

**José R. Galván Jr.**  
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## **WORK EXPERIENCE**

### **Milwaukee Metropolitan Sewerage District**

Contract Compliance/Emerging Business Development Supervisor  
Small, Women and Minority Business Enterprise Coordinator

July 2011 – Present  
Nov. 2007 – June 2011

- Administer, monitor, coordinate and implement the Milwaukee Metropolitan Sewerage District (MMSD) Small, Women and Minority Business Enterprise (SWMBE) procurement program and policies to ensure that SWMBE's have the opportunity to compete for the maximum feasible share of District expenditures for goods, services, construction contracts and professional services.
- Review, identify and encourage bids and proposals from SWMBE entities to ensure the MMSD meets its organizational goals and requirements.
- Improve SWMBE participation in the procurement process, in accordance with Commission and District administrative policies and procedures.
- Assist in the development of new Commission and District administrative policies to improve SWMBE participation.
- Identify and evaluate workforce participation opportunities on District capital projects.
- Assist District department heads in identifying new methods and opportunities to increase SWMBE expenditures.
- Monitor District capital projects via reviewing pay applications, performing site visits and attending progress meetings.
- Manage the District's Small Business Entity certification process.
- Foster opportunities between SMBE firms, contractors and District staff.
- Work to develop and establish best practices and promote the development and growth of SWMBE firms.
- Perform regular outreach and recruitment of SWMBE firms on behalf of the District.
- Provide technical assistance to SWMBE's, contractors and staff.
- Develop and implement internal tracking tools to ensure the District meets its SWMBE goals and requirements.
- Provide a review of all bids and proposals over \$100,000 to ensure maximum effort and use of SWMBE firms.
- Generate monthly and quarterly SWMBE reports to the Commission and Executive Director.

### **United Way in Waukesha County**

AFL-CIO Community Services Liaison

- Worked to strengthen and enhance the AFL-CIO & United Way partnership by increasing the level of involvement and commitment between both parties while actively promoting the mission of both the United Way in Waukesha County and the AFL-CIO.
- Served as liaison between employers, employees, labor unions, labor councils, agencies, clients and the United Way while providing consultation and technical assistance for the United Way on organized labor related matters.

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- Developed new relationships and opportunities for resource development while strengthening current relationships.
- Lead in the research, writing and securing of grants that align with the organizations agenda for change through Community Impact.
- Recruited and trained union members to serve on boards, committees and in other voluntary capacities within the community's health, welfare and social service structures.
- Actively participated in the United Way fund allocation process and program/initiative development.
- Actively participated in the United Way annual campaign and assumed main responsibility of all organized labor accounts which accounted for 35% of the organizations fundraising dollars.
- Managed, trained and coordinated the United Ways Speakers Bureau which was a pool of over 75 public speakers to campaign for the United Way.
- Assisted in the management and growth of the Waukesha County Labor Council.
- Built coalitions and encouraged community wide collaboration and participation.

### **WRTP/BIG STEP Inc.**

Workforce Director

- Co-lead in the redevelopment and management of BIG STEP Inc.
- Lead staff person for the following projects:
  1. M-TrANS contractor outreach and development, funded by the Wisconsin Department of Transportation, responsible for 95% of placements.
  2. COIN program, funded by the Milwaukee Public Schools (MPS) Neighborhood Schools Initiative (NSI) and RPP program, city of Milwaukee Residential Preference Program.
  3. Lead monitor on the City of Milwaukee: Menomonee Valley monitoring all contacts for S/W/MBE and workforce diversity.
- Served as the centralized link between the communities's based recruiting partners and the Joint Apprenticeship Training Committees (JATC) and contractors/developers.
- Attended meeting with primes, and subs, to monitor and collect information pertaining to achieving the contractor and workforce diversity goals set forth by the City of Milwaukee.
- Provided technical assistance to contractors to ensure that goals were met.
- Developed monitoring reporting procedures and submitted reports.
- Performed construction job site visits.
- Lead COIN & RPP certifier for the organization, which involved collecting and interpreting data while also meeting employer/contractor requests
- Served as the main contact and meet with contractors to develop, and market, the program with the intent of placing clients while also meeting the needs of contractors.
- Directly responsible for 75% of the programs placements during my tenure.
- Served as the main contact and meet with JATCs to develop, and market, the program with the intent of placing clients.
- Assisted JATCs and member contractors in the recruitment and development of a diverse viable workforce.
- Provided JATCs, clients and contractors bilingual translation/interpretation services.
- Developed bi-lingual (Spanish/English) curriculum and services for contractors, JATC's, unions and BIG STEP Inc.
- Provided regular supervision, technical assistance and training of staff.
- Fundraising and grant writing.

