

JENNIFER POTTS

I am seeking a appointment within BID 39 in order to effectuate the stability of the business culture within the BID District. I am a proven leader that is results oriented with a strong commitment to public service.

EDUCATION

Walden University • Anticipated Graduation - 2014

- Doctor of Business Administration – Coursework Completion 2012 – GPA 4.0
- Current dissertator (ABD) – *Approved Doctoral Study/Thesis:*
“The Effects of the Perception of a Glass Ceiling for Female Middle Managers: A Qualitative Phenomenological Study.”

Cardinal Stritch University •

- Master’s in Business Administration 2009
- Bachelors of Science in Management 2007 (Cum Laude)
- Associate of Science - Business Major 2005

EXPERIENCE

The Social Development Commission– Public Service (02/11 – 03/13)

- Wisconsin Works program (W2)
 - W2 Transition Director (*past Co-Director*), Interim & Deputy Director
- Executive Office
 - New Initiatives Coordinator, Executive Support Mgr.

Responsible for the closeout of the W2 Eligibility & Assessment Agency (EAA).

Directed professional staff to assure contract adherence for the day-to-day program operations at 5 decentralized sites. MOA/MOU & RFP creation and oversight.

Program evaluation and compliance to include a Corrective Action Plan.

Worked with the CEO as part of the Executive Leadership Team.

State of Wisconsin Government – Public Service (04/98 – 02/11)

- Department of Children & Families
 - Bureau of Milwaukee Child Welfare
- Department of Health Services
- Department of Health & Family Services
- Department of Revenue
- Department of Corrections

Positions include:

Healthiest Wisconsin 2020 Community Engagement Forum Chairperson,
Executive Staff Assistant, Program Assistant Supervisor – Advanced w/
Confidential duties

COMPETENCIES & SKILLS

Project and Operations Management, Grant Writing, Human Capital Management, Paralegal Coursework, Community Engagement, - Girl Scout Troop Co-Leader, Supervisor and Program roles, Prevention & Service Integration - On-Boarding, Job Development, Job Creation and leveling, Resource Development, Wisconsin Licensed Manicurist, Wisconsin Notary, and Mentor.

MILITARY

United States Army – Active Duty, Overseas & U.S. Army Reserve (1983 – 2002)

Army Achievement Medal, Good Conduct Medal, Overseas Ribbon, Sharpshooter & Rank of SGT – E5.

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