



Department of Administration

**Cavalier Johnson**  
Mayor

**Preston D. Cole**  
Director

March 15, 2024

**City Service  
Commission  
Department of  
Employee Relations City  
Hall, Room 706**

**Re: Request to Extend Temporary Appointment – Arlisia McHenry**

Dear City Service Commissioners

The Office of Department of Administration (DOA) requests the extension of the temporary appointment for Ms. Arlisia McHenry, Mayor Office Liaison. The original temporary appointment began January 8, 2024 and will expire on March 3, 2024. We are requesting the temporary appointment be retroactive from March 4, 2024 and be extended through December 31, 2024. This is our first extension request.

Ms. McHenry previously held this position prior to her retirement in April of 2023. This position is key to the DOA and the Mayor's Office. It assists with overseeing critical activities in the DOA and Mayor's Office to ensure administrative efficiency, strong public relations and accountability. Ms. McHenry previously held this position prior to her retirement in April of 2023, and she is uniquely qualified to assume this role. Additionally, this position will allow the important work to continue and affords the DOA the opportunity to begin working with their internal divisions regarding infrastructure, recruitment processes and management training program. This will ultimately allow us to permanently fill vital roles while creating and maintaining procedures and processes with the most qualified candidate in the future.

Thank you for your consideration.

Best Regards,

**Preston D. Cole**  
Director of the Department of Administration



Department of Employee Relations  
 200 E. Wells Street, Room 706  
 Milwaukee, WI 53202-3554



R. 07.08.19

## NOTICE OF TEMPORARY APPOINTMENT

Rule IX, Section 2 of the Civil Service Rules allows a department to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

When making an employment offer for a temporary appointment, the appointing officer must submit this completed form to DER no later than the close of the pay period in which the temporary appointment has been made. All temporary appointees must meet the minimum requirements established for the position to which the individual is appointed.

**SEND COMPLETED FORM AND SUPPORTING DOCUMENTATION TO DER, CITY HALL, ROOM 706 OR [DERCERTIFICATION@MILWAUKEE.GOV](mailto:DERCERTIFICATION@MILWAUKEE.GOV)**

TEMPORARY APPOINTMENT / APPOINTEE DETAILS			
DEPARTMENT/DIVISION	LAST NAME	FIRST NAME	INITIAL
AUTHORIZED POSITION TITLE	PAY RANGE	F&P COMMITTEE APPROVAL DATE	REQUISITION #
UNDERFILL TITLE (IF APPLICABLE)	PAY RANGE	WAS THE INDIVIDUAL HIRED FROM AN ELIGIBLE LIST? Yes    No    If yes, Referral #	
REASON FOR TEMPORARY APPOINTMENT During Leave of Absence of an employee who is expected to return To perform services of a temporary nature and for a limited period	EFFECTIVE DATE	ANTICIPATED EXPIRATION DATE	T.A. RATE OF PAY
ATTACH A COPY OF THE CURRENT JOB DESCRIPTION & A RESUME IN ADDITION TO COMPLETING THE INFORMATION BELOW			
PROVIDE AN EXPLANATION OF WHY THE TEMPORARY APPOINTMENT IS NEEDED:			
EXPLAIN HOW THE INDIVIDUAL WAS SELECTED FOR THE APPOINTMENT, INCLUDING THE SELECTION PROCESS USED AND IF NOT FROM AN ELIGIBLE LIST, HOW THE INDIVIDUAL WAS IDENTIFIED AS A POTENTIAL TEMPORARY APPOINTEE:			
PROVIDE INFORMATION TO DEMONSTRATE HOW THE INDIVIDUAL MEETS THE MINIMUM REQUIREMENTS:			
<u>TRAINING AND EDUCATION:</u>	<u>WORK EXPERIENCE:</u>	<u>OTHER REQUIREMENTS (i.e. LICENSES)</u>	
IS THIS INDIVIDUAL A CURRENT CITY OF MILWAUKEE EMPLOYEE? Yes    No	IF YES, CURRENT DEPARTMENT:	CURRENT POSITION TITLE:	EMPLOYEE ID NUMBER:
IS THE INDIVIDUAL BEING GIVEN THIS TEMPORARY APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO THE APPOINTING OFFICER, ANY MEMBER OF THE APPOINTING BOARD OR BODY, DIRECT SUPERVISOR, OR TO ANY ELECTIVE OF APPOINTEE CITY OFFICIAL? (Refer to CSC Rule VIII, Section 10 regarding nepotism.) No    Yes – Explain Relationship			
THIS TEMPORARY APPOINTMENT IS MADE IN ACCORDANCE WITH RULE IX, SECTION 2 OF THE CITY SERVICE COMMISSION AND IS LIMITED TO A PERIOD OF 90 DAYS UNLESS AN EXTENSION IS APPROVED BY THE COMMISSION.			
REPORTING OFFICER	SIGNATURE 	TITLE	DATE
APPROVING OFFICER	SIGNATURE 	TITLE	DATE
THIS SECTION FOR DER REVIEW			
DER REVIEW COMPLETED BY:	SIGNATURE	TITLE	DATE



## TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING

Rule IX, Section 2 of the Civil Service Rules allows a hiring authority to appoint a person to a position on a temporary basis. A temporary appointment may be appropriate when services are for a limited period, or during the leave of absence of an employee who plans to return to the service of the city. Therefore a temporary appointment is limited to a period of 90 days, unless an extension is authorized by the City Service Commission.

**SECTION I. TO BE COMPLETED BY HIRING AUTHORITY – PLEASE TYPE OR PRINT LEGIBLY**

<b>APPLICANT NAME (last, first, middle)</b>		<b>DATE</b>
MCHENRY, ARLISIA E		3/14/2024
<b>POSITION TITLE</b>	<b>PAY RANGE</b>	<b>RATE OF PAY</b>
MAYOR'S LIASION OFFICER	2JX	\$2620.71

**SECTION II. TEMPORARY APPOINTEE STATEMENT OF UNDERSTANDING**

I understand that if I am appointed to the position described above on a temporary basis, that I must meet the requirements for the position. I further understand that this temporary appointment may expire at any time and is limited to a period of 90 days, unless an extension at the request of the hiring authority is approved by the City of Milwaukee Civil Service Commission.

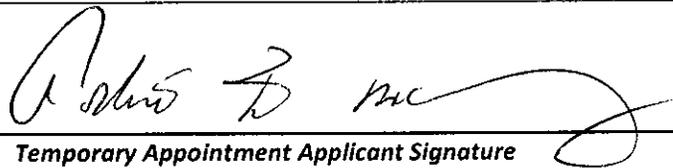
I understand that as a temporary appointee I am ineligible for paid holidays, sick leave, vacation or other benefits while serving on this temporary appointment, and that this temporary appointment shall not confer upon me any privilege of regular appointment. (Note: A current City of Milwaukee employee who accepts a temporary appointment to a different position retains his/her current benefits and civil service status).

I understand that if I wish to be considered for regular employment I must compete in a Civil Service examination for the position, and must pass the examination with a grade which shall place me among the top five scores on the eligible list in order to be eligible to interview for regular appointment to the position.

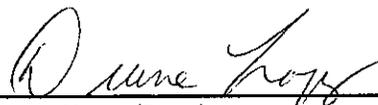
I understand that acceptance of a temporary appointment will not affect my rights to certification for permanent appointment to any position for which I am currently on an eligible list for.

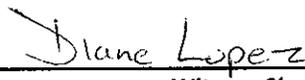
In accordance with Civil Service Rule VIII, Section 10, concerning nepotism, I hereby certify that I am not related, either by blood or through marriage, to the appointing officer or to any member of the appointive board or body or to any direct superior or to any elective or appointive City official. (This includes relative of both whole and half blood, and extends to persons as closely related as first cousins when the relationship is by blood, or more closely related than first cousins when the relationship is through marriage, and includes the cases of husbands of sisters-in-law and wives of brothers-in-law).

A Rule IX, Section 2, temporary appointee who is on an eligible list may be considered for future regular appointment when the appointee ranks among the certifiable highest eligible on the list, or compete in a future examination.

  
 Temporary Appointment Applicant Signature

3/14/2024  
 Date Signed

  
 Witness Name (Print)

  
 Witness Signature

# JOB DESCRIPTION

## FOR DER USE ONLY

**Vacancy No.**

City Service  
Commission:  
Fire & Police  
Commission:

Finance  
Committee:  
Common  
Council:

