

SONDRA SPELLMAN-EPPS

Chicago, Ill 60624

EXPERIENCE

OCT. 1, 2006 – PRESENT

WATCHMAN, CITY OF CHICAGO

Operate the Manitou System of alarms for the City of Chicago. Answer in- coming calls dispatch Supervisors when needed.

AUGUST 19, 1997 – SEPTEMBER 30, 2006

CONSTRUCTION LABORER, CITY OF CHICAGO

Repair and maintain the bridges in the City of Chicago. Jackhammer bridge apron and pour concrete.

APRIL 1, 1986 – AUGUST 30, 1989

ADMINISTRATIVE ASSISTANT, City of Chicago

Managed Ward office and prepare ward report for the Alderman

JUNE 1979

BUSINESS MANAGMENT, WESTERN ILLINOIS UNIVERSITY

COMPLETED TWO YEARS, ONE SEMESTER AT LONDON UNIVERSITY,

CONCENTRATED ON BASIC SUBJECT, NO DEGREE

SEPTEMBER 1975

DIPLOMA, MANLEY HIGH SCHOOL

General education

SKILLS

- My abilities to talk with people and earn their trust
- Implement ideas from concept to completion
- Navigate through the City of Chicago Depts.
- Work well under pressure and deadlines
- Able to articulate complex ideas

ACTIVITIES

I have always been a champion for the less fortunate. I have been a community activist all my life and attended many marches, community meetings and boycotts.

MATTHEW C. JACKSON, M.P.A., M.Ed.

06/09/96

Chicago, IL. 60623

Home & FAX

Cell

Objective:

To obtain the position of Instructor within the Chicago Police Department.

Experience:

Chicago Police Department

Police Officer

3510 S. Michigan

1994 to Present

Duties included: Chicago Police Document Section (Unit 169), Chicago Police Media Relations Officer for the Superintendent of Police (Unit 111), Neighborhood Relations Officer (Unit 011), Beat Officer (Unit 011), District Domestic Violence Liaison Officer (Unit 011), District Crime Watch Coordinator Officer (Unit 011), Chicago Police Star Magazine Editor Officer (Unit 011); training in, news release writing, patrol procedures, special patrol activities, crime scene processing, firearms, processing juveniles, arrests, search and seizure, C.A.P.S. and crisis intervention.

Wilbur Wright College

College Professor

4300 N. Narragansett

1991 to Present

Taught English 100-102, English as a Second Language (Levels I to VI) Level #2, which consisted of the following: Review of rules and intensive practice in phonics, spelling, vocabulary, grammar, punctuation, reading comprehension and understanding of idioms. Practice in oral speech to improve diction, articulation of vowels and consonants, intonation and voice projection. Taught advanced reading and mathematics, study skills and test taking skills to individuals vying for GED certification.

Roswell B. Mason Elementary School

Teacher

4217 W. 18th Street

1991 to 1994

Grades K - 12 State of Illinois Certified. Responsibilities included teaching Reading, Mathematics, Social Studies, English, Science, Language Arts, and Spelling (traditionally and via computer) to fourth, fifth, and sixth grade special education students. Other duties included annual reviews, participating in educational assessments and multi-disciplinary conference meetings, communicating with parents, and organizing and preparing educational curriculums.

Better Boys Foundation

Practicum with Better Boys Foundation

1512 S. Pulaski

Spring, 1993

Responsibilities included designing an Independent Living Program for Wards of the State who are 16 to 21 years of age. Other duties included developing procedures for program operation, program implementation, as well as a program budget.

Skills and Abilities:

- Ability to evaluate programs based on value to participants and industry standards
- Ability to plan and prepare business plans
- Accomplished public speaker
- Experience with educational program management
- Efficient with Microsoft Office XP, 2000, Word Perfect, Macintosh systems
- Knowledgeable in Computer Science and Telecommunication
- Effective in communicating and interacting with outside consultants
- Efficient in writing proposals
- Efficient in Media Relations
- Strong leadership ability

Education:

Chicago Police Academy Law Enforcement and Patrol Major: Law Enforcement Specialization: Crime Scene Investigation Certified Portable Data Terminal Trainer 011 th District Domestic Violence Liaison Officer Chicago Police Star Magazine Editor	1300 W. Jackson Present
Concordia University M.Ed. Major: Education with honors Specialization: Urban Education	7400 W. Augusta 1998
Roosevelt University M.P.A. Major: Public Administration with honors Specialization: Local Government	430 S. Michigan 1993
Roosevelt University B.A. Major: Magna cum laude with high honors in Sociology Minor: Business Administration and Psychology with honors	430 S. Michigan 1991
Harold Washington College A.A. Major: Magna cum laude with high honors in Business Administration Minor: Psychology	30 E. Lake 1989
Curie High School Diploma with honors	4000 W. Archer 1987

Publications:

Books:

Teaching Methods
Publisher: Concordia University, River Forest, Illinois
Year: August, 1997
Pages: 83

Independent Living Program for Wards of the State
Publisher: Roosevelt University, Chicago, Illinois
Year: May, 1993
Pages: 67

News Articles:

Cited as Chicago Police Media Relations Officer approximately 1350 times in the following news articles:

CHICAGO TRIBUNE
DAILY SOUTHTOWN
CHICAGO SUN-TIMES
ABC 7 NEWS
BLOOMBERG NEWS
METRO NEWS
ILLINOIS NEWS
CNN. COM

APB. NEWS. COM
ROCKFORD REGISTER STAR
WBBM NEWS RADIO 780
NBC 5 NEWS
THE ASSOCIATED PRESS
DEFENDER
THE NEWS TIMES

- Lawndale and Hope (Publisher: Chicago Defender, 1994, Vol. LXXXIX-No. 8)
- Inferior Political Leadership In North Lawndale (Publisher: The Austin Voice, 1994, Contributing Columnists)
- Our Best Resource Is Hope (Publisher: Chicago Sun-Times, 1994)
- Saving The African American Community With Hope (Publisher: The Austin Weekly News, 1995, Columnists)

Awards and Certifications:

Completed Illinois Motorcycle Rider Training Program in 11 June 2006, Student # 065600506
Recipient of Chicago Police Department Honorable Mention Awards
Recipient of Chicago Police Department Commendation Awards
Recipient of Chicago Police Department Crime Reduction Award
Computer knowledge of the Chicago Police ICAM and I Clear systems
Member of the National Honor Society
Certified Portable Data Terminal Trainer
Recipient of Roswell B. Mason School "Hall of Fame" Award
12 GA Shotgun (Chicago Police-Special Weapons)
9MM Sig Sauer P226 (Chicago Police Department)
45 Cal. Sig Sauer P220 (Chicago Police Department)

References: Available upon request

Patricia Davis

CEO of Unique Casework Installations, Inc.

President: African American Women Empowerment Organization

Chicago, Illinois 60623

Fax

Email;

DAILY OPERATIONS

As the owner of Unique Casework Installations, I am Responsible for daily operations of the business, i.e.: Marketing, client contact, Job/work order estimates, develop contract documents, Equipment and material deliveries, Ensuring adequate personnel for projects, Assist in developing traffic study. We have had up to 85 Carpenters and 15 Laborers doing a 1 ½ year span.

EXPERIENCE -Please See Attachment Detailing the Scope of Project

HISTORY PRIOR TO BECOMING AN OWNER

Casework Systems Installations, Casework Installer/Project Manager, 1995-2003

Developed installation expertise from working with CSI, which is one of the largest installation companies in the Chicagoland area.

The scope of the projects varied in the type of casework installed from steel to wood to plastic laminate and fume hoods. Several projects included unique modifications to the casework with service drops and reagent racks that required extensive field modifications to meet the specific need of the owner. Some projects included using existing equipment and made to fit with their new installations.

