

SHARON D. ROBINSON

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Qualifications

- Over twenty years of experience in public service – including 12 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 and elected officials and representatives from all levels of government.
- Excellent political instincts, judgment and a decisive problem solver. Keen ability to analyze complex situations, formulate recommendations and present solutions clearly and convincingly.
- Results oriented professional with the ability to inspire others to optimum performance. Solid organization and time management talents. 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 multiple priorities.

Professional Experience

Director – City of Milwaukee Department of Administration

Milwaukee, WI (August 2004 to present)

- Serve as Cabinet appointee to Mayor Tom Barrett. Manage department that includes a workforce of approximately 100 employees. Specific divisions contained in the Department of Administration include Budget and Management, Intergovernmental Relations, Purchasing and Procurement, Information Technology, Community Block Grant Administration and small business assistance programs. Develop and implement strategies to enhance the ability of city agencies to provide high quality, cost-effective services. Develop and recommend policies to protect the City's fiscal foundation and that influence its ability to thrive.

Interim Executive Director – City of Milwaukee Election Commission

Milwaukee, WI (March 2005 to July 2005)

- Serve as Interim Executive Director of the Election Commission. Plan, direct and oversee all activities associated with municipal elections in accordance with applicable provisions of the State Elections Board, City, County and federal regulations. Manage all staff of the Election Commission and serve as Secretary to the Board of Election Commissioners.

Director/Washington Office - William Davidson Institute

Washington, DC (October 2001 to August 2004)

- Responsible for coordinating and managing the start up of the Washington office of University-based international institute headquartered at the University of Michigan Business School. Served as principal spokesperson and face of the Institute in Washington, DC. 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.

Chief of Staff - US Congressman Tom Barrett (D-WI)

Washington, DC (April 1996 to October 2001)

- Served as Member's chief policy and political advisor. 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.

Legislative Director - US Congressman Tom Barrett (D-WI)

Washington, DC (November 1993 to April 1996)

- Served as Member's primary advisor on legislative issues. Trained and supervised legislative staff. Created and implemented Member's legislative agenda. Assisted Member with House Banking Committee assignment, including drafting and advancing legislative bills and amendments.

Appropriations Associate/Senior Legislative Assistant - US Congressman Bob Carr (D-MI)

Washington, DC (August 1990 to November 1993)

- Assisted Legislative Director with managing day-to-day legislative operations. Handled House Appropriations Committee work including tasks related to the Commerce, Justice, State and the Judiciary, Education and Labor, Foreign Relations and Transportation subcommittees.

Legislative/Staff Assistant – US Congressman Bob Carr (D-MI)

Washington, DC (August 1983 to August 1990)

- Monitored legislative developments in assigned issue areas. Handled constituent casework and drafted constituent mail responses. Handled a variety of administrative tasks.

Assistant Director – Washington Heights Summer Camp Program

Battle Creek, MI (June 1992 to August 1992)

- Assisted the Director with implementing an educational and recreational activities program providing services to 150 youth and managing day-to-day operations. Supervised day camp counselors.

Staff Assistant – Michigan State University Job Placement

East Lansing, MI (September 1979 to June 1983)

- Assisted the Communications area with the coordination, composition, layout and printing publications. Handles a variety of administrative tasks.

Clerical Assistant – W. K. Kellogg Foundation

Battle Creek, MI (September 1978 to September 1979)

- Provided support to the Director of Communications and Associate staff and assisted with preparing press releases and foundation reports. Served as backup Secretary for the President and Program Directors.

Education

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

References Available Upon Request