

# Shaleta J. Dunn

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## Professional Summary

Accomplished business, sourcing, recruiting, and economic development professional with significant experience developing and executing strategic growth initiatives that leverage Program Management, Employee Relations, Government Relations, Contract Compliance, Supplier Relations and Community Relations.

## Professional Experience

ManpowerGroup  
Milwaukee, WI

**Director, Diverse Talent & Supplier Programs**

December 2014-Present

**Supplier Diversity Manager**

July 2013-December 2014

**Senior Supplier Diversity Professional**

October 2012-July 2013

### Accomplishments:

- Promoted value of NMSDC and WBENC to two global SVP's who agreed to serve on the Board of Directors for those organizations.
- Created and led Community of Practice groups for each diverse designation to spur regional and national involvement and increase sales with clients.
- Successfully produced 13th Annual Supplier Diversity Roundtable. Hallmark engagement event for diverse suppliers. Increasing participation 200% with a cost savings of 42%.
- Successfully compiled and generated application for 2015 WBENC Top Corp; awarded in March 2016 – Platinum status.
- Created marketing and communications plan to expand awareness across the enterprise, maximize diversity opportunities, and promote effective use of diversity resources internally.
- Created Supplier Diversity and Diversity Recruiting plans to reflect 2015 corporate strategies, created metrics and scorecard, and established processes according to organizational change transformation.
- Formulated and devised five year supplier diversity strategic plan through 2018, including expansion of diversity spend with branches and franchises.
- Created national business development model to awareness, collaboration, engagement, and sales opportunities with corporate clients and suppliers who have supplier diversity initiatives.
- Created annual "Circle of Excellence" awards to recognize company diversity champions, expand awareness of diversity, and develop opportunity for diverse firms.

### Functional Duties:

- Subject matter expert and corporate liaison for diverse talent and supplier diversity both internally and externally.
- Responsible for setting goals and metrics and reporting measurable outcomes to clients and stakeholders.
- Applies extensive knowledge of best in class diversity practices to develop and implement strategic and business opportunities.
- Create buy in of executives and staff; collaborates across brands to ensure success of Diversity Recruiting and Supplier Diversity Initiatives.
- Provides strategic recommendations, along with specific actions to all SVPs and VPs of the Supplier Diversity Executive Committee to increase opportunities for diverse suppliers and impact within the organization globally.

- Assess, prioritize, monitor and address issues and challenges that present risk to ManpowerGroup business and reputation.
- Identify strategic initiatives to positively position ManpowerGroup as a leader in diversity while generating business value.
- Effectively manage and allocate budgetary resources.
- Lead a team in planning and executing annual Supplier Diversity Roundtable for diversity suppliers.
- Ensure compliance to corporate requirements and defined standards of supply management and sourcing.
- Lead Advisory Board, Business Unit Committees, and Community of Practice groups that increase and support diversity initiatives.

Consultant  
Milwaukee, WI

March 2011-October 2012

**Accomplishments:**

- Provided world class consulting to increase productivity and economic efficiencies of government, community organizations and corporations.
- Increased program management outcomes and efficiencies by creating and compiling first ever compliance reporting mechanism.
- Created marketing materials, including customer and stakeholder brochure and website.
- Successfully advised on determination of provider and implemented contract compliance software at discount.
- Successfully coordinated vendor database migration from excel spreadsheets to access database and finally to compliance software.

**Functional Duties:**

- Collaborated with senior leadership to formulate strategic direction.
- Advised, consulted and trained leadership on business development, diversity and inclusion and workforce issues.
- Created metrics and processes to monitor contractor compliance.
- Performed outreach to multiple internal and external stakeholders.
- Clients include: Milwaukee Public Schools, Metropolitan Milwaukee Association of Commerce, Wisconsin Business Educational Consortium, and Red Brown Kle' Marketing Communications.

Wisconsin Housing & Economic Development Authority (WHEDA)  
Milwaukee & Madison, WI

**Manager, Emerging Business Programs**

December 2006 - March 2011

**Coordinator, Emerging Business Programs**

December 2004 - December 2006

**Accomplishments:**

- Created over \$150 million in contracting opportunities for Emerging Businesses in first year of program. Increased 17-25%, each year following.
- Successfully created, implemented, and managed four programs aimed at creating mutual business opportunities.
- Created workforce program, placing 575 unemployed racial and gender diverse workers into construction related and professional positions paying sustainable wages and benefits.
- Researched and wrote successful State of Wisconsin legislation to codify program.
- Created the only program in the country to develop women and minority multi-family LIHTC and commercial developers.
- Established first State Housing Authority Emerging Business Program in the nation.
- Developed successful mentor protégé initiative for general contractor and trades contractors.