Gandhi & Associates (GA) Consulting Engineers, 1984-1994 / Administration

As an Administrative Assistant/Accountant with GA, I assisted with marketing, was involved with direct client contact, developed cost estimates, developed contract documents, reviewed contracts, developed traffic study reports, assisted in field measurements after plans were drawn, responsible for preparations of quantities and general notes included all aspects of accounting, preparations of payroll and payroll taxes as well as the day-to-day administrative duties.

EDUCATION

MC- Construction Management Training - 2005

Chicago & Northeast Illinois District Council of Carpenters
Apprentice & Training Program-1995-1999

Marion Business College, 1982-1984- AA Executive Secretary
AA, Executive Secretary/Accounting

Special Memberships

United Brotherhood of Carpenters & Joiners of America- Local 54 – Member
Chicago Painters and Decorators
Laborer's International Union
Federation of Women Contractors
U.S. Minority Contractors Association
African American Contractors Association (AACA)

Charles E. Rice, Sr.

Mobile: [REDACTED]
[REDACTED]

Objective

As a lifelong North Lawndale servant and resident, my goal is to continue to serve the residents of the 24th Ward as their next Alderman.

Work Experience

City of Chicago – 24th Ward Aldermanic Office

Chicago, IL

Chief-of-Staff

February 2022 – Present

- Oversee day-to-day operations of the Ward Office, including delegating tasks to aldermanic staff to ensure operational efficiency.
- Provide top-of-the-line constituent services to Ward residents.
- Collaborate with the Ward Superintendent daily to ensure City sanitation services are distributed in an equitable manner.
- Oversee the equitable distribution of the Ward's \$1.5 million aldermanic menu fund for the improvement of Ward infrastructure.
- Serve as intergovernmental affairs liaison for all City of Chicago, Cook County, and State of Illinois agencies and departments.
- Track legislative matters pertaining to Ward businesses and developments.
- Serve as designated point-of-contact for Ward churches and senior assisted living facilities.

Chief Operating Officer

March 2018 – February 2022

- Served as Ward liaison for all City of Chicago operational departments, including but not limited to, the Department of Streets and Sanitation, Department of Water Management, and Department of Transportation.
- Surveyed Ward infrastructure and identified areas of need for annual improvements.
- Organized and planned monthly Ward meetings and bi-monthly Ward nights.

Assistant to the Alderman

September 2015 – March 20

- Staffed the Alderman at community events and City Council meetings.
- Responded to constituent service requests and submitted requests to the City's 311 system accordingly.

UCAN Chicago (North Lawndale)

Chicago, IL

Outreach Coordinator

March 2015 – December 2015

- Served as a role model and mentor for at-risk individuals in the North Lawndale community.
- Engaged with at-risk individuals and connected them with government agencies, justice system, and community services in an effort to deter criminal activity and promote disengaging with the criminal justice system.

Ceasefire IL (North Lawndale)

Chicago, IL

Violence Interrupter

February 2012 – January 2013

- Worked in collaboration with formerly incarcerated individuals to reduce violent crime in the North Lawndale community.
- Identified acts of violence in the community, assessed the cause of said acts, determined the probability of retaliatory acts, and implemented strategies to resolve conflicts prior to escalation.
- Canvassed high crime and gang activity areas in an attempt to disrupt and deter violent crime.

L&R Transportation

Driver Supervisor

Bolingbrook, IL

February 2005 – August 2015

- Delivered medical supplies and other deliveries to businesses, hospitals, and residential properties throughout the City of Chicago and surrounding suburbs.
- Supervised a team of three delivery drivers to ensure punctual delivery of crucial medical supplies.

Education

Moraine Valley Community College (Palos Heights, IL)**August 1989 – May 1990**

Major: Criminal Justice

Farragut Career Academy High School (Chicago, IL)**August 1985 - June 1989****Volunteer Experience**

The North Lawndale Eagles Youth Football Program**Chicago, IL**

President & Head Coach

June 2004 - Present

- Provide annual mentoring services in various areas such as conflict resolution, sports development, and leadership training to over 100 at-risk youth in the North Lawndale Community.
- Coordinate and organize various programs and events such as seasonal scrimmage games at Soldier Field, annual trips to Orlando Florida, and an annual awards banquet.
- Expose youth to various leading professionals such as athletes, lawyers, government officials and others.

Westside Cultural Foundation**Chicago, IL**

Volunteer

June 2015 – Present

- Serve as volunteer for arts, cultural and educational programs for children, adults and seniors residing on the West Side of Chicago.
- Serve as logistics coordinator for annual Chicago Westside Music Festival held in Douglass Park serving over 7,000 attendees each year.
- Coordinate monthly donation drop offs to West Side shelters, schools, and churches.

Chicago Park District, Douglass Park**Chicago, IL**

Volunteer

June 2015 – Present

- Instrumental in obtaining a reading and learning computer lab in partnership with the Chicago Bulls.
- Assist with the Douglass Park Advisory Council.
- Serve as volunteer at special events and after school programs.

RESUME

DREWONE GOLDSMITH

OBJECTIVE:

To be appointed to the seat as Chicago's 24th Ward Alderman.

My ability to lead Chicago's 24th Ward is credited to the following Educational Experiences:

CHICAGO FIRE DEPARTMENT (CFD) LIEUTENANT PRESENTLY **Career Service 20 Years CFD**

3rd District Relief Lieutenant Present

Lead Instructor / Drill Master of 92 - 130 Candidates 2020 - 2021

- Responsible for maintaining discipline and order
- Ensuring day to day operation remain on schedule
- Establishing a para-military structure
- Ensures expectations are met by within that structure.

The drill master is the point person in the chain of command to address any discipline issues that have to be managed beyond the instructors and division leader.

Lead Class Instructor 2019 - 2020

- Responsible for research, development and preparation of course materials
- Responsible for class location setup
- Responsible for securing adjunct instructors
- Responsible for setup of practicals and or testing materials for program evaluation

Group Leader 2019 - 2020

- Is in direct and daily contact with their respective group of candidates.
- Served as an instructor and mentor for the candidates
- Responsible for conveying any pertinent information to the division leader regarding the group and passing along any documentation that needs to be stored or passed up the chain.

Promoted to Lieutenant 3rd District Relief 2019

- Fire Lieutenant shall ensure the continuity of the chain of command. The Fire Lieutenant shall be delegated the necessary authority commensurate with the duties and responsibilities to ensure the goals and objectives set forth by the Chicago Fire Department.
- Lieutenant shall be responsible for all administrative duties as they pertain to the firehouse and related properties. When two or more companies are in the same quarters and there is no Captain present, the engine Lieutenant shall ensure these responsibilities.

- Where more than one company including an EMS company is quartered in the same fire house, the Fire Suppression ranking officer on duty shall be responsible for the supervision and discipline of all subordinate officers and members on duty.

Firefighter Engine - 95 2001 - 2019

Chicago's Historic Route 66 Classic Car Show President 2008 - Presently

The mission is to bring car and bike enthusiasts back to "The Mother Road" while Organizing and Exposing our Youth to Opportunities and preventing youth violence. The goal is to promote pride for our community and continue to showcase how this is a wonderful neighborhood and a great

RESUME

DREWONE GOLDSMITH

area for investment – personally and corporately. In addition, this classic car show is a great educational and entertainment venue for all age groups. This event showcase our neighborhood from a positive perspective. It is a free annual event with 50+ volunteers 2000 attendees and the expectation of approximately 200 classic/show cars, trucks and motorcycles.

