

## RESUME



06/02/2023  
10:45 AM

**Rosalind L. Cox,**  
**WPN (Washington Park) Tribal Lead Resident,**  
**WPN Steering Committee Chair,**  
**WPN Neighborhood Improvement District Board of Directors**

1623 North 35<sup>th</sup> Street,  
Milwaukee, WI 53208  
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ATTN: WP (Washington Park) NID #3

Email: Please submit this form along with your resume to:  
northavebid28@gmail.com

### **Experience**

#### **Air Traffic Controller (AC2)**

US Navy, Fallon, Nevada  
*March 1976 –March 1982*

- Managed Air Traffic flow according to FAA Regulation with a 100% accident free tour of duty
- Performed Clerical tasks entering daily DATA entry and reviewed reports for clarity and completeness. Recorded flight plans arrival and departure for pilots. Instructed pilots from the tower and well as radar position where there plan should taxi and wait for departure instruction as well as where a pilot should hold in position for further instructions to land.

#### **Window Clerk(PS-6)/ Postmaster/ Mailing Standards Specialist (EAS 16)**

US Postal Service, Milwaukee, WI  
*November 1980 –May 2011*

- Managed a large amount of stamps and postal products with a zero % loss as a Window Clerk and as a Pool Clerk, sorting mail & packages to carriers' cubicles, bins and to PO Box with 99.99% to 100% accuracy.
- As Postmaster at the Okauchee Lake Post Office, managed a large amount of revenue (stamps, products) complying with the Straus Filing System, sorting mail to PO Box, window management, audits and ordering, and receiving of revenue, supplies, coordinating the maintenance upkeep of the building and outward appearance and displays. Bookkeeping and Finance record keeping and deposits.

Meeting an accuracy of daily 98% to 99.99%

- Lead Manager in Business Mail Entry for audit protection of revenue via programs and regular audits and reviews of large mailers and the USPS Clerks via a standard operational agreement resulting in mailers complying with postal regulations 98% to 99.99% accuracy between our systems.

### **Logistic Support Petty Officer (LS1)**

US Navy, Milwaukee, WI/Fort McCoy, WI/ Port Hueneme, WI

*December 1992 –February 2010*

- Received, stowed, issued, requisitioned, procured, dispersed, identified and kept records of material and automotive repair parts with a success of 99.99% audit reviews of \$3 million inventoried items.
- Kept the **Operation Target** financial records (OPTAR) Financial records for the department with accuracy rate of a near percentage of 100% . in addition to keeping the books I managed a small crew on receiving and issuing items from the OPTAR.

### **Family Resource Center Coordinator-Hunger Task Force**

Community Development Block Grant (CDBG)/United Methodist Children Service (UMCS), Milwaukee, WI

*March 2015 –October 2016*

- Received, stowed, issued, requisitioned, procured, dispersed, identified and kept records of food in addition to the supervision of the clothing banks volunteers and the food pantry volunteers. Customer service was set at an all-time high.

### **Washington Park - Neighborhood Improvement District (NID) #3 Treasurer**

Washington Park, Milwaukee, WI

February 2015-February 2017

- Sustainable Budget compliance and procedures via Managing Partner, monthly reports with the Financial Manager.
- Did not directly manage NID funds but helped develop an ongoing board portfolio of all budgets introduced reviewed at NID Board Meetings

- Helped to maintain communication per meeting with Chair and Finance Manager and Washington Park Partners and engaged Residents:
- Helped monitors payment timelines
- Helped to monitor incoming Community Improvement Project requests for payment timelines

### **Washington Park Neighborhood– Steering Committee Chairperson**

Washington Park, Milwaukee, WI

August 2017 – Present

#### *A Few Responsibilities and Relationship of Steering Committee-Charter*

- Monthly/Quarterly committee meeting sessions and subcommittee meetings; including attending other sustainable (quality of life) committee meetings.
- Demonstrate commitment to Washington Park Mission
- Monitor and evaluate progress of WP Quality of Life Plan
- Select and evaluate the performance of the Managing Partner
- Ensure consistent communication and information sharing across committees, Managing Partner and NID Board
- To maintain a close working relationship with the NID BOD
- To maintain a close working relationship with the Managing Partner

