political advisor and managed the Washington and district offices. Developed and implemented legislative, constituent outreach and strategic plans to raise the Member's visibility and standing in his home district, the state and in Washington, D.C. Set office goals, policies and procedures. (April 1996 to October 2001)

**Legislative Director - Congressman Tom Barrett** (Washington, DC)

Served as Member's primary advisor on legislative issues and trained and supervised legislative staff. Created and implemented Congressman's legislative agenda. (November 1993 to April 1996)

**Appropriations Associate/Senior Legislative Assistant - Congressman Bob Carr** (Washington, DC)

Assisted Legislative Director with managing junior staff members and handled House Appropriations Committee work including tasks related to the Commerce, Justice, State and the Judiciary, Education and Labor, Foreign Relations and Transportation subcommittees. (August 1990 to November 1993)

**Legislative/Staff Assistant – US Congressman Bob Carr** (Washington, DC)

Monitored legislative developments in assigned issue areas and handled constituent casework. Drafted constituent mail responses and handled a variety of administrative tasks. (August 1983 to August 1990)

**Board Membership**

**Board Member - Southeastern Wisconsin Regional Transit Authority** (Milwaukee, Kenosha and Racine Counties)

Serve on seven-member board (consisting of representatives from Kenosha, Milwaukee and Racine) responsible for making recommendations to the State Legislature and Governor on local funding for operating and capital costs of Kenosha, Racine Milwaukee commuter rail (KRM) and public transit. (February 2004 to present)

**Education**

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

***References Available Upon Request***