LAWNDALE CHRISTIAN HEALTH CENTER (LCHC) — 1996 - 2015

DIRECTOR OF FACILITIES SAFETY, SECURITY, FACILITY MAINTENANCE AND HOUSEKEEPING

Responsibilities and Coordination of:

- Report and work hand in hand with the CEO, CFO.
- Staff hiring 18 Housekeepers and 2 Maintenance personnel
- Work scheduling
- Department budgeting
- Maintenance for all buildings and grounds
- General contractor for building renovations and construction
 1. Coordination with the architect
 2. Contractor selection and hiring
 3. Construction scheduling and budgeting
 4. State and Local building code enforcement
 5. City permit procurement
- Safety & security protocols for all buildings (including Fire and Disaster planning)
- Maintenance schedules

LAWNDALE COMMUNITY CHURCH — 1995 - 1996

Construction Manager

Responsibilities:

- Coordination with the architect
- Construction scheduling
- Construction site forman
- Supervised and select subcontractors
- Maintain construction budget
- State and local code enforcement

UNITED STATES MARINE CORPS 1989 - 1995

Field Artillery Cannoneer

Marine Recruit Training Center - San Diego, CA

Marine Combat Training Camp Pendleton, CA

Field Artillery Cannoneer Training - Fort Sill, Oklahoma

Kaneohe Bay, Hawaii

Camp Foster, Japan

Operation Desert Shield - Saudi Arabia

Operation Desert Storm - Iraq

Non Commissioned Officer Training course, Hawaii

Marine Security Guard

Marine Security Guard School - Quantico, VA

U. S. Embassy Ouagadougou, Burkina Faso Africa

U. S. Consulate Rio De Janeiro Brazil

SPECIALIZATIONS

- Basic nutrition
- Introduction to Combat Intelligence
- Terrorism

RESUME

DREWONE GOLDSMITH

- Administration Plans Policies & Procedures
- Battle Skills
- Weapons
- Physical Training Management
- Drill Ceremony & Uniform Inspections
- Leadership
- Technical Military Instructor
- Counseling fo Marines
- Firing Battery Operations
- 105mm Howitzer
- 155mm Howitzer
- Finance
- Haz Mat Awareness
- Haz Mat Operations
- Haz Mat Tech B
- Firefighter III
- Fire Service Instructor I
- Fire Service Instructor II
- Rope operations
- Fire Service Vehicle Operator
- Vehicle Machinery Operations
- Vehicle Machinery Technician
- Weapons of Mass Destruction (WMD)
- Radiological/Nuclear Awareness Course
- WMD Complexities Incident Response
- Incident Response to Terrorist Bombings

DECORATIONS

- National Defense Service Medal
- Sea Service Deployment Ribbon w/1 star
- Southwest Asia Service Medal w/2 stars
- Combat Action Ribbon
- Kuwait Liberation Medal
- Meritorious Mast x 4
- Overseas Service Ribbon w/1 Star
- Good Conduct Medal
- Unit Performance Award
- NHS Neighborhood Leadership Award

REFERENCES

Available upon request

Edward E. Ward



A Restorative Practices specialist and organizer, with an objective to work towards remedying the disparities faced in minority communities. Brings a strong track record of building and sustaining relationships with partners across Public Schools, Vendors, Partner Agencies and Elected Officials as well as Youth Communities. Proficient in Microsoft Office Suite including Word, Excel, PowerPoint, Outlook. Skilled in Public Speaking and Conflict Resolution.

Experience

Chicago Public Schools July 2020 - Present
Sustainable Community Schools Program Coordinator

- Responsible for building and sustaining relationships with Community Schools/Lead Partner Agencies
- Managing budgets of 10 sustainable schools and 10 LPA's
- Upholding and facilitating the rollout of all SCS Pillars and principles
- Training organizations and staff in Restorative Practices
- Providing receipt invoices/open purchase orders, utilizing Oracle on a daily basis

Alternatives Inc. August 2017 - July 2020
Restorative Practices Coach/Specialist

- Coached a coalition of Faculty and staff in restorative practices
- Trained staff in implementing peace circles and talking circles in classrooms across the country
- Responsible for Curriculum creation
- Uploaded Daily updates to the Restorative Justice database and provided Weekly reports
- Attended quarterly Restorative Justice trainings
- Worked with Homeless Youth Service Providers and Residential living facilities to build up the capacity of staff and residents to develop their skills in restorative justice practices.

Rezin Orr High School April 2017 - January 2018
College Career Coach (Intern)

- Maintained communication with recent graduates to follow up on their post-secondary educational career
- Built relationships with current juniors and seniors to ensure that they were college ready
- Mentored students to ensure their at-home situations did not affect their education
- Created events that would encourage the students to want to pursue higher education

The Vrdolyak Law Group August 2016 - January 2017
Medical and Records Specialist

- Collaborated with hundreds of clients, kept up with client's doctor's appointment

- Contacted medical providers to obtain records and bills, formulated med folders with spreadsheets based on records and bills received
- Scheduled clients to meet with Attorneys
- Interviewed clients to qualify for disability
- Performed administrative duties such as filing, answering phones and dialing out, scheduling conference calls

Blocks Together, Chicago, IL
Community/Youth Organizer

September 2008 - 2016

- Traveled to Washington, D.C. to testify before the Senate on the school-to-prison pipeline
- Participated in workshops to develop and strengthen leadership skills
- Trained youth to become community organizers taught basic organizing skills within the community
- Trained youth to effectively lobby elected officials to pass state legislation that changes the scope of public education
- Lobbied in Springfield to rally elected officials around legislation that supported the growth and development of youth across the state

Men of Vision and Empowerment (MOVE), Chicago, IL
Founder & President

April 2013 - 2016

- Founded MOVE an organization dedicated to the empowerment of the marginalized
- Planned and coordinated events that dealt with different issues of social justice in order to raise awareness
- Created mentorship programs for college students and community members

DePaul University Ministry, Chicago, IL
Ministry Assistant

September 2012 - January 2015

- Coordinate different retreats such as the annual Sankofa Leadership Retreat and University Ministry Leadership Retreat
- Served as liaison between University Ministry and Student Government Association
- Communicate with various students and staff to outline services offered by University Ministry
- Perform administrative duties such as sending emails, filing documents, and making phone calls
- Meet regularly with supervisors to plan weekly schedules

Education

DePaul University, Chicago, IL
Bachelor of Arts in Political Science
Minor in Theatre Studies

Academic Honors: Dean's List, Fall 2013 & Winter 2014

Mia Bridges

Alderman 24th Ward



624

Chicago, IL, 60

EDUCATION

MIDWESTERN CAREER COLLEGE

Chicago, IL

Completed coursework towards Surgical Technologist Surgical Technology (Oct 2014)

CERTIFICATIONS

CRMST

Controlled Substance Inspector Certification

CAREER OBJECTIVE

Hard-working professional with 24+ years of experience and a proven knowledge of strategic planning, customer service, and government policy and regulations. Aiming to leverage my skills to successfully fill the Alderman 24th Ward role at your company.

EXPERIENCE

MST/CONTROLLED SUBSTANCE INSPECTOR

Edward Hines VA Hospital, 60141, IL / Aug 2017 - Present
Perform Surgical and GI Tech Procedures, Process Complex Surgical Instruments. Cross trained as a Controlled Substance Inspector, Perform full and partial counts of Controlled Substance medications used in Inpatient and Outpatient pharmacy, and Operating Rooms.

STERILE PROCESSING TECH 2

Mount Sinai Medical Center, Chicago, IL / Feb 2016 - Jul 2017
Process Surgical Instruments to be used in Operating Rooms for Procedures. Other Duties as Assigned.

SURGICAL SERVICES TECH

West Suburban Medical Center, Oak Park, IL / Jun 2013 - Sep 2014
Pre Admission Testing, Calling Doctor office for lab and ekg paperwork. Perform case room turnovers and Stock Operating Rooms with supplies.

DEPUTY SHERIFF CORRECTIONS

Cook County Sheriff, Chicago, IL / Jan 1997 - May 2013
Transporting Pre Trial Detainees to Court and Hospitals. Monitor Detainees living units. Perform daily payroll logs for civilian and sworn personnel. Develop and execute a tier level system based on infractions in the jail complex. Work on the detainee infraction board. and other duties as assigned.

ROGER L. WASHINGTON, M.S.

