

# NIKKI PURVIS

---

---

## CORE COMPETENCIES

- Program Management
- Team Leadership & Development
- Diversity and Inclusion
- Policy & Procedure
- Community Outreach & Service
- Capacity Building
- Data Analysis and Research
- Vendor Relations
- Conflict & Dispute Resolution
- Event Planning

## PROFESSIONAL ACCOMPLISHMENTS

### **City of Milwaukee – Department of Administration - Office of Small Business Development** ***Small Business Development Director*** **2013 - Present**

- Promoted from Manager to Director in April 2017
- Administer a disadvantaged business certification program for small businesses.
- Hire, supervise, train, develop, and evaluate three (3) Professional exempt employees.
- Plan and execute Small Business Sustainability Conference and Milwaukee Small Business Week.
- Administer the Business Capacity Building Program.
- Administer the City of Milwaukee’s centralized labor compliance software, LCPTracker
- Project Manager for the City of Milwaukee’s Inclusion Efforts Review (2015).
- Prepare and present annual reports and communication files to the Mayor and Common Council.
- Collaborate with governmental entities, community-based organizations and small business champions to increase entrepreneurship and provide technical assistance.
- Present programmatic information at local conferences, workshops and business training forums.

### ***Contract Compliance Officer*** **2009-2013**

- Analyzed, audited and certified small emerging businesses pursuing contracting opportunities with the City of Milwaukee.
- Monitored private development projects receiving city financial assistance.
- Project Manager for B2Gnow compliance monitoring software implementation.
- Project Manager for Disparity Study efforts (2009-2011).
- Coordinated Department of Administration Business Operations Division’s College and Summer Youth Internship Programs.
- Presented programmatic information at local conferences, workshops, business training forums.

### **Kohl’s Department Store** **2007 - 2009** ***Assistant Store Manager***

- Reviewed comparable sales trends and responded accordingly to increase store profit margins.
- Managed three (3) departments and three (3) team leads.
- Hired, trained, supervised, counseled associates on performance, behavior, attendance and compliance with best practices.
- Reviewed customer service scorecard and created weekly action plans to increase store service standards.

### **Target Stores** **2005 - 2007**

#### ***Executive Team Lead – Guest Experience***

- Exceeded credit card penetration goal by 1% in six months.
- Managed five (5) work centers and four (4) team leads.
- Developed productivity assessment tools and incentive programs to manage team performance and boost team morale.
- Hired, trained, supervised, counseled associates on performance, behavior, attendance and compliance with best practices.

# NIKKI PURVIS

---

## **Aurora Family Services**

**2003 - 2005**

### ***BA Prepared Case Manager***

- Provided in-home case management for expectant moms; teens and young adults.
- Referred clients to community based agencies based on client needs; job training, educational services, housing and healthcare.
- Maintained file accuracy through documented referrals as well as client interactions and outcomes.
- Attended trainings, consortiums and in-services relative to case management initiatives.

## **EDUCATION**

### **African American Leadership Program | 2015-2016**

Cardinal Stritch University – Milwaukee, WI

### **Master of Science / Business Management | August 2003**

Cardinal Stritch University - Milwaukee, WI

### **Bachelor of Arts / Sociology | August 2000**

Marquette University - Milwaukee, WI

## **PROFESSIONAL BOARDS/COMMISSIONS/ORGANIZATIONS**

**Urban Economic Development Corporation (UEDA) Board of Directors, October 2017 – Present**

**Residents Preference Program Review Commission, 2017 – Present**

**African American Leadership Alliance of Milwaukee, 2017**

**Purchasing Appeals Board, 2013 – Present**

**Select Milwaukee, Board of Directors, August 2015- January 2016**

## **ACTIVITIES**

### **Sojourner Family Peace Center Fashion Show Retailer (2017)**

Provide hand-sewn apparel for models in the Center's annual fundraiser.

### **MKE Business Now Summit (2012-Present)**

Co-plan and execute a business resource fair targeting entrepreneurs for the 6<sup>th</sup> Aldermanic district.

### **Marketplace – Governor's Conference for Minority Business Development (2011 – Present)**

Steering committee member – planned and executed one-on-one sales meetings for participating vendors

### **Zeta Phi Beta Sorority, Incorporated, 1997 – Present**

Great Lakes Region Financial Secretary (2014 – Present)