

Clifton W. Crump
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Milwaukee, Wisconsin 53210
(414) 286-6223

Highlights

- Special Assistant to Mayor Tom Barrett, City of Milwaukee
- Secretary of the Board of Zoning Appeals, City of Milwaukee
- Fifteen years of management experience
- Extensive customer service experience serving a diverse population

Years of Employment

2012 –Present

Special Assistant to Mayor Tom Barrett
City of Milwaukee

- Primary liaison between the City’s Common Council and the Office of the Mayor
- Engage in constituent relations
- Assemble and maintain information relative to special projects
- Accompany the Mayor to various public events
- Work with various City departments regarding budgetary, mission and staffing matters

2008 —2012

Project Manager, Redevelopment Authority for the City of Milwaukee (RACM)
City of Milwaukee

- Assist both developers and residential property owners in purchasing City owned property
- Assist in the preparation and releasing of Request for Proposals (RFP) of City owned land
- Managed and gave direction to the Residential Real Estate Division
- Oversaw landlord/ tenant relations of occupied City owned property

2002 — 2008

Secretary, Board of Zoning Appeals (BOZA)
City of Milwaukee

- Chair the Zoning Administration Group (consists of staff from the Department of City Development, Public Works and Neighborhood Services)
- Prepare the Chair of the Zoning Appeals Board and other members for hearings
- Prepare and administer annual operating budget
- Supervise the preparation of agendas and public notices pursuant to Wisconsin State Statutes, the City of Milwaukee Zoning Ordinance and the Board’s Rules of Procedure
- Board’s liaison to the public, to other City departments and to elected officials/committees
- Custodian of all Board of Zoning Appeals records

1999 — 2002

Program Assistant 1 – Board of Zoning Appeals (BOZA)
City of Milwaukee

- Assisted applicants in filing for Board consideration, checked for complete and accurate information, and provided information regarding Board procedures, deadlines, and requirements
- Assembled, processed, and managed application materials for special uses, variances and administrative determinations
- Performed the duties of Board secretary in his absence

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| 1998 — 1999 | <p>Assistant Store Manager
<i>Aldi foods, Inc.</i></p> <ul style="list-style-type: none"> • Provided daily notification of sales totals to the corporate headquarters • Performed accounting duties for outgoing and incoming monies on site • Ordered and stocked store merchandise • Performed operational manager duties related to facility maintenance • Direct manager for a staff of 5 sales associates |
| 1995 —1998 | <p>Sales Manager
<i>Sears</i></p> <ul style="list-style-type: none"> • Direct supervisor for 25 sales associates in five separate departments • Ordered and stocked store merchandise • Directly engaged in the hiring, training, coaching and scheduling of sales associates • Increased departmental sales through innovative marketing plans, the coordination of special sales events, and the establishment of a customer friendly shopping environment |
| 1994 — 1995 | <p>Graduate Intern
<i>City of Milwaukee</i></p> <ul style="list-style-type: none"> • Field research assistant for City’s newly created recycling program • Engaged in route creation (recycling pick-up points) and cart distribution • Performed data entry and statistical manipulations pertaining to current and projected recycling levels • Took part in the marketing/ educational outreach to the general public by actively participating in a door to door recycling campaign |

Education

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| 1998— 2000 | University of Wisconsin - Milwaukee, School of Urban Studies (graduate studies) |
| 1994 — 1995 | University of Wisconsin - Milwaukee, School of Architecture and Urban Planning (graduate studies) |
| 1989 — 1993 | <p>University of Wisconsin - Milwaukee, School of Liberal Arts
Bachelor’s Degree – Political Science (major)</p> <p>University of Wisconsin - Milwaukee, School of Liberal Arts
African American Studies (minor)</p> |
| 1984 — 1988 | Shorewood High School, Shorewood, WI |

**References Available
upon request**