OBJECTIVE To obtain a position as a candidate for the 24th Ward Alderman

EDUCATION 2010 – 2012 Calumet College of St. Joseph Hammond, IN
Master of Science in Public Safety Administration

1992 – 1997 Barber-Scotia University Concord, NC
Bachelor of Art in Sociology/Psychology

1987 – 1991 Gordon Technical High School Chicago, IL
Diploma

COMPUTER SKILLS Microsoft Office XP, Microsoft Office 2000, Microsoft Office, MS Word, MS Access, MS Excel, MS FrontPage, MS Project and the Police Operating System

EXPERIENCE 2020-present Chicago Police Department Chicago, IL
Police Officer /Missing Unit Division

- Assist other investigators and police divisions in related missing person's reports.

2021- Present City Colleges of Chicago Chicago, IL
Lead Officers

- Reviews daily time and attendance cards to ensure they accurately reflect the hours worked by the employees, ensure employees are adhering to the policies of the District and department.
- Ensure employees are trained and are capable of performing their duties, ensure that employees are stationed at all posts and present a proper appearance.
- Ensure that students, faculty, staff and visitors follow all policies and procedures of the District.
- Patrol building and grounds to ensure a safe and secure environment for students, faculty, staff and visitors.

2018- 2019 Candidate for Mayor of Chicago Chicago, IL

2014-2015 Candidate for 24th Ward Alderman Chicago, IL

Phone: [REDACTED] [REDACTED] Chicago, Illinois 60624
E-mail: [REDACTED]

ROGER L. WASHINGTON, M.S.

1999 – Present Chicago Police Department Chicago, IL
Police Officer

- My duties are to protect and serve the entire Chicago land area from all levels of crime.

2013-2015 YCCS Chicago, IL
Dean of students at YCCS Youth Connection Charter School

- Works with the Principal in carrying out the school's academic and behavior programs.
- Understands and responds to the challenges presented by today's diverse student population.
- Provided proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development.
- Worked cooperatively with the principal, counselor, nurse, staff, students and parents towards a positive school climate.

1993 – 1999 Little City Foundation Palatine, IL
Licensed Case Manager

- Provide activities and service delivery for a caseload of thirty to forty five clients.
- Provided support to clients while in the program.
- Monitor daily progress of each client.
- Coordinate meetings with all parties involved.
- Attend court hearings and Administrative Case Reviews (ACR) as well as prepared the ACR packets for each client.
- Provided transportation for clients to therapy sessions, court, visitations and doctor's appointments for all clients, foster parents, parents and siblings.

CERTIFICATES & AWARDS

Peer Support, Crisis Intervention Team

ORGANIZATIONS & GROUPS

Kappa Alpha Psi Fraternity, Inc. (KAP)

REFERENCE

Upon Request

Phone: [REDACTED]

[REDACTED] Chicago, Illinois 60624

E-mail: [REDACTED]

STEVE D. ROBINSON

• Chicago, IL 60623 •

OBJECTIVE:

Highly dependable, motivated, and experienced team player seeking an opportunity in your organization where I can utilize my knowledge and diverse work experiences which includes management, community service, education, law enforcement, and extensive conflict and crisis prevention training.

HIGHLIGHTS

- Excellent leadership and organizational skills.
- Disciplined leader with proven ability to remain calm and deliver results in high pressure situations.
- Excel at solving problems independently while incorporating sound advice.
- Exceptional written and verbal communication skills.
- Trustworthy in handling sensitive information.
- Interpersonal and relationship building skills.
- Well versed in law enforcement regulations, policies & procedures, and safety.
- Proficient in the use of surveillance equipment.
- Ability to manage, mentor and collaborate.
- Adept at guiding, influencing, and empowering others to maintain law and order.
- Proficient in Microsoft Office.

EXPERIENCE

Lead Officer

Public Safety • Northwestern • Orland Park, Illinois

2014 – present

- Enforces facility's rules and regulations to ensure safety for staff, patients, and visitors.
- Monitors and authorizes entrance and departure of vehicles, employees, and visitors.
- Detects suspicious activities and watches for criminal acts and rule infractions.
- Trains and mentors team.
- Organizes and records facts to prepare incident reports.
- Monitors cameras and alarm systems.

Rail Engineer Operator • Car Servicer

Chicago Transit Authority • Chicago, Illinois

2011 – 2014

- Operated rail car by transporting passengers from station to station daily.
- Communicated via radio and PA system, locations, and emergencies to the public or Operation Command Center.
- Checked rail cars daily to ensure that mechanical safety, and emergency equipment were in place and in good working condition.
- Reported all accidents, damages, and malfunctions.

Manager II

Environmental Services • Sodexo • Chicago, Illinois

2008 – 2011

- Managed team of 300 employees.
- Hired, trained, and evaluated employees.
- Mentored team members to improve performance.
- Evaluated employee performance, set goals, and developed improvement plans.
- Reduced and controlled expenses by streamlining work processes.

Police Officer
Harvey Police Department • Harvey, Illinois **2004 – 2008**

- Protected and served the citizens of Harvey, Illinois.
- Enforced city and state laws.
- Responded quickly to dispatch and take appropriate action at crime and disaster scenes.
- Searched vehicles, buildings, homes and property for evidence and stolen goods
- Directed and controlled crowds.
- Wrote reports on arrest made, activities and unusual incidents observed.

Sheriff Officer
Cook County Sheriff Department • Chicago, Illinois **2001 – 2004**

- Monitored the activity of the facility and detainees.
- Enforced policies governed by the department.
- Reported and wrote reports for unusual occurrences.

Police Officer
Bellwood Police Department • Bellwood, Illinois **1998 – 2001**

- Protected and served the citizens of Bellwood, Illinois.
- Enforced city and state laws.
- Responded quickly to dispatch and take appropriate action at crime and disaster scenes.
- Searched vehicles, buildings, homes and property for evidence and stolen goods.
- Directed and controlled crowds.
- Wrote reports on arrest made, activities and unusual incidents observed.

Teacher
Chicago Public Schools • Chicago, Illinois **1992 – 1998**

- Created engaging and rigorous lessons plans.
- Developed an effective classroom management system which led to increased instructional time and minimal disruptions.
- Maintained discipline in the classroom; methodically provide resources for lessons plans.
- Met with parents and school administration in a professional capacity.

EDUCATION

Associate Degree
Wilbur Wright Junior College • Chicago, Illinois,
Major: Education **1984 - 1986**

Bachelor of Science
Eastern Illinois University • Charleston, Illinois
Major: Education **1986 - 1992**

CERTIFICATES & ACCOMPLISHMENTS

- Vice President Future Drive Organization
- Excellence Officer Award
- Work Performance Award
- Management Development Training
- K-12 Teacher Certification
- Received several Safety Awards for safe operations
- Received commendations for excellent job performance
- Consistently had students with the highest reading and math scores on state tests

REFERENCES

- Furnished on request.

Vetress Boyce

www.boyceenterprise.com

Profile

Overall, 35 years of professional experience in business, finance, management, development, and real estate. 3 years' experience in subsidized government program management, RFP/RFQ replies and solicitations, supportive services, family works agencies, computerized reporting. 30 plus year corporate professional, 11-year political specialist. Expert in managing economic development, economic resources, structuring businesses, NOF Application process, managing multi-million-dollar corporations, staffing personnel, Federal programs, and political campaigns. Excellent skills with consulting businesses, writing, budgeting, organizing. Experienced motivational speaker. Widely recognized for community involvement, political engagement and political relationship building. Superb in operating all computerized software programs. Experienced in import/export trade, logistics, real estate, and consulting. Initiative driven and excellent at working in team/group environments. Highly effective team leader who is comfortable leading or collaborating.