**Instructions:** Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

<b>1. Date Prepared/ Revised:</b> 8/4/2023		<b>2. Present Incumbent:</b> none		<b>Is incumbent underfilling position?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> <i>If YES, indicate Underfill Title in box 10.</i>			
<b>3. Date Filled:</b>		<b>4. Previous Incumbent:</b> Arlisia McHenry					
<b>5. Department:</b> Mayor's Office			<b>Bureau:</b>		<b>Unit:</b>		
			<b>Division:</b>		<b>Section:</b>		
<b>6. Work Location:</b> Room 201 – City Hall			<b>Telephone:</b>		<b>Work Schedule:</b> Hours: 40 / Days: M-F		
			<b>Email:</b>				
<b>7. Represented by a Union?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>8. Bargaining Unit:</b> Non-Mgmt/Non-Rep If in District Council 48, which local?			<b>9. FLSA Status (check one):</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
<b>10.</b>	<b>Official Title:</b> Mayor's Liaison Officer				<b>Pay Range</b>	<b>Job Code</b>	<b>EEO Code</b>
	<b>Underfill Title (if applicable):</b> n/a				2JX		
	<b>Requested Title (if applicable):</b>						
<b>Recommended Title (DER Use Only):</b>				<b>Approved by:</b>			
				<b>Date:</b>			

**11. BASIC FUNCTION OF POSITION:**

Ensures administrative efficiency, strong public relations and accountability are maintained in responding to inquiries and recommendations on behalf of the Mayor. The incumbent would also participate and assist in the preparation of meetings and other public forums held for and by the Mayor.

**12. DESCRIPTION OF JOB (Check if description applies to Official Title  or Underfill Title ):**

**A. ESSENTIAL FUNCTIONS/Duties and Responsibilities:** (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
	• Provide liaison between Mayor and the members of the Common Council
	• Provide liaison between Mayor and the city departments
	• Represent the Mayor (as designated) on various city boards, commissions, committees and task forces.
	• Monitor and review all city legislation and advise Mayor.
	• Monitor and review the development of the annual city budget.
	• Provide written drafts of suggested veto messages re: city legislation or budget items.
	•
	•
	•
	•

**B. PERIPHERAL DUTIES:**

% of Time	PERIPHERAL DUTY
	• Perform any other administrative duties and special projects as may be assigned by the Mayor or Chief Administrator
	•
	•
	•
	•

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	PERIPHERAL DUTY
	•
	•
	•
	•
	•

**C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:**

Chief of Staff

**D. SUPERVISION RECEIVED:** (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

The incumbent is expected to work with considerable independence performing duties and responsibilities as directed by the Mayor and the Chief of Staff.

**E. SUPERVISION EXERCISED:**

Total number of employees for whom responsible, either directly or indirectly = \_\_\_\_\_.

**Direct Supervision:** List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties	e. Sign or approve work
b. Outline methods	f. Make hiring recommendations
c. Direct work in progress	g. Prepare performance appraisals
d. Check or inspect completed work	h. Take disciplinary action or effectively recommend such

Number Supervised	Job Title	Extent of Supervision Exercised <i>(Select those that apply from list above, a - h)</i>

**F. MINIMUM QUALIFICATIONS REQUIRED:** (Indicate the MINIMUM qualifications required to enter the job.)

- i. Education and Experience:  
Bachelor's degree in public administration, business administration, public relations, community relations or related field from an accredited college or university.  
Two years of relevant professional experience in community development and engagement, public relations or public outreach.
- ii. Knowledge, Skills and Abilities:  
Overall knowledge of the workings of city government  
High degree of administrative ability, public relations and outreach knowledge, ability to coordinate initiative, presentation skills, work independently, honesty and integrity, establishing and maintaining effective working relations with elected officials, department heads, and the general public  
Good interpersonal relationship skills, demonstrated verbal and written skills, Ability to handle sensitive and confidential matters.
- iii. Certifications, Licenses, Registrations:  
valid driver's license

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*

- iv. Other Requirements:  
 bilingual in Spanish or other languages preferred. Master's in public administration

### 13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

- G. **PHYSICAL ACTIVITY OF THE POSITION:** (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

**CHECK ALL THAT APPLY:**

<input type="checkbox"/>	<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input type="checkbox"/>	<b>Stooping:</b> Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	<b>Kneeling:</b> Bending legs at knee to come to a rest on knee or knees.
<input type="checkbox"/>	<b>Crouching:</b> Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	<b>Crawling:</b> Moving about on hands and knees or hands and feet.
<input type="checkbox"/>	<b>Reaching:</b> Extending Hand(s) and arm(s) in any direction.
<input type="checkbox"/>	<b>Standing:</b> Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	<b>Walking:</b> Moving about on foot to accomplish tasks, particularly for long distances.
<input checked="" type="checkbox"/>	<b>Pushing:</b> Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input checked="" type="checkbox"/>	<b>Pulling:</b> Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	<b>Lifting:</b> Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.
<input type="checkbox"/>	<b>Fingering:</b> Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input type="checkbox"/>	<b>Grasping:</b> Applying pressure to an object with fingers and palm.
<input type="checkbox"/>	<b>Feeling:</b> Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	<b>Talking:</b> Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input type="checkbox"/>	<b>Repetitive Motions:</b> Substantial movements (motions) of the wrist, hands, and/or fingers.
<input type="checkbox"/>	<b>Driving:</b> Minimum standards required by State Law (including license).

