

JESSICA CELELLA
315 N 90th St
Milwaukee, WI 53226
(920) 791-0012 • celellamke@gmail.com

PROFILE

A frequent bike commuter living car-free in Milwaukee. Member of Wisconsin Bike Federation and Adventure Cycling Association.

PROFESSIONAL EXPERIENCE

City of Milwaukee – City Clerk/Common Council Milwaukee, WI
License Division Assistant Manager 12/14 – Present

- Streamline bureaucratic processes for business licensees
- Participated in planning and implementation of Municipal ID program
- Communicate with city departments, elected officials, and community organizations
- Develop division budget and legislative fiscal reports

Staff Assistant 10/13 – 12/14

- Created reports to reconcile discrepancies in city license data
- Communicated information regarding pending legislation to general public
- Drafted user documentation for legislative software and processes
- Maintained legislative files and developed meeting agendas with aldermen

License Specialist 03/11 – 10/13

- Consulted with clients, evaluated needs, and advised them throughout process
- Interpreted complex local, state, and federal laws related to business licensing
- Managed online license application system project

Milwaukee Public Library Milwaukee, WI
Library Circulation Assistant 07/04 – 03/11

- Updated and maintained patron and library material records
 - Communicated with individuals from various socioeconomic backgrounds
 - Processed library card applications and assisted patrons in obtaining library materials
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EDUCATION

Cardinal Stritch University Milwaukee, WI
Bachelors of Science, Strategic Management of Information Systems 05/13

Milwaukee Area Technical College Milwaukee, WI
Associates of Applied Science, IT Programmer/Analyst 05/10