**Functional Duties:**

- Advisor to board of Directors and Executive Director of \$3 billion statewide enterprise on policy and best practices for diverse business utilization and engagement.
- Responsible for annual strategic planning initiatives and quarterly reporting of accomplishments.
- Established, monitored and evaluated senior staff on execution of supplier diversity accountabilities.
- Created and managed business and workforce economic development programs.
- Developed and coordinated field focused diversity strategies.
- Collaborated with multiple internal and external partners to drive economic development opportunities.
- Responsible for compliance with federal and tax credit and stimulus requirements.
- Administered, monitored and reported federal, state, and local tax credit compliance requirements.
- Planned and lead "in-field" events to spur involvement of diversity suppliers.
- Interpreted business objectives and identified data required for diversity & inclusion analysis.
- Performed data analysis, highlighted business implications and provided insight-driven recommendations.
- Served on a variety of internal and external committees, task forces, to secure advocacy and influence support.

Milwaukee Metropolitan Sewerage District (MMSD)  
Milwaukee, WI

December 2000 - December 2004

**Small, Women, Minority Business Enterprise Coordinator****Accomplishments:**

- Created a new model for business development component of the Workforce Development and Training Program.
- Successfully created process for auditing, reporting participation and compliance for federally funded DNR projects.
- Exceeded District diverse business utilization goals 5%-10% annually by negotiating participation on construction, A & E, professional, general and commodity purchases.
- Successfully administered and coordinated conciliation agreement resulting in strategic alliances and created mentor protégé opportunities.
- Effectively produced new, interactive database of District SBE certified firms.

**Functional Duties:**

- Managed SWMBE firm bid process including: participant identification, reviewing, rating, and approving proposals, negotiating contracts and administering active contracts.
- Analyzed procurement data and created, revised and updated SWMBE administrative policy.
- Collaborated with divisions District-wide to identify opportunities and drive SWMBE contracting opportunities.
- Facilitated and managed the procurement of equipment, supplies, materials, and services through formal bid process.
- Administered the District's Small Business Enterprise certification program.

Chamness Consulting, Inc & Cross Management Services, Inc.  
Milwaukee, WI

July 1998 - December 2000

**Project Manager****Accomplishments:**

- Successfully placed 113% of individuals contracted within defined budget parameters.
- Successfully planned innovative and cost saving networking and training sessions for diverse businesses.
- Successfully created tracking system for Fortune 500 firms to streamline supply chain and compile information of M/W/DBE and Non-M/W/DBE firms.
- Implemented and achieved goals for neighborhood workforce and diverse business involvement goals for the development, planning, and construction of the MPD third district police station, Miller Park, Milwaukee Metropolitan Sewerage District and Johnson Controls.

**Functional Duties:**

- Managed On the Job Training Program, designed to train and place diverse populations into management positions within construction related firms.
- Coordinated and managed market studies for construction firms and assisted firms with developing strategic business and marketing plans.
- Procured sales to large, medium, and small firms and organizations in and outside of the Wisconsin area
- Secured construction industry related speaking opportunities for firm president.
- Monitored contractors to insure compliance of M/W/DBE participation; prepared monthly verification reports, participation plans and manuals.
- Maintained information on regulations, policies and laws relating to S/M/W/DBE and EEO requirements.
- Managed Business Networking Resource Program, created by Metropolitan Milwaukee Association of Commerce to assist minority and women owned firms in educational, business development, and procurement opportunities.

**Education**

Cardinal Stritch University	2016
BS-Business Administration and Management; Certificate in Project Management	2008
Certified Procurement Manager	Ongoing
Contract Compliance Administrator	Ongoing
Southern Illinois University – Carbondale	1994-1997

**Activities & Affiliations**

**Speaker/Lecturer:** Marketplace - Governors Conference on Minority Business Development, U.S. Small Business Administration, WAEO, WSDC Economic Development Conference, Women's Leadership Institute, Chicago Women's Business Development Center, WBDC (Regional Partner of WBENC)

**Board Member:** North Central Minority Supplier Development Council, NCMSDC (Regional Council of NMSDC); Center for Self Sufficiency; Planned Parenthood of Wisconsin

**Member:** Rotary International: Mequon-Milwaukee Rotary Afterhours Club, District 6270

**Certification Committee Member** – WBDC and NCMSDC (Vice Chair)

## Awards & Honors

- 2002-Supplier Diversity Coordinator of the Year
- 2002-Supplier Diversity Advocate of the Year
- 2004-Award of Excellence Supplier Diversity
- 2001-2004-Governors Award for Minority Participation
- 2008 – Award for Program Excellence, National Council of State Housing Agencies
- 2009 - National City Trail Blazer Award,
- Milwaukee Awards for Neighborhood Development Innovation
- 2014 - America's Top 100 Leaders in Corporate Supplier Diversity
- 2014 - WBDC Corporate Champion
- 2015 - Top 25 Women In Power Impacting Diversity
- 2016 – NMSDC Leadership Awards Corporate Catalyst