

Mildred Coby

414-531-3752 | mildredcoby1@yahoo.com

EDUCATION

University of Wisconsin- Milwaukee, Milwaukee, Wisconsin

Masters of Science, Education, December 2007

GPA: 3.6

Honors: Outstanding Achievement Award, UWM & African American Student Academic Services

University of Wisconsin- Milwaukee, Milwaukee, Wisconsin

Bachelor of Science, Community Education, May 2003

Honors: Outstanding Achievement Award, UWM & African American Student Academic Services

CERTIFICATION

WDPI License Certified # 713403-2008

OTHER EDUCATION

Concord Law- Introductory Online sessions, 2005

PUBLICATIONS

Coby, Mildred. *Don't Settle for the Crumbs! Reaching for More. Milwaukee, Wisconsin*: self-published, 2007. Print. 978-0-9789454-0-4 ISBN#

LEGAL EXPERIENCE

Milwaukee County District Attorney's Office-Felony Unit #7, Milwaukee, Wisconsin

Legal Intern, March 2009- September 2011

- Learned legal briefing
- Trial preparation by reviewing discovery (interviewing witnesses, obtaining records, etc.)
- Created /retrieved client files
- Observed depositions
- Engaged in jury selection
- Interacted with police on specific cases
- Performed legal research
- Documentation and filing

OTHER EXPERIENCE- Employment

Employ Milwaukee, Milwaukee, Wisconsin

Manager Administrative Services, October 2018-Present

Community Relations Coordinator, August 2017-October 2018

- * Serves as a liaison for the CEO to a variety of internal and external stakeholders including the Board of Directors, businesses, elected officials, ICC, Board Memberships, and other workforce partners.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response, with CEO.
- Supports the Chief Executive Officer to Achieve high-level organizational objectives and priorities
- Coordinates staff assigned to support administrative Services
- Assists in maintaining all central office records and insure compliance with open record laws
- Supports and attends the CEO's executive-level leadership meetings to understand priority, inform strategy, and develop and execute goals.
- Serves as primary liaison for the Board of Directors, the Chair, Board Leadership, and committee chairs in verbal, written, and electronic correspondence on behalf of the CEO.
- Represent CEO and Organization at Public Events as required
- Coordinate the development of all CEO speeches and presentations
- Researches topics of interest to the CEO and prepare briefings and reports.
- Collaborates and communicates with the Executive team, as well as other individuals in system leadership, to provide operational and consultative assistance to the CEO in a variety of system-wide initiatives.
- Coordinates travel arrangements, and attendance to conferences and events for the CEO.
- Maintain daily schedule by coordinating meetings with staff, partnering agencies, vendors and committee members for the CEO.
- Coordinates the purchase of all equipment, and office needs for the CEO Office.
- Coordinate and make available minutes and actions taken during Board and Committee Meetings, when appropriate.
- Ensure relevant policies (Conflict of interest, roles and responsibilities), financial statements, audits, compliance documentation are publicly available
- Other related duties as assigned by the CEO

Previous- Community Relations Coordinator

- Works with the Chief Executive Officer in the oversight and leadership of the Coordinating Council and Supply Council Group partners.
- Manages all functions of the Coordinating Council.
- Serves as Coordinating Council/Employ Milwaukee's liaison, maintains regular contact, in person and in writing, with state and local government entities, business leaders, and Employ Milwaukee staff to identify and inform CEO and partners of opportunities to shepherd key relationships between the Employ Milwaukee and segments of the public where goodwill is important to the organization's continued success.

- Collaborates with the Employ Milwaukee executive leadership to scan the environment for opportunities to strengthen Employ Milwaukee programs and services
- Works collaboratively with the Director of Business Services to identify job openings and internships, connecting workers based on their existing skills to open positions.
- Works with Employ Milwaukee contracted staff and consultants to develop strategies to stimulate the implementation of workforce development initiatives and programs.
- Maintains a visible presence in the community in conjunction with the Chief Executive Officer and prepares briefings to assist the CEO to appropriately and effectively respond to public issues.
- Attends internal and external workforce development related meetings on behalf of Chief Executive Officer, and Executive staff, and meetings that are for the purpose of developing and promoting community relations opportunities. In addition, will plan, lead and convene such meetings as requested and needed by Employ Milwaukee, and Executive staff.
- Organizes, leads and conducts community meetings and other outreach activities/events related to workforce development.
- Develops, prepares and delivers reports as requested and directed by the CEO, and Executive Team.
- Works with Business Services team to be able to respond to demand side needs.
- Works with Data department to understand “Supply Side” data.
- Provides direct supervision for all Community Relations staff and interns.
- Assists with the development of Community Relations departmental budget and fiscal reports.
- Provides highly responsible organizational support to the Chief Executive Officer.
- Understands how to strategically schedule the Chief Executive Officer’s time to be of productive use.
- Coordinate travel arrangements, hotel accommodations, and reserves attendance to conferences and events for the Chief Executive Officer.
- Maintain daily schedule by coordinating meetings with staff, partnering agencies, vendors and committee members for the Chief Executive Officer.
- Prepare travel itinerary.
- Update the Chief Executive Officer’s contact list daily.
- Guest Relations for meetings with the Chief Executive Officer.
- Performs other clerical duties including typing memos, preparing presentations, correspondence, reports, meeting minutes, and other documents; filling; ordering supplies and performing data entry.
- Prepares purchase orders and check requests.
- Performs other administrative related duties as assigned.
- Manages and perform additional duties as assigned

Milwaukee Public Schools, Milwaukee, Wisconsin

Mentor/Substitute Teacher, September 2008-2017

- Founder of *Young Ladies Innovative Mentoring Academic and Achievement Program*
- Substitute teaching
- Mentor /Counsel at risk students
- Developed and coordinated educational curriculum to instruct adults

- Designed program development for female youth and family mediator
- Coordinated MPS Career and Job Fair
- Professional panel coordinator for “Ladies Listen Session” “Let’s Talk”

Christian Faith Fellowship Church, Milwaukee, Wisconsin

Executive Administrator, June 1996- (Various duties) 2017,

- Planned and Coordinated national events addressing audiences of over 20,000
- Developed and Coordinated multicultural diversity training, education and employment solutions for over 1,000 residents
- Balanced \$.5 million budget, resulting in 10% growth margin
- Developed travel agency
- Created service-oriented fundraisers producing reserves for proposed events
- Designed service development plans and conducted operation assessments
- Counseled students on defining career and work-related goals and objectives
- Formulated, wrote, and implemented conceptual policy addressing the importance for staff to remain focused on objectives, entitled, “Stay In Your Lane”
- Trained, supervised and evaluated staff
- Coached improvement management skills
- Managed over 200 volunteers for special events
- Directed, refined and implemented new projects
- Planned meetings and large conferences (throughout the US)
- Manage multiple calendars

COMMUNITY SERVICE

Jack and Jill of America, Milwaukee Hope House; Milwaukee Community Brain Storming; National Christian Women’s Conference; National Christian Men’s Conference; Career Youth Development Center.

HONORS & AWARDS

Woman of Achievement
 Testimonial Resolution –Detroit City Council
 Outstanding Leadership- Christian Women’s