Education/Licenses/Certifications/Politics

1986 First Business School – Graduate of Computer Systems, Business Studies
1996 Chicago State University – Studies include Accounting, Business Management
2008 Coldwell Banker School of Real Estate – Received Real Estate License
2008 Harry S. Truman College/Business & Industry Services
2008 Certification - Creative Problem Solving
2008 Certification - Conflict Management
2022 Honored by Board of Commissioners Cook County, Illinois for Transforming Lives Through Professional and Community Engagement in Cook County.
2022 Award for Business Leadership, NCCDC (North Lawndale Community Organization)

LICENSE/TRADES/CERTIFICATIONS

2007 License Real Estate Broker
2012 License Private Contractor
2012 Certified Federal Project Manager

POLITICAL EXPERIENCE

2019-2020 Lobbied Reparations amongst Chicago Council Members, hosted reparations educational Symposium throughout Chicago, and some parts of Illinois. Resolution passed in 2020
2019 Campaigned on behalf of Mayor Candidates – Mayor Lori Lightfoot, Willie Wilson
2017 Campaign organizer for State Representative Annazette Collins in the 24th Ward
2015 Campaigned to become Alderman for the 24th Ward, Chicago, IL Placed in run-off election
2011 Campaigned to become Alderman for the 24th Ward, Chicago, IL Placed 2nd in a race of 18

Vetress Boyce

www.boyceenterprise.com

Professional Skills

- *Type 85 Words Per Minute
- *Negotiating import freight contracts
- *Government Contract Solicitations
- *Management
- *Accounting Software Packages
- *Community Engagement Specialist
- *Master with Microsoft Office Product
- *Budgeting
- *Government Certifications
- *Proof Reading
- *Inventory Management Systems
- *Inventory Management Software
- *Real Estate Brokerage Deals
- *Accounting Applications
- *Structure/Organizing
- *Professional Experience

Professional Experience

May 2020 – Present

Owner

Boyce Enterprise, LLC

Chicago, IL

- Established the business from setting up the corporation to acquiring all all-operational business City and State licenses.
- Applied for and obtained several minority certifications (MBE/WBE)
- Effectively manage all financial transitions relative to monthly reconciliations, accounts payable/receivables, business taxes and audits.
- Conduct all new hire interviews and terminations
- Maintain files, records, and calendars; arrange business travel, coordinated meetings, log and track expenses thru program integrations.
- Secured wholesale direct accounts
- Orchestrated the layout and set up of the storefront business
- Composed articles and managed all media sites (Twitter, FB, Web Site)
- Designed, created, and implemented policy procedure manual

January 2019 – 2020

Contracted Community Outreach Specialist for Reparations

W.W. Foundation

Chicago, IL

- Designed all literature (flyers, palm cards, t-shirts) and arranged distribution throughout the Chicagoland area
- Garnered support from local community organizations to join forces in educating the need for Reparations
- Arranged townhall meetings and symposiums to educate the public on Reparations
- Made phone calls and office visits to local officials of all ethnicities to gain support in the introduction of a Reparations Resolution/Ordinance
- Traveled through-out Illinois to bring awareness to Reparations
- Worked with State Officials and was successful in assisting in writing the Reparations Bill and the introduction of the Bill in Springfield
- Hosted and moderated several public forums
- Hosted sessions on Economic Development within the City of Chicago
-

Vetress Boyce

www.boyceenterprise.com

Professional Experience (continued)

April 1, 2017 – September 2019

Program Manager – 2-year contract

Employment & Employer Svcs.

Chicago, IL

- Managed all aspects of the Golden Diner and Summer Foods Program for CHA (Chicago Housing Authority)
- Recruited Participants (250 annually)
- Attended all program facilitation meetings with the head officers of CHA
-
- Managed a staff of 1 Personal Assistant, 3 Career Coaches, Sub Contractor, 250 CHA Residents annually.
- Reviewed, approved, and managed the annual contracts to assure all contract compliances were in place and all required parameters were being met.
- Monthly assessment with CHA officers to review statistics and confirm program percentage goal requirements were on target as well as spot check file review to assure all files were properly set up and organized.
- Prepared, prepped and managed all audits
- Approved and provided program marketing material and program training material
- Conducted all of the onboarding community recruitment sessions and screened potential applicants
- Assured all sub-contractors were performing according to contract and expectations
- Conducted all site visits and spear headed annual contract review sessions with CHA
- Hosted hiring events through-out Chicago at various CHA sites in conjunction with other employment placement services.
- Designed all flyers, presentations, and handouts to keep the public informed about CHA programs.

Feb. 2012 – May 2016

President/CEO

The Boyce Group, LLC

Chicago, IL

- Established the business from setting up the corporation to acquiring all construction, cleaning, real estate, and consulting contracts.
- Applied for and obtained several minority certifications (Sec 3, MBE/WBE)
- Effectively handled all financial transitions relative to monthly reconciliations, accounts payable/receivables, business taxes and audits.
- Conducted all new hire interviews and terminated exiting employees
- Maintain files, records, and calendars; arrange business travel, coordinated meetings, logged, and tracked expenses.
- Composed articles and managed all media sites (Twitter, FB, Web Site)
- Designed, created, and implemented policy procedure manual
- Managed multi units through property management contracts
- Managed all real estate listings from acquiring contracts to closing deals for buyers and sellers

Vetress Boyce

www.boyceenterprise.com

Professional Experience (continued)

January 1987 – Sept. 2012

Vice President of Operations

Colovos Company

Chicago, IL

PROVIDED 25 YEARS OF EXEMPLEARY SERVICE as a key executive and assisted in growing the business from 12 million to 43 million in sales.

- **Administration and Management** — Managed the entire operations side of the business and developed bridges so that all departments communicated efficiently and effectively to operate smoothly: Human Resource, Accounting, Marketing, Warehouse Operations, Shipping and Receiving, International Vendors, Domestic Suppliers, and all Customers.
- **Personnel and Human Resources** — Designed and implemented procedures for personnel recruitment, selection process, training, compensation/benefits, labor relations, policy negotiation, and personnel information systems.
- **Customer and Personal Service** — Consistently managed processes for providing optimal customer and personal services. This includes customer needs assessments, meeting and often exceeding quality standards for services, and evaluation of customer satisfaction. Conducting supply chain meetings with head buyers and customer inventory specialist, Determining product line items, promotional dates, inventory management.
- **Economics and Accounting** — Final approver of accounting principles and practices, payroll, accounts payable, bank wires, letter of credits, bank selections and reporting of financial data. Monitoring and controlling resources and overseeing the spending of money.
- **Education and Training** — Identified the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
- **Sales and Marketing** — Weekly meeting with marketing team to assure proper processes were being followed to meet customer orders, upcoming promotions and make sure each marketing employee had knowledge in showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- **Technical** — Selected information systems, inventory management systems, compatible software. Managing system upgrades, dual face implementations and conversions. Select training curriculum and lecturing companies to facilitate training.
- **Finance** - Approved all check runs before payable checks were entered, set annual operational budgets including those for funding or implementation of programs, 5-year budget projections and overall operational budgets.



Wallace "Mickey" Johnson

Owner, Concerned Pest Control

P [REDACTED] (office) [REDACTED] (mobile)

[REDACTED] Chicago, IL 60624

Wallace "Mickey" Johnson is a longtime businessman, a visionary leader, and a compassionate community activist. His discipline, dedication, and drive have propelled him into a wide spectrum of vast experiences—from becoming an elite athlete, performing at the highest levels of professional sports, to entrepreneurship, law enforcement, and board memberships. Well-known, not just as a gifted athlete, but also for the many important attributes that allow him to excel in different spheres, Mickey is a highly sought after speaker for civic matters, and a teacher for various basketball clinics. He has always been involved in community service and is an ambassador for the Chicago Bulls.

