

Marquette E. Baylor

P.O. Box 510673 ♦ Milwaukee, WI 53203 ♦ (██████████) ██████████

Profile

Highly ambitious, motivated, and personable business professional with experience increasing visibility for United States Senator Herb Kohl, non-profits and other organizations. Demonstrated 16 years of building partnerships with community, corporate, political and civic groups. Able to design and develop high impact communications and marketing materials, such as newsletters, annual reports, brochures, PowerPoint presentation, etc. Diplomatic and tactful with professionals and non-professionals across all levels. Accustomed to handling sensitive, confidential records and information. Excellent verbal communicator with a friendly and positive attitude. Effective motivator to peers and colleagues. Extremely organized, independent, flexible self-starter. Strong writing skills and able to maintain an appropriate sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrives in deadline-driven environments. Works well independently and with others. Excellent team-building skills.

Professional Experience

UNITED STATES SENATOR HERB KOHL – Milwaukee, WI

Staff Assistant, August 2002 to Present

- ♦ Supervise and assist with training interns and new staffers with understanding the knowledge of office procedures and collaborating with outside organizations
- ♦ Liaison between constituents and federal agencies regarding legislative related issues
- ♦ Representative of the United States Senator with expertise in issues including but not limited to Social Security, Insurance, Health and Human Services, Aging/Senior Issues, Disability, Medicare and Medicaid
- ♦ Develop and maintain outreach coordination with local, state and federal agencies, officials and organizations to collaborate, implement programs and understand policy and procedures
- ♦ Strategize and develop communication methods between Congressional Offices and top federal agencies regarding monthly casework status updates
- ♦ Initiate contact with individuals and groups whose problems are cited by the media
- ♦ Extensive experience with researching and responding to constituent inquiries pertaining to legislation
- ♦ Demonstrates courtesy and respect and adept to communicating effectively with constituents, stakeholders, agencies, agency contacts and groups
- ♦ Visionary of collaboration between agency and agencies and Congressional Offices throughout Wisconsin

SILVER SPRING NEIGHBORHOOD CENTER – Milwaukee, WI

Development Director, August 2001 to August 2002

- ♦ Facilitated and planned a \$5 million capital campaign strategy; assisted in securing capital campaign members; solicited and secured major donations
- ♦ Prepared and compiled the 2000-2001 Annual Report
- ♦ Maintained volunteer and donor database system; coordinated board meetings and special events
- ♦ Organized leadership committees with staff and clients

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DURKIN ASSOCIATES – Milwaukee, WI

Director, Development Services, October 2000 to July 2001

- ◆ Assisted in building client operation and business plans and the execution of strategic and campaign planning
- ◆ Supervised support staff on client information and special event projects
- ◆ Planned and executed major fundraising events with staff and clients

MILWAUKEE BREWERS BASEBALL CLUB – Milwaukee, WI

Community Relations Manager, November 1996 to November 2000

- ◆ Prepared and administered budget for community relations and mascot operations
- ◆ Budgeted and planned the 1997-2000 Milwaukee Brewers Winter Goodwill Tour
- ◆ Administered charitable and community commitments for players and front office staff
- ◆ Fulfilled all inter and intra-state donation requests
- ◆ Coordinated Brewers players' wives group (wives lounge, community activities, baby sitters)
- ◆ Planned and implemented community charitable and non-profit related events and programs (i.e. Child Abuse Prevention Fund, Sojourner Truth House, Cystic Fibrosis, Aids Resource Center of Wisconsin, Milwaukee Public School District, Ronald McDonald House, Girl Scouts of Milwaukee Area)
- ◆ Prepared and compiled the 1999 and 2000 Milwaukee Brewers Community Relations brochures

Skills Summary

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|--------------------------|---------------------------|-----------------------------------|
| ◆ Project Management | ◆ Customer Service | ◆ Professional Presentations |
| ◆ Public Speaking | ◆ Scheduling | ◆ Budget Development & Management |
| ◆ Written Correspondence | ◆ Conflict Resolution | ◆ Event Coordination |
| ◆ General Office Skills | ◆ Front-Office Operations | ◆ Government Relations |
| ◆ Policy & Legislation | | ◆ Computer Literate |

Education

TEXAS WESLEYAN UNIVERSITY – Fort Worth, TX

Bachelor of Science, May 1996

Major: Sports Management Minor: Business Administration

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REFERENCES

JoAnne Anton

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