

John O. Norquist  
Mayor  
City of Milwaukee

July 23, 2001

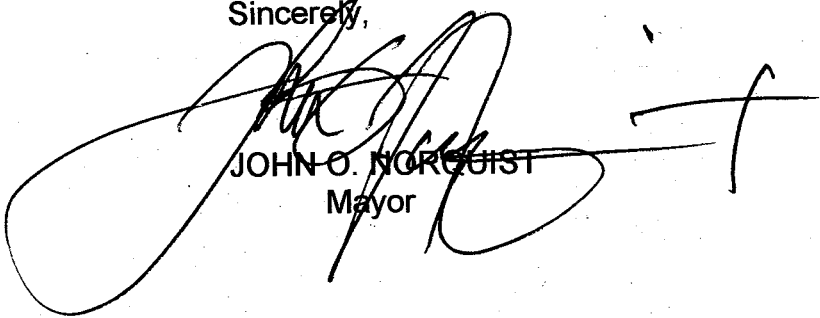
To the Honorable, The Common Council  
of the City of Milwaukee

Honorable Members of the Common Council:

Subject to your confirmation, I am appointing Rhonda U. Kelsey to  
the position of Equal Opportunity Enterprise Manager for the Equal  
Opportunity Enterprise Program of the City of Milwaukee.

I trust this appointment will meet the approval of your Honorable  
Body.

Sincerely,

  
JOHN O. NORQUIST  
Mayor

Office of the Mayor  
City Hall  
200 East Wells Street  
Milwaukee,  
Wisconsin  
53202  
(414) 286-2200  
fax (414) 286-3191





**RHONDA U. KELSEY**

2825 N. 48<sup>th</sup> Street  
Milwaukee, Wisconsin 53210  
(414) 875-1307  
rukelsey@hotmail.com

## **EDUCATION**

- December 1995**                      **M.S., Urban Studies**  
University of Wisconsin-Milwaukee
- May 1994**                              **B.S., Public Policy and Administration, Spanish Minor**  
University of Wisconsin-Whitewater
- Fall 1993**                              **University of Wisconsin-Platteville/Study Abroad Program**  
Seville, Spain
- 

## **EXPERIENCE**

- June 2001 to present**  
**Spanish Instructor – University of Wisconsin – Whitewater, Upward Bound Program**
- Responsibilities include:
- Teaching High School students the Spanish language
  - Coordinating cultural activities exposing students to the culture of Spain
- February 2001 to June 2001**  
**Substitute Teacher – City of Milwaukee Public Schools – Byron Kilbourn Elementary**
- Responsibilities included:
- Teaching elementary students Math, English, Social Studies, Reading, and Science
  - Developing lesson plans and other activities for elementary students
- April 2000 to November 2000**  
**Budget & Management Special Assistant – City of Milwaukee Department of Administration  
Budget & Management Division**
- Responsibilities included:
- Managing a team of analysts assigned to the Department of Public Works with a budget totaling over \$100 million
  - Developing annual operating budgets in excess of \$100 million and capital budgets totaling \$20 million
  - Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
  - Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
  - Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
  - Assisting in the development of the city's budget document
  - Assisting with the preparation of the citywide strategic plan
  - Assisting in hiring potential candidates for various positions in the Budget Office
  - Equal Employment Opportunity Office Budget Office representative

December 1999 to April 2000

**Budget and Policy Specialist – City of Milwaukee Department of Administration  
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$60 million and capital budgets totaling \$7 million
- Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting in the development of the city's budget document
- Assisting with the preparation of the citywide strategic plan
- Equal Employment Opportunity Office Budget Office representative

November 1998 to December 1999

**Budget and Management Analyst Lead – City of Milwaukee Department of Administration  
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$45 million and capital budgets totaling \$5 million
- Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting with the reorganization of several city departments to create a Neighborhood Services Department
- Assisting with the development of the City of Milwaukee Neighborhood Services Council
- Assisting in the development of the city's budget document
- Assisting with the preparation of the citywide strategic plan
- Equal Employment Opportunity Office Budget Office representative

March 1997 to November 1998

**Budget and Management Analyst Senior - City of Milwaukee Department of Administration  
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$20 million
- Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting in the development of the city's budget document

July 1996 to March 1997

**Budget and Management Analyst - City of Milwaukee Department of Administration  
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$15 million
- Reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Assisting in the development of the city's budget document

February 1996 to June 1996

**Substitute Teacher, City of Milwaukee Public Schools (various)**

Responsibilities included:

- Implementing lesson plans left by the teacher and developing activities for elementary students

June 1995 to February 1996

**Graduate Intern, City of Milwaukee, Legislative Reference Bureau, Fiscal Review Department**

Responsibilities included:

- Contributing to Council decision-making by providing research and analysis of City budget and fiscal issues
- Developing crime trend information for use by Finance and Personnel Committee in its review of the Police Department Budget
- Providing expenditure and trend information on several city departments for use by senior Fiscal staff
- Aiding in the development of policy questions for the budget

Summer 1993 - 1995

**Legal Assistant, Spence Law Offices - Milwaukee, Wisconsin**

Responsibilities included:

- Processing and preparing tax forms for clients
- Researching property records and deeds
- Editing and proofreading documents
- Assisting in the preparation of legal documents

June 1992 to September 1992

**Intern, Office of Congressman Jim Moody, Milwaukee, Wisconsin**

Responsibilities included:

- Preparing casework for constituents in community with various concerns such as pensions, disability, AFDC, and veteran's issues
- Drafting correspondence on behalf of Congressman



## **PRESENTATIONS**

- Fall 1996 "How to Succeed in Undergraduate School"-McNair Program Lecture Series  
University of Wisconsin Whitewater
- Spring 1995 "Experiences as a McNair Scholar"-TRIO and Academic Achievement Day  
University of Wisconsin Whitewater
- Summer 1993 "Jamaica's Independence"-Eighth International Congress  
of the North American Association: "Private Initiative and  
Entrepreneurship in North and South America and the Caribbean"  
Montego Bay, Jamaica

## **SERVICE AND COMMUNITY ACTIVITIES**

- 2001 Volunteer coordinator, Christ the King Baptist Church Annual Walk Run  
Fundraiser on behalf of the Sojourner Truth House  
Milwaukee, Wisconsin
- 2000-2001 Volunteer, Childcare Center, Christ the King Baptist Church  
Milwaukee, Wisconsin
- 2000 - 2001 Volunteer, International Women's Association  
Kiev, Ukraine
- 1998-1999 Mentor, One on One Mentoring Program, YMCA  
Milwaukee, Wisconsin

## **HOBBIES AND RELATED INTERESTS**

Tennis, jazz, travel, reading, and painting