### **Washington Park - Neighborhood Improvement District (NID) #3 Interval Board of Director**

Washington Park, Milwaukee, WI

January 2014 – Present

- Petitioned to have WPNID#3 come into fruition
- Attend at least four meetings of the year

### **Lighthouse Gospel Chapel- Church Administration**

Lighthouse Gospel Chapel, Milwaukee, WI

January 1988 – Present

- Pastors secretary-Newsletters, Annual Meeting, Supplies and more
- Youth Director-Twelve Staff Members
- Youth Director,
- Assistant Sound Tech, Camera, Zoom, Graphics
- Various Program volunteer
- Committee Coordinator-5Day Club, Good News Club, Veterans Day Program Vacation Bible School (VBS), MLK Day, PUUSH-Pray United Until

- Something Happens
- Ladies Fellowship and Church Anniversary Treasurer
- Church Funeral Administrator Coordinator
- Church Wedding Administrator Coordinator
- Wherever I am needed

## Education

### **CEF (Child Evangelism Fellowship) TCE1 (Training Children Effectively), Brookfield, WI**

September 10, 2020 –December 1, 2020

Certificate- Pending Completion (*Six to Nine months*) Internship

### **Lighthouse Gospel Chapel(Moody Extension Professor), Milwaukee WI**

October 2018 – March 15, 2020

Grasping God's Word-Bible Interpretation

October 2017 - April 2018

Certificate-Real Life Discipleship

October 2016 - March 2017

Certificate -Evangelism Explosion

### **Cardinal Stritch University/LISC, Milwaukee, WI**

December 2012 –October 2013

Certificate Neighborhood Leadership Training (NLT)

### **Basic Training/Service Active and Reserves– US Navy & Seabee(Construction Battalion)**

1976-2010

Honorable Discharge/Retired

### **Milwaukee Area Technical College**

1974-1975

Certificate-Architecture Technology

### **High School – North Division/West Division**

1970-1974

Graduate with Honors and Scholarship

**Interests**

Washington Park (WP) NID Board of Director, Community Quality of Life Plan (formally Sustainable Plan), WP Steering Committee, Beautification in the Community, Family, Church Initiative, Veterans Initiative, Youth Initiative, Youth Earn & Learn, Strong Homes, Teaching, Arts and Craft, Organizing, Forms, Camping, Dance, Flag Praise Making and Dance, Camera, Choir Directing, People of Interest, Justice, Peace, Compassion, Education, Reading, Woodworking, Shop Work Making, Sewing, Chess, Mahjong.

**Community Involvement**

WPN 1.0 Housing Committee, Habitat For Humanity Volunteer, WPN Save A-Vacant Lot WPN 2.0 Art & Culture Committee, WPN 3.0 Business & Jobs, New Business Application Review, North Ave BID#28, Annual NID/BID Conference & Training, WPNID#3 Board Director- Member, WP NID#3 Board Director -Treasurer, WPN 4.0 Education Committee, WPN 5.0 Park Committee, WPN 6.0 Health and Wellness-Community Gardens, WPN Walk With A Doctor, WPN 7.0 Crime & Safety Committee -MPD#3, License Committee Review, BYRNE Grant, Alderman and Mayor Walks WAMM, WPN Faith Based Initiative, WPN 0.0 Steering Committee-Chair 2017 to present), WPN Annual Gathering, (Veteran Administration-Walk A Mile or More), Hunger Task Force Food Pantry UMCS Coordinator, Domestic Violence Counsel and DATA collector, (Summer Job), LGC Church Administrator, Church Youth Director, Church Food Pantry Volunteer, School Field Trip Volunteer-Starb Learning Center, Annual Thanksgiving Giveaway, Annual 5 Day Youth Club, Annual Vacation Bible School (VBS), Good News Club (GNC), Annual Veterans Day Program.

Original Hard Copy to BID #28 address -Submitted\_\_\_\_\_