Professional Experience:

- Engaged in high level competition as a playing member of five National Basketball Association (NBA) teams, including the Chicago Bulls, Milwaukee Bucks, New Jersey Nets, Indiana Pacers, and the Golden State Warriors.
- Helped administer the Sheriff Work Alternative Program (S.W.A.P) as the Executive Assistant while acting as a Deputy Sheriff in the Office of the Cook County Sheriff. The position involved developing coherent and effective interdepartmental liaisons and negotiating specific court requirements for S.W.A.P participants, as well as facilitating community events.
- As the owner and operator of Concerned Pest Control, I was responsible for human resource management while staffing and training employees, engaged in marketing and accounting for the company, and, in the early years of the business, frequently went out on extermination jobs to provide technical expertise.
- Head Coach at Malcolm X, one of the City Colleges of Chicago. As head coach, I trained and developed junior college athletes, encouraged them to excel in the classroom, motivated and helped student athletes prepare to gain access to four year colleges/universities, and performed administrative tasks, including scheduling games and meeting conference requirements.

Community Awards and Service

- Westside NAACP Award Recipient
- 11th District Police Award
- Past President, Men's Association, St. Stephen AME
- Beat Officer, 11th District Police Dept. CAPS Program

Education and Certifications

- Graduate of Lindblom Technical High School in Chicago
- Bachelor of Science, Economics, Aurora College (now Aurora University)
- Graduate level courses in Business Administration, Aurora University
- Illinois Department of Public Health Licensed Integrated Pest Management Operator

Other Selected Professional Experience

- Member, Board of Directors, Community Bank of Lawndale (now defunct). Worked on policy based initiatives with regard to community activities, voted on various issues concerning community affairs, and provided oversight for the disbursement of funds for neighborhood events.
- Member, Board of Directors, Sears YMCA. Provided valuable insight into the needs of children and working parents in the Lawndale community, helped institute and convey procedures for the implementation of various summer programs, and established channels of trust, confidence, and communication with community leaders and stakeholders for the benefit of the entire service area.
- Ambassador for the Chicago Bulls. This job involves delivering speeches for various groups as a part of the team's effort to be a socially responsible entity working in the various constituent communities, meeting and greeting fans and season ticket holders at important home games, and presenting motivational speeches to a variety of camps, clinics, graduations, golfing, and other events.

Other Service Based Activities

- Involved in the supply and distribution of resources for various food pantries designed to assist families experiencing food insecurity for more than 30 years.
- Founder of HoJo Family Assistance Program, a not for profit that operates in North Lawndale, and many other communities, to help families in need of assistance.

Personal

- Frequent speaker on radio and for civic organizations and churches. Interests include reading, writing, cultural activities, travel, and athletics.

Larry G. Nelson

[REDACTED] Chicago, IL 60624
[REDACTED], [REDACTED]

Employment History:

Office of Congressman Danny K. Davis

Intern Assistant, June 1, 2022 - Present

- Review and reply to correspondence utilizing a computer
- Perform clerical duties
- Maintain filing system

Chicago Department of Human Services

Project Coordinator, 2002 – 2007

- Supervised over one hundred staff members
- Handled multiple projects
- Prepared letters, memorandums and generated monthly and quarterly reports
- Researched and created presentations
- Attended and participated in professional meetings and workshops
- Excellent time management skills and ability to multi-task and prioritize work
- Review assignments and disseminate to appropriate staff

Aldermanic Offices of Michael D. Chandler, Alderman, 24th Ward

Under Contract Worker, 2007 – 2015

- Performed neighborhood City block clean-ups in the 24th Ward
- Assisted in cutting down trees in the neighborhood as requested by the residents in the 24th Ward

Aldermanic Offices of Michael D. Chandler, Alderman, 24th Ward

Administrative Assistant, 1995 – 2002

- Responsible for all city services in the 24th Ward
- Handled and replied to complaints verbally and in writing from residents of the 24th Ward
- Prepared letters, memorandum and other documents independently
- Maintained office filing system

Chicago Park District

Junior Laborer, 1990 – 1995

- Assisted in preparing lumber for the wood chipper to reduce lumber into wood chips
- Assisted in the installation of wood chips surfaces in children play ground lots

Carol Moseley Braun, Cook County Recorder of Deeds

Administrative Assistant to the Recorder of Deeds

1989 – 1990

- Composed letters, memorandums and other documents independently
- Organized meetings
- Maintained filing system

Education:

- Austin High School, Graduated 1980
- Malcolm X College 1993

Community Involvement

- Elected to Local School Council, 1996 – 2000
- Block Club - Block Club Party/Gala Organizer
- Businessmen Monthly Meeting
- 24th Ward Committeeman, 2008 - 2019
- West Community Board, Representing North Lawndale, 1996 – 1998
- Attend and participate in CAPS Meeting



CREATIVE M. SCOTT

OBJECTIVE:

Ambitious business owner, of 28 years, located in the North Lawndale Community of the 24th Ward. Experience in building relationships and seeking resources for residents through numerous events hosted and co-hosted at my place of business. Strong advocate for the 24th Ward through focusing on creating economic opportunities and proper investments to ensure the community can flourish. Public Safety is a great concern as referenced in my professional experience.

EXPERIENCE



Chicago, IL



Firearms Instructor/Training Counselor | GUNCAMP | 2017 - Present

- Provides firearm training as assigned.
- Develops lesson plans and training sessions.
- Certify professionals (Citizens, Elected officials, CPD, Attorneys, etc.)

24th Ward Aldermanic Candidate | Friends of Creative Scott | 2018 - Present

- Ran for office in 2019, my platform was Economic Development, Education, Public Safety, Youth & Senior Programs, Healthcare & Mental Health, Infrastructure, Beautification, Affordable Housing/Taxes & Block Clubs/Community History.

Licensed Barber/Owner | Creative Salon 1992 - Present

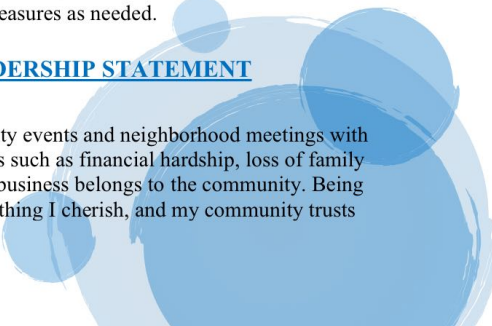
- Welcomes clients and provides consultations on desired services.
- Cuts and trims hair according to clients' instructions.
- Ensures styling instruments are cleaned and sanitized after each use.
- Supervises and trains apprentices and trainees.
- Oversees all business operations.

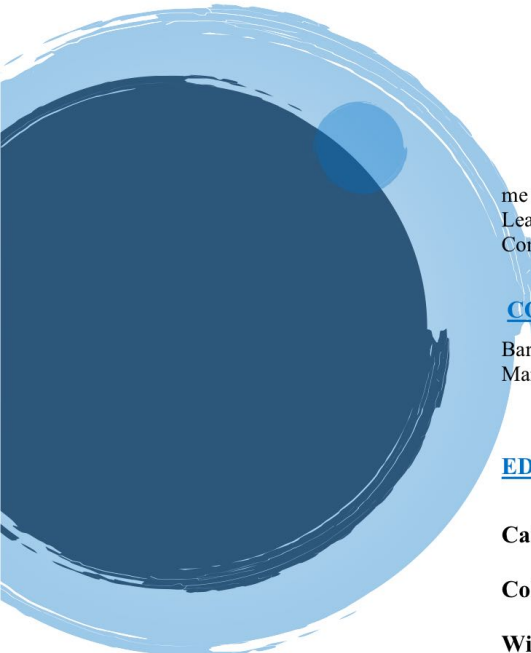
Armed Security | DBA Creative Scott | 1999 - Present

- Protects people and property from harassment, physical attacks, vandalism, and any other unauthorized treatment.
- Completes and submits incident reports.
- Implements new security measures as needed.

