

Overview

Experienced and driven leader who focuses on driving large-scale economic growth with strong initiatives, to maximize the development of healthy neighborhoods. Provides and promotes adequate commercial and residential space to cultivate a sustainable community through effective communication and building authentic relationships to assist residents and entrepreneurs in their efforts to economic sustainability and prosperity.

PROFESSIONAL EXPERIENCE

CommonBond Communities Wisconsin Regional Manager of Housing and Services

Milwaukee, WI March 2018-Present

- Leads affordable housing portfolio of over 500 units in the Milwaukee area
- Responsible for leading stability, community engagement, and workforce development for Core,
 Comprehensive and Enhanced Sites
- Direct leadership of a team dedicated to property management and advantage services
- Responsible for creating and implementing budgets for the property management and advantage services portfolio
- Generalist for initiatives and collaborations within the organization and community
- Assist in recruitment efforts of real estate and development partnerships and fee management contracts

Historic King Drive Business Improvement District No. 8 Associate Director

Milwaukee, WI January 2017- March 2018

- Assists Executive Director with business recruitment, technical assistance, and business retention along the King Drive corridor
- Provide document collection for businesses seeking technical assistance for businesses as it relates to The City of Milwaukee Commercial Corridor Team
- Serves as liaison between the Business Improvement District and business owners, residents, entrepreneurs and community organizations to strengthen social connections along King Drive and adjacent neighborhoods by ensuring high level engagement in the corridor revitalization efforts
- Provides support for programming including resident engagement in key local development decisions and neighborhood association meetings, grant and loan fund applications, and maintaining stakeholder partnerships
- Collects all property data and updates based on availability of building stock for sale and for lease
- Develops and promotes marketing strategies to promote new business recruitment and retention along King Drive corridor

- Increases resident & stakeholder engagement in Brew City Match Initiative, Transit Oriented Development study, Bronzeville arts & culture district activities, and committee engagement for the "Main Street" designation
- Establishes partnerships with Community Based Organizations to promote synergy and collaboration within corridor and adjacent neighborhoods
- Promotes and markets commercial properties to be leased sold and utilized to maximum capacity to create a vibrate corridor

National Management, LLC (Sylvan Development, LLC) <u>Operations Manager/ Regional Manager</u>

Brookfield, WI 2012 - 2016

- Managed over 2000 market rate units in the Milwaukee metro area, Fox Valley, Marathon, Oconto,
 Racine, and Waukesha County, which included weekly inspection and onsite compliance reviews
- Worked closely with the Department of Neighborhood Services in the City of Milwaukee to ensure all
 violations had been closed and abated for properties in receivership
- Managed rent increases, rent collection and eviction process
- Responsible for collecting monthly profit and loss statement and cash flow reports to property owner(s)
- Oversaw and managed construction and residential rehab projects, including capital improvements
- Ensured the completion of vacancy and promotion reports for each property
- Completed WHEDA section 42 reporting and completion of onsite property audit to ensure compliance
- Managed entire company staff including onsite property managers, maintenance personnel and corporate office staff
- Assisted in developing best practices handbook related to company policy and procedures
- Developed internal property management training and leadership development to ensure customer service, preventive maintenance and resident retention
- Oversaw expenditures and quotes and service contracts

Sylvan Development, LLC <u>District Manager</u>

West Allis, WI 2007 – 2012

- Managed a team of eight property managers located throughout Southeastern Wisconsin
- Implemented strong customer service philosophies, oversaw the managers' reports, and handled escalated resident issues including resident retention
- Managed the accounts payable function for 12 entities within the accounting department
- Created documents for internal and external company correspondence, scheduled appointments, and filed important documents
- Oversaw multiple property expense and profit and loss statements to ensure maximum cash flow

AMCORE Financial Inc. Assistant Branch Manager

Wauwatosa, WI August 2005 – 2007

- Trained and managed a team of five front line staff (Teller personnel)
- Promoted teamwork and ensured product, service, referral and profitability goals were met
- Assisted in the management of sales and service of retail branch
- Cold called business and customers based off generated list and area canvassing
- Served customers total financial service needs cross selling a line of financial products

LICENSES

- Public Notary-expiration date 2020
- Nationwide Mortgage Licensing System registered-completion of Reg Z. Safe Act 2008
- City of Milwaukee Landlord Training program
- Apartment Association of Southeastern Wisconsin Landlord Boot Camp

AFFILIATIONS

- A-LEGO (African American Ladies Empowered to Grow Opportunities)— Health, Economic & Urban Development committees
- Milwaukee Urban League Young Professionals
- Milwaukee Youth Sports League (Oregon Ducks Football Team) Program Coordinator
- RJR, LLC- Managing Member and Administrator of Property Management, Consulting, Financial Literacy and Life Economics courses
- Wisconsin Women's Network- 2018-2019 Policy institute fellow

EDUCATION

Cardinal Stritch University,

African American Leadership Program (AALP) completion June 2018

Milwaukee, WI

Marquette University

Milwaukee, WI

Associates in Commercial Real Estate (ACRE)

May 2016

This program expanded knowledge in the areas of development, construction management, and property management.

Concordia University

Mequon, WI

A.A. Degree, Criminal Justice

December 2013