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### **Buford & Galván – Management and Consulting LLC**

Co-Owner

#### *Chamness Consulting Inc. – CM Program*

- Joint venture effort in the collaboration and management of the Construction Management (CM) On-the-Job Training (OJT) program, sponsored by the Milwaukee Metropolitan Sewerage District.
- Lead in the recruitment of over 50 employers/contractors, many of which are MBE/EBE/WBE firms, for participation in the CM project.
- Worked with contractors in the recruitment of 125 employees for participation in the CM project.
- Developed individual customized CM-OJT contracts and programs for all employers and participants.
- Provided technical assistance and support to participating employers.
- Monitored CM-OJT training contracts and provide a written assessment of findings.
- Fostered networking opportunities between SWMBE firms and traditional firms.

#### *Chamness Consulting Inc. – JP Cullen & Sons MPS/NSI project*

- Joint venture effort in the collaboration and management of the JP Cullen MPS/NSI Building Projects for 37<sup>th</sup> Street School, Clarke Street School and Sherman School, awarded by Milwaukee Public Schools.
- Assisted JP Cullen meet its contractual requirements by identifying, and recruiting, sub-contractors to perform work on the projects that are certified as either Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE) and Emerging Business Enterprises (EBE). JP Cullen is the only contractor to date to meet all its requirements and not be sanctioned.
- Developed a program for student interaction, and participation in the building process while also incorporating the exploration of the building and construction industry into the schools curriculum.

#### *Milwaukee Building & Construction Trades Council, AFL-CIO*

- Provided interpretation/translation services (Spanish/English) to member affiliations.
- Developed and taught introductory construction specific Spanish curriculum to members.

### **Leftwich Management Group, LLC**

Placement & Contract Manager

- Contract development and management of the Minority Business Development and Training Program (MBDTP), a project sponsored by the Milwaukee Metropolitan Sewerage District.
- Under the MBDTP; recruited 8 community based organizations to contract with and managed performance contracts for each.
- Collaborated with Chamness Consulting in the development, management and monitoring of the MBDTP On-the-Job Training program, which later became the CM Program funded by the MMSD.
- Workforce and program development.
- Served as the centralized link between the MBDTPs' community based recruiting partners and the Joint Apprenticeship Training Committees (JATC).
- Provided supervision, technical assistance and training to 8 community sub-contractors and employers.
- Performed marketing, recruitment and outreach.
- Monitoring of sub-contractors and case management system.
- Developed and maintained accurate tracking and reporting systems.
- Responsible for the verification, tracking and payment of all sub-contractors invoices.
- Monthly, quarterly and yearly report writing.

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### **Private Industry Council of Milwaukee County Inc.**

Step-Up Coordinator

- Coordinated & conducted workshops at schools, community based organizations and businesses.
- Developed & implemented program service strategy for at-risk/hard to serve clients.
- Assessed clients' needs and developed plan to correct deficiencies when applicable.
- Provided case management services for over 100 clients a year and maintained client database.
- Conducted outreach efforts to promote PIC youth programs.
- Organized & coordinated career exploration outings for high school youth.
- Coordinated & implemented strategies to increase private sector employer participation in program activities, which provided participants with meaningful work-based learning opportunities.
- Developed individual career/educational plans for at risk youth.
- Monitored assigned community work-based programs and provided technical assistance.
- Educated program participants in the skills necessary for employability.
- Performed general administrative duties and participated in various committees and work groups.

### **Esperanza Unida Inc.**

Consultant

- Developed and implemented a business marketing plan to increase program revenues.
- Developed and up-dated client database & sales tracking system.
- Increased program sales and revenues by 25%.

### **United Community Center/Centro de la Comunidad Unida Inc.**

Decisions For Youth Program Coordinator

- Managed the day-to-day operations of the Decisions For Youth (DFY) program.
- Developed and presented workshops on Human Growth & Development and Alcohol & Other Drug Abuse to peers and clients in Spanish/English.
- Organized a successful community neighborhood campaign, which was successful in the removal of alcohol & tobacco advertising from in front of local schools and parks.
- Organized the first Boy Scouts troop at the Bruce Guadalupe School.
- Wrote proposals to the Wisconsin State Government, procuring \$80,000 to expand program outreach.
- Presented a workshop to peers on "Young Latino Males" at the 1992 National Council of La Raza Convention.
- Created a contact database of 30 organizations throughout the state of Wisconsin and Washington D.C.
- Performed general administrative duties, including supervision and training of staff, report writing, employee and program reviews and community outreach.
- Translated program materials from English to Spanish.

# **José R. Galván Jr.**

## ***EDUCATION***

**University of Wisconsin- Milwaukee**  
School of Education  
*Bachelors of Science in Community Education*

## ***BOARD/VOLUNTEER ACTIVITIES***

- Member of the Wisconsin Regional Stakeholders Consortium
- Member of the American Contract Compliance Association
- Member of Metropolitan Milwaukee Association of Commerce/The Business Council - Supplier Diversity Module
- Member of the Wisconsin Supplier Diversity Council

## ***REFERENCES***

- Letters of Recommendation and References provide upon request.