- H. **PHYSICAL REQUIREMENTS OF THE POSITION:** (List the physical requirements that are essential functions of the job.)

**CHECK ONE:**

<input checked="" type="checkbox"/>	<b>Sedentary Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	<b>Light Work:</b> Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*

<input type="checkbox"/>	<b>Medium Work:</b> Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Heavy Work:</b> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	<b>Very Heavy Work:</b> Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**I. VISUAL ACUITY REQUIREMENTS:** (List the visual acuity requirements that are essential functions of the job.)

**CHECK ONE:**

<input type="checkbox"/>	<b>Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative:</b> This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	<b>Machine Operators, Mechanics, Skilled Tradespeople:</b> This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	<b>Mobile Equipment Operators:</b> This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	<b>Other:</b> This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

**J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:**

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work:** \_\_\_\_\_ %

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	<b>None:</b> The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input type="checkbox"/>	<b>The worker is subject to inside environmental conditions:</b> Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	<b>The worker is subject to outside environmental conditions:</b> No effective protection from weather.
<input type="checkbox"/>	<b>The worker is subject to extreme cold:</b> Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to extreme heat:</b> Temperatures above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	<b>The worker is subject to noise:</b> There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	<b>The worker is subject to vibration:</b> Exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	<b>The worker is subject to hazards:</b> Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input type="checkbox"/>	<b>The worker is subject to atmospheric conditions:</b> One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input type="checkbox"/>	<b>The worker is subject to oil:</b> There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	<b>The worker is required to wear a respirator.</b>

**K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:**

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

**CHECK ALL THAT APPLY:**

<input checked="" type="checkbox"/>	Camera and photographic equipment	<input checked="" type="checkbox"/>	Office Equipment (desk, chair, telephone, etc.)						
<input type="checkbox"/>	Cleaning supplies	<input checked="" type="checkbox"/>	Office supplies (pens, staplers, pencils, etc.)						
<input type="checkbox"/>	Commercial vehicle	<input type="checkbox"/>	Packing materials (boxes, shrink wrap, etc.)						
<input type="checkbox"/>	Data processing equipment	<input checked="" type="checkbox"/>	PC equipment (monitor, keyboard, printer, etc.)						
<input checked="" type="checkbox"/>	Handcart	<input checked="" type="checkbox"/>	PC software						
<input type="checkbox"/>	Hand tools (please list):								
<input checked="" type="checkbox"/>	Office Machines (check all that apply):	<input checked="" type="checkbox"/>	Copier	<input checked="" type="checkbox"/>	Facsimile	<input type="checkbox"/>	Calculator	<input type="checkbox"/>	Cash register
<input type="checkbox"/>	Other (please list):								

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

**L. SUPPLEMENTARY INFORMATION:** (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

**M. I believe that the statements made above in describing this job are complete and accurate.**

  
\_\_\_\_\_  
*Signature of Department Head or Designated Representative*

*The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.*

---

# ARLISIA MCHENRY

---

---

---

## PROFESSIONAL SUMMARY

---

Driven and resourceful Administrative professional with 20 + years of experience supporting work of high-achieving Executive Assistant Track record supporting professional needs with well-organized precision. Sophisticated and graceful in managing high-volume workloads in rapidly changing environments.

---

## SKILLS

---

- Documentation and reporting
- Administrative support
- Schedule & calendar planning
- Project Management
- Strategic Planning
- Budgeting
- Project planning
- Resourceful
- Financial services
- Critical thinking
- Leadership skills

---

## WORK HISTORY

---

**Mayor Liaison Officer, 12/2022 to 4/2023**

**City Of Milwaukee – Milwaukee, WI**

- Generated reports detailing findings and recommendations.
- Performed financial and managerial analyses to evaluate data and make recommendations, prepare financial reports and projections and conduct presentations.
- Encouraged coordination and cooperation among departments and continuous review of interdepartmental processes to support quality control and improvement.
- Maintained primary relationship accountability for clients, overall servicing responsibility and client satisfaction to maximize profitability of client relationships.
- Analyzed and solved multi-faceted problems that effected executive leaders and business initiatives.
- Initiated timely project management within budget constraints for multi-faceted problems concerning executive leaders.