COMMUNICATION AND LEADERSHIP STATEMENT

Over the years, I have held community events and neighborhood meetings with residents. Residents express concerns such as financial hardship, loss of family members, or community issues. My business belongs to the community. Being a VOICE for the community is something I cherish, and my community trusts





me to speak on their behalf. My leadership skills reflect my time as a Patrol Leader of the Boy Scouts at Marcy Newberry Center in the North Lawndale Community.

CORE COMPETENCIES AND SKILLS

Barber | Community Activist | Entrepreneurial | Adaptability | Stability | Time Management | Critical Thinking | Compassion

EDUCATION

Caines Barber College | Barbering

Collins High School | General Studies

William Penn | Elementary

References

[Available upon request.]



Profile

Innovative, entrepreneurial professional and active public servant with 30+ years of varied experience and impact in corporate and public sectors. Focused interest on social impact and developing impactful, sustainable solutions and programs that meet the needs of all stakeholders, and communities at-large. Highly collaborative thought partner and team player successful at building and maintaining relationships with both internal and external stakeholders and partners.

Professional Experience

Program & Operational Leadership

- Provided strategic leadership and site management for a premier location within the Chicago Park District.
- Prepared and monitored an annual budget of \$2 million+, including personnel and non-personnel expenses. Managed external vendor relationships for all Global Learning contracts and negotiated to reduce costs by over \$200K.
- Implemented innovative approaches to scaling memberships and program participation. Tripled the number of park memberships and participants in fiscal year 2020.
- Prepared and executed annual operating plans for membership, educational, and other recreational activities; Oversaw development and delivery of member services programs and products. Collaborated with other managers and executives in managing and scaling agency-wide initiatives.
- Oversaw a diverse staff of over 20 team members in the areas of youth and adult programs, administrative, marketing and communications, and site operations.
- Responded to fiscal needs by conducting site-specific fundraising efforts and to increase financial support to secured donations and grant funding the park district programs.
- Participated on executive management teams and committees on various matters, including community safety, mentorship, social services, etc. Serve as a representative and ambassador for the park district within the community.

Relationship Management

- Developed and managed strategic relationships with internal and external teams, partners, and stakeholders.
- Fostered a sense of collaboration, commitment, and community towards continuous improvement in corporate and public sectors.
- Promoted a culture of teamwork and professional development among staff and peers. Provided feedback, coaching, and guidance as needed.
- Identified and integrated relationship management strategies to generate revenue of \$ million+ in national and international sales for United Parcel Services.
- In partnership with C-suite executives, spearheaded relationship acquisition and management strategies for clients. Increased sight lines into partnership and program opportunities.

Volunteer/Community

Alderman Michael Scott Jr. 24th Ward

- Collaborated extensively with the other volunteers on various projects including phone banking.
- Performed data entry related tasks in a timely and accurate manner.
- worked with campaign donors through phone calls and in-person meetings.
- Organized meetings with neighborhood representatives.
- Canvassed door-to-door, speaking with potential voters and distributing campaign-related flyers and literature

Westside Cultural Foundation

- Maintain organization confidentiality.
- Manages scheduling, coordination and record keeping of all volunteers.
- Identify, develop and implement creative volunteer recruitment strategies and methods to attract and retain a sufficient pool of volunteers to maintain efficient operations as part of a strategic plan.

Lawndale Eagles Football Team

- Cheer Coach
- Coordinate youth banquets
- Volunteer Coordinator
- Mentor youth

My Chi My Future-Bronzeville Committee

- General meetings
- share programs
- steering committee (Offer programs for youth restorative justice & healing circles)
- Plan community events for the youth

Education

National Louis University

Master of Business Administration | 2002

Jackson State University

Bachelor of Arts | 1989
Major: Marketing

Work History

2014 – Present

Chicago Park District
Position: Park Supervisor
Chicago, Illinois

2010 – 2014

Eclectic Chique Clothing Boutique
Position: Owner
Chicago, Illinois

2005-2017

Lawndale Christian Health Center
Position: Health Consultant

1997 – 2010

United Parcel Services
Position: International Account Manager
Chicago, Illinois

References

Available Upon Request

Jose De Hernan

Chicago, IL 60623

Objective To obtain a challenging position that offers room for personal and professional growth.

Experience 2011 – Present JW Marriott Chicago Chicago, IL

Loss Prevention Supervisor

Duties: Patrol all areas of the property; secure rooms; assist guests with room access. Conduct emergency response drills, daily physical hazard/safety inspections, investigations, interviews, and key control audit. Monitor Closed Circuit Televisions and alarm systems. Authorize, monitor, and document access to secured areas. Assist guests/employees during emergency situations. Respond to accidents, contact EMS or administer first aid/CPR as required. Gather information and complete reports. Maintain confidentiality of reports/documents, release information to authorized individuals. Defuse disturbances in accordance with company policies and procedures. Resolve safety hazard situations. Handle all interruptions and complaints. Escort unwelcome persons from the property. Ensure compliance with alcoholic beverage control laws. Provide proper paperwork to employees. Assist management in training, motivating and coaching employees; serve as a role model and first point of contact of the Guarantee of Fair Treatment/Open Door Policy process.

New employee hires orientation training in OSHA.
Process Workman's compensation claim. (Data entry, up date, record keeping, etc.)
Receiving, reviewing and verifying all incoming incident reports
Providing claim status and issue monthly and quarterly claim and reserve reports
Maintaining, analyzing and trending data related to losses and claims
Assisting with development of methodologies to monitor effectiveness of loss control efforts
Schedule Security Officers
Payroll Management for the department
Conduct New Employee Orientation on OSHA
Conduct Monthly Safety School for on the job injured employees.
Attend Pre-Con Event Meetings for new in house groups
Create yearly department training and officer training
Conduct Monthly Safety Committee meetings.
Conduct 2ndshift officer yearly performance review
Create and distribute new employee work identification
Create and distribute new SAFLOK user for new employees
Distribute and assign monthly officer and department training
Complete and investigate guest/employee claims
Assist Dir. Of Security in conducting Fire Drill exercise
Update all Material Safety Data Sheet binders

2010 – 2011 St. Regis Punta Mita Resort Nayarit, Mexico

Security Manager

Duties: In charge of all the security operations and develop and enforce the various security policies in order to ensure about the safety and security for employees and guest. Responsible for providing an appropriate access and protecting the confidentiality and integrity of the hotel and its related policies and standard operating procedures.

Monitoring and evaluating the performance of the unit, related to the issues of the security and recommending corrective actions and measures.
Maintaining and creating a good customer relationship in order to ensure complete understanding of the various customer processes and providing them good responses, regarding the security measures.
Responsible for planning, developing and implementing various security plans and programs for example: Crisis Management, Physical Security, Information Protection, Emergency Responses and Incident Management.
Updating the various security technology and complex industry trends for safety.

Responsible for performing and analyzing the annual risk analysis for the country, related to the crime, terrorism, workplace violence, threats from natural and man made disasters.
Providing proper advice and counseling to the line management on various security policies and practices.
Developing and implementing the security coordinator programs and measures for providing proper training and guiding the coordinators.

2002 – 2010 W Lakeshore Hotel/W City Center Hotel Chicago, IL

Senior Security Training Officer

Duties: Training of new officers, monthly continuing training of officers, incident reporting, member of the safety committee, completed the W Associate Development Program, electronic key box control, programmed new keys, lock interrogation reports, post guest messages, investigation report follow up, post guest package charge fee, computer knowledge, lost/found procedures, package & handling procedures, customer service, security officers scheduling, input of Security officer hours into Time Saver, assist Dir. Of Security, and completed W university career class relating to Risk Management. Involved in all aspects imperative to daily hotel functions.

* Implemented a security department team and procedure for W City Center Hotel. Trained new hired officers, organized security department, put in place new security procedures, package & handling procedures, lost/found procedures, report writing, customer service, guest interaction behavioral training, scheduled certification for FIRST AID/TIPS/CPR, and assisted Dir. Of Security.

