

MIKEL MCGEE

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EDUCATION

Trinity Institute of Learning– Milwaukee, Milwaukee, WI| **Substance Abuse Counselor In Training** |December 2017

University of Wisconsin – Milwaukee, Milwaukee, WI — **M.S. Criminal Justice**| May 2017

University of Wisconsin – Milwaukee, Milwaukee, WI— **B.S. Communication Sciences and Disorders**| **Certificate in Childhood and Adolescent Studies**| January 2011-May 2015

EXPERIENCE

414loral LLC | Founder and Floral Designer | November 2019- present | Milwaukee, WI

- Manage all day-to-day and long-term business operations for a brick and mortar floral shop, including marketing, sales, ordering and processing of flowers, invoicing, and budgeting.
- Educate clients about flower choices, management, and care.
- Create a variety of floral arrangements including bridal bouquets, centerpieces, and large scale installations.
- Promptly respond to event requests and customer service needs.
- Supervise and train 3 Freelance employees.
- Organize community outreach initiatives and collaborations including fundraising for local non-profit organizations.

Sojourner Family Peace Center | Advocate | May 2019- January 2021 | Milwaukee, WI

- Collaborate with all Sojourner Family Peace Center staff to assist clients and ensure all safety planning, community resource and legal assistance needs are met.
- Complete intakes with clients to help identify individual needs and assist with the development of a personal action plan built on formal/informal supports and community resources outlining goals and expectations.
- Work with external partners such as the police, district attorney's office and school systems among others, to maximize the effectiveness of restraining orders and injunctions for clients.
- Report to collaborative contacts with the consent of the client.
- Assess clients for emergency legal needs and refer them to Legal Action of Wisconsin or other legal resources.
- Accompany clients to legal proceedings as requested or necessary.
- Collect, maintain, and report client data in computerized and hard copy files.
- Support the District Attorney Sojourner Advocates by facilitating interaction between victims and the Assistant District Attorneys.
- Relate specific needs and concerns of victims to District Attorney staff and other criminal justice staff with the victims' permission whenever it is necessary.

Professional Services Group | Part-time Supervisor – Milwaukee Supervised Visitation | February 2018-March 2021 | Milwaukee, WI

- Supervise a caseload of 20 Supervised Visitation workers.
- Set and monitor employee caseload and ensure daily coverage.
- Respond to all DMCPD case managers/supervisors within 24 hours.
- Facilitate team building and staff development.
- Attend community meetings.
- Ensure monthly employee staffings occur.
- Respond quickly and effectively in crisis/ emergency situations.

Center for Self Sufficiency| Member Services Coordinator| November 2018-March 2019| Milwaukee, WI

- Received referrals from and coordinated with the District Attorney's Diversion Program.
- Using evidence-based tools (including TABE and Career Interest Inventory), assess young adults for literacy, and employment skills and interests.
- Worked with young adults to develop an Individual Case Plan that includes work plans, legal issues that need to be addressed to advance employment, address restitution, etc. and additional services and programs to remedy ongoing criminogenic risk and needs issues.

- Maintained regular communication with other agencies and staff providing services to the young adults.
- Provided advocacy services to young adults in resolving barriers to program success.
- Coordinated the participant's wrap-around case planning team and facilitated case planning meetings with the support team.
- Monitored and tracked case plan progress.

Professional Services Group | Part-time Supervised Visitation Worker | August 2017- February 2018 | Milwaukee, WI

- Transported children living in out-of-home placements to supervised visits with their parents.
- Arranged and monitored supervised visits between parents and their children.
- Ensured that visits were conducted in accordance with regulations as mandated by the State of Wisconsin.
- Documented the visit proceedings and reported any behavior or situation determined to be unsafe for the child.

Wisconsin Community Services, Milwaukee Day Reporting Center | Case Manager | May 2017-November 2018 | Milwaukee, WI

- Conducted one on one meetings with program participants to assess their risks and needs as determined by the LS-CMI.
- Responsible for a range of case management, providing structure, accountability and support for successful compliance while in the community.
- Made referrals and monitored community based services including treatment, employment, education and other supportive services.
- Assisted staff in determining sanctions, and incentives as may be appropriate for individual program participants.
- Produced accurate and high quality written and electronic files and internal and external system communications.
- Conducted timely and complete data entry.
- Followed the Day Report Center's supervision model and its core elements, including agreed upon risk and need assessment tools.
- Contributed to a DRC Team staffing to determine the level of monitoring and release for inmates/DRC program participants.
- Collaborated with DOC in regards to DRC program participants' treatment follow through and other conditions of probation.
- Assisted staff with drug testing as needed.

UWM Helen Bader School of Social Welfare | Graduate Field Placement Program Assistant| May 2016 – May 2017 Milwaukee, WI

- Coordinated field placement internships with multiple law enforcement agencies for undergraduate and graduate students.
- Established and maintained partnerships between UWM and law enforcement agencies for field placement.
- Administered and proctored exams as delegated.
- Assisted with research projects and proposals conducted by UWM Criminal Justice faculty members.
- Assisted with the screening and interviewing of incarcerated women at the Milwaukee County House of Correction for the Social Compact Grant Research Study.
- Facilitated one on one discussions with incarcerated women about barriers to re-entry.

UWM Helen Bader School of Social Welfare, Research Growth Initiative Project: Off Premise Alcohol Outlet Characteristics and Milwaukee Violence Rates / Graduate Research Assistant | August 2015 -May 2016| Milwaukee, WI

- Assisted supervising faculty member in the selection, training, and supervision of 8 undergraduate student research observers.
- Monitored data collection progress by conducting weekly meetings with students.
- Organized and input data into SPSS.
- Presented research findings at the Academy of Criminal Justice Sciences 2016 conference.

UWM University Housing| Resident Assistant| August 2012 - May 2015| Milwaukee, WI

- Created/developed a positive living environment for 40 residents on a wing, often resolving conflicts.
- Responded to and managed crisis situations including mental health concerns and medical situations.
- Assisted in the selection, evaluation, and training of incoming Resident Assistants .
- Budgeted and allocated money used for residence hall and floor events.
- Marketed, planned, and lead resident centered programs designed around the Residence Life curriculum to enhance social connections, academic success, and cultural understanding.
- Managed various administrative duties such as incident reports, room condition reports, occupancy reports, and room transfers.

SERVICE AND AWARDS

Milwaukee Business Journal 40 Under 40| March 2023

Graduate Student Award in Criminal Justice| March 2017

Chancellor's Graduate Student Award| *September 2015-May 2016*
Students Serving Students Award| *May 2015*
Resident Assistant Program of the Year| *May 2015*
University Housing Cultural Awareness Award| *May 2015*
Big Brothers Big Sisters of Metro Milwaukee| *March 2011-January 2017*