**Executive Administrative Assistant, 05/2020 to Current**

**City Of Milwaukee**

- Scheduled appointments and handled calendars for Council President
- Gathered documents, data and formulated analytics to prepare issues for discussion and reports for review to expedite movement through Common Council 's office.
- Handled all scheduling for President of Council's calendar and prepared meeting agenda and materials.
- Responded to emails and other correspondence to facilitate communication and enhance City processes.

- Offered assistance, collaboration and clerical support to Chief of Staff, Council Members and Dept Heads

**Event and Outreach Coordinator, 05/2017 to 04/2020**

**City of Milwaukee**

- Established and implemented sustainable and diverse funding strategies to support financial and operational objectives of event.
- Developed network relationships with industry professionals to enhance community awareness and promote services.
- Pursued May to April of 2020 growth targets through strong leadership, analysis, problem-solving, team building and coaching.
- Identified, developed and administered grants in accordance with funder requirements.
- Assisted Council Members with researching grants and grant applications
- Recruited, interviewed and hired staff members offering exceptional talent and brought great skills to team.
- Developed and created events and monitored effectiveness against individual council members needs.
- Developed monthly schedules and assignments for volunteer staff.
- Conducted community workshops to promote different programs and educate public on available services.

**Chief of Staff, 05/2016 to 05/2017**

**City of Milwaukee**

- Encouraged coordination and cooperation among departments and continuous review of interdepartmental processes to support quality control and improvement.
- Liaison between Common Council and President of Council
- Attended meetings to make informed Council President of business decisions, provide administrative support and evaluate progress toward goals and objectives.
- Interceded between Council Members during arguments and diffused tense situations.
- Interpreted management directives to define and document administrative staff processes.
- Interacted with City department professionally by phone, email or in-person to provide information and directed to desired staff members.
- Hired, managed, developed and trained staff, established and monitored goals, conducted performance reviews and administered salaries for staff.
- Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
- Assessed personnel performance and implemented incentives and team-building events to boost morale.

**Legislative Assistant, 04/2001 to 04/2016**

**City of Milwaukee**

- Performed administrative tasks, including revising and finalizing letters, briefs and memos.
- Contacted residents to schedule appointments and discuss progress of their complaints

- Investigated causes and resolutions to citizens complaints
- Provide assistant to council member and work with other city departments

**Deputy Project Director, 10/1998 to 04/1999**

**Lockheed Martin IMS**

- Oversaw business operations and produced updated status reports outlining each project to meet milestones.
- Hired and managed consultants, contractors and sub-contractors to complete project tasks.
- Developed project control roadmap to guide various projects.
- Developed and implemented new strategies and policies in collaboration with executive partners to establish and achieve long-term business objectives, providing company with strong and sustainable organizational leadership.
- Developed program to promote new managers from within, building and maintaining cohesive leadership structure.
- Supported and supervised team of 150 and including 12 Managers

**Operations Manager, 06/1992 to 10/1998**

**Lockheed Martin IMS**

- Developed and implemented daily operations plans such as delivery routes, employee assignments and promotional strategies.
- Managed and allocated staff and material resources to meet production goals.
- Monitored customer feedback to devise business strategies and determine process improvements for better customer experiences.
- Implemented policies and standard operating procedures for continuous improvement.
- Oversaw day-to-day operations, including supervising 100-person team across three sites.

**Staff Accountant, 06/1986 to 01/1992**

**Barclays Bank**

- Performed testing of audit areas, including cash, inventory, fixed assets, accrued expenses and accounts payable.
- Generated daily reports detailing various metrics and account information.
- Executed financial reporting, managing prepaid accounts, schedules, reconciliations, event settlements and month-end accruals.
- Analyzed business operations, costs and revenue in balance sheet to project future revenue and expenses.

---

**EDUCATION**

---

**Bachelor of Science: Education / Work Force Development, 05/2018**

**UW- Milwaukee - Milwaukee**

- Professional development completed in Financial Literacy
- University of Wisconsin Mentor Program
- Manager Orientation and Development

- Leadership Program for Mid-Level Managers and Supervisor

---

## AFFILIATIONS

---

- Visit Milwaukee Board of Director
- UW- Madison Financial Literacy
- Milwaukee Youth Council
- Greater Milwaukee Woman's Fund