Education

1994-1997 Richard J. Daley College. Chicago, IL
Diploma: Criminal Justice

1993-1993 The College of Office Technology Chicago, IL
Certificated: Data entry

1988-1992 Kelly High School Chicago, IL
Major: Data processing

Reference: Available upon request.

CHRISTOPHER L. GRIFFIN

Chicago, Illinois 60624

C: [REDACTED]

Career Overview

Personable and responsible with a desire to work in city services. Solid team player with an upbeat, positive attitude.

Core Strengths

Courteous demeanor, Adaptive team Player, Community Activist

Work Experience

Associate Producer **02/2020-Present**
Rainbow PUSH Coalition **Chicago, Illinois**

Creative and technical assistance producing weekly Saturday Morning Forum broadcast and online livestream.

Social Media Assistant **03/2018 – 10//2019**
Community Renewal Society **Chicago, Illinois**

Responsible for promotion and marketing of organization events and social justice programs via social media platforms, newsletters, and email.

Assistant Pastor of Administration **05/2013 - 05/2015**
First Baptist Congregational Church **Chicago, Illinois**

Responsible for oversight of administrative and ministerial staff. Worked with Christian education, worship and music departments.

Youth Pastor **05/2010 - 05/2015**
First Baptist Congregational Church **Chicago, Illinois**

Lead instructor for youth ministry. Worked with adult staff on weekly lesson plans and activities for high school age youth ministry.

Airport Operations Supervisor **10/1986 - 09/2016**
City of Chicago/Department of Aviation **Chicago, Illinois**

Under general supervision, inspected airfield and airside facilities for overall operational safety, ensuring compliance with operational safety and security standards relating to airport operations under 14 CFR Part 139 administered by the Federal Aviation Administration (FAA). Functioned as a duty supervisor, making work assignment to airport operations staff on shift, ensuring that recordkeeping was completed, and responded to incidents affecting the operational safety of airfields and terminals that occurred during the shift, and performed related duties as required.

Educational Background

Moody Bible Institute	1982 - 1984 Chicago, Illinois
Columbia College	1981 - 1982 Chicago, Illinois
Whitney M. Young High School	1977 to 1981 Chicago, Illinois

Organizations

Member Mayor's Interfaith Advisory Committee	2020 - Present
Board Member Alpha Chicago	2019 - Present
Board Member Cornerstone Counseling Center of Chicago	2017 - 2021 Chicago, Illinois
Member Leaders Network Chicago	2015 - Present Chicago, Illinois
Community Leader/Activist Community Renewal Society	2010 - 2019 Chicago, Illinois

Trina M. Mangrum

Chicago, IL 60624

Objective	To secure a managerial, supervisory or administrative position that will best utilize my education and professional experience. To obtain a leadership position, maximizing opportunities to promote a structured working environment that evokes optimal performance and vested interest from team players.
Education	Prairie View A&M University, Prairie View, TX Bachelor of Science in Computer Science Triton College, River Grove, IL Professional Development Series: Project Management (certificate); Performance Appraisal; Presentation Skills; MS Word, Power Point, Excel & Access; Advanced Spanish. WCMC Perspectives – Employee Assistance Program, Chicago, IL Essential Management Skills Modules: Communication; Civility; Conflict Resolution; Leadership; Performance Management; Team Building.
Computer Skills	Microsoft Office Suite; Internet; CRM Systems (311, WebQA); IWDS; IllinoisWorknet.

Professional Experience

28th Ward Alderman Jason C. Ervin

(2015 – Present)

Chief of Staff

- ~ First Point of Contact in ward office, in the absence of Alderman, for all ward-related entities, including constituents, businesses, organizations, city departments and all other levels of government.
- ~ Supervise an office with five full-time staff persons, 6 part-time staff persons and between 3-10 temporary staffers that work through our clean-green team, summer employment program and volunteer program.
- ~ Prepare ordinances for Alderman to introduce into City Council or direct introduction into Committees.
- ~ Handle office budget, including ordering supplies, scheduling equipment maintenance and city vouchering.
- ~ Maintain Alderman's appointments, invitations and overall scheduling.
- ~ Webmaster for aldermanic website and administer the weekly informational e-blasts to residents, organizations, businesses and churches.
- ~ Coordinate Community Meetings for potential zoning changes, variations and/or special uses, which include site location, mailing invitations and collecting comments.

24th Ward Alderman Michael D. Chandler

(1995 – 2007) and (2011 – 2015)

Chief of Staff

- ~ Managed day-to-day operations of the 24th Ward Public Service Office.
 - o Supervised staff of two and all contractual staff.
 - o Set operational standards, goals and objectives; established methods for evaluating employee performance and provided venues for identifying and resolving internal issues or problems.
 - o Responded to and investigate complex and sensitive complaints and inquiries from general public, city agencies and various community stakeholders.
 - o Developed and implemented protocols to eliminate bottlenecks and reduce turnaround time in processing service requests. Documented process and trained staff.
- ~ Maintained Alderman Chandler's weekly schedule.
- ~ Developed and maintain aldermanic website and weekly e-newsletter; Research for its content and handle feedback.
- ~ Coordinated all ward-sponsored community meetings and public forums.
- ~ Promoted public safety throughout the ward by working closely with the Police Department, CAPS and other local crime prevention agencies. This included special events and community outreach.
- ~ Developed and manage financial systems, including annual office operating budget, Aldermanic expense account, employee and contractual timesheets, accounts payables and receivables, bank reconciliations, and annual ward infrastructure improvement budget.
- ~ Ensured disclosure compliance with City Board of Ethics, State Board of Elections, and County Clerk Office.
- ~ Prepared all Aldermanic items for City Council. Drafted ordinances to increase affordable housing, ensure accountability measures in public school system and implement and upgrade traffic safety measures.
- ~ Managed special projects, including fundraisers, special events and town hall meetings.
- ~ Promoted economic development and job creation.
 - o Identified funding resources for new and expanding businesses.
 - o Served as point of contact and coordination between business owners and delegate agencies.
 - Provided economic incentives to relocate or expand in North Lawndale, West Garfield and South Austin (i.e. Empowerment Zone, TIF, SBIF, etc.).

Village of Maywood

(2007 – 2011)

Assistant to the Village Manager – Constituent Services

- ~ Served as Project Coordinator for the implementation of a Customer Relationship Management (CRM) system. Chose an internet-based system by WebQA, Inc., a current leader in CRM and serving over 63 million people worldwide.
 - o Developed work-flows and tested new system for Village specifications. Served as Site Administrator for the Village-wide system, handling daily maintenance, check-ups and security monitoring.
 - o Administered training on intra-portal for all Village employees. Created information packets and quick reference guide for the public-portal; prepared and presented demonstrations to Village Board of Trustees, employee meetings and various community outreach events sponsored by the Village.
 - o Worked with WebQA staff to develop and launch their new Code Enforcement Module; focused on work-flows, real-time probabilities and user accessibility. For my assistance, the Village of Maywood was the first municipality to implement the new module.
- ~ Served as Project Coordinator for the Maywood Neighborhood Recovery Initiative (NRI).
 - o Responsible for overall management of the \$1.2M initiative, complying with all quarterly reporting and fiscal reporting.
 - o Developed and managed a broad-based, 19 member Advisory Committee comprised of community stakeholders.
 - o Engaged in the start-up process with IVPA and technical assistance providers to develop program content and design for the 5 Program Components, including the selection of all community Partner Agencies.
 - o Developed, revised and secured 9 subcontracts, including budgets, for the Partner Agencies chosen to run each Component: Mentoring + Jobs (400K); Parent Leadership(100K); School-based Counseling(275K) and Reentry Program(250K).
- ~ Administered the 50-50 Sidewalk Repair program.
 - o Responsible for measuring & marking sidewalks for contractors; including all Village repairs.
 - o Handled applications & cost estimates for