

# RENEE J. TAYLOR

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## PROFESSIONAL PROFILE

**Motivated, personable business professional** with a proven track record of producing successful results. Accomplished planning and organization skills that promote desired project implementation. Effective manager of time and resources. Innovative and creative. Diplomatic and tactful with professionals and non-professionals at all levels. Demonstrated history of coordinating the efforts of team members and vendors to targeted goals.

## SKILLS SUMMARY

- ♦ Administration & Supervision
- ♦ Program Coordination
- ♦ Computer Skills
- ♦ Job Development & Placement
- ♦ Budget Management
- ♦ Customer Service
- ♦ Public Speaking
- ♦ Written Correspondence
- ♦ Training & Development
- ♦ Conflict Resolution

## PROFESSIONAL EXPERIENCE

- ♦ Provide support and direction that promotes vendor compliance with district supplier diversity, target group hiring and student engagement goals.
- ♦ Conduct periodic information and training sessions for district employees.
- ♦ Overall management and supervision, including budget management.
- ♦ Supervise, train, and evaluate staff and district personnel.
- ♦ Monitor and maintain vendor compliance.
- ♦ Promote organization through positive relationships with business and local community.
- ♦ Purchase and maintain materials, equipment and supplies.
- ♦ Coordinate and manage COIN certification and hiring program.
- ♦ Assign HUB, COIN, and Student Engagement participation on contracts in district.
- ♦ Maintain over 90% placement rate of eligible COIN certified workers.
- ♦ Provided support and direction resulting in 39.8% MBE and 7.5% WBE participation on NSI contracts
- ♦ Monitored performance on 5-year, 98.4 million dollar Neighborhood Schools Initiative (NSI), as well as, annual multi-million dollar general contracting budget for goods, services and facilities maintenance
- ♦ Retain a working knowledge of recent cases, legislative changes and trends in federal and state courts relative to diversity issues.

## EDUCATION

### Master of Business Administration Coursework

University of Phoenix Online

### Master Compliance Administrator

American Contract Compliance Association

### Bachelor of Science – Management

Oakland University – Rochester, MI

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## EMPLOYMENT HISTORY

### **Manager, Division of Supplier Diversity and Community Engagement**

Milwaukee Public Schools 1988 – Present

Milwaukee, WI

### **New Products Program Manager 1984-1987**

### **Manager of Warehouse & Delivery Services 1981-1984**

General Electric Medical Systems

Waukesha, WI

### **Grantee Performance Administrator/Economic Development Division 1979 -1981**

### **Grants Projects Administrator/Engineering Division 1977 - 1979**

Income Tax Aide 1974 - 1977

City of Pontiac

Pontiac, MI

## PROFESSIONAL ASSOCIATIONS, AFFILIATIONS, AWARDS, COMMUNITY SERVICE

- ◆ Wisconsin Supplier Development Council-Chairperson, Board of Directors
- ◆ National Minority Supplier Development Council-Executive Board
- ◆ Hispanic Chamber of Commerce of Wisconsin
- ◆ Women's Business Enterprise National Council
- ◆ Regional Stakeholders Collaborative Initiative
- ◆ YWCA Workforce Advisory Council
- ◆ Milwaukee Minority Business Opportunity Center Board
- ◆ African American Chamber of Commerce
- ◆ Thurgood Marshall Scholarship Fund Advisory Committee
- ◆ Wisconsin Women's Business Initiative Corporation Volunteer
- ◆ Wisconsin Supplier Development Council Corporation of the Year
- ◆ Wisconsin Supplier Development Council Minority Business Manager of the Year
- ◆ United States Postal Service-Women Putting Their Stamp on Milwaukee in Business Award
- ◆ Minority Business News USA "Making A Difference" Article
- ◆ SBA Wisconsin Minority Small Business Advocate of the Year
- ◆ Wisconsin Supplier Development Council Corporate Initiative Award
- ◆ WSDC Youth Enterprises, Inc. Distinguished Service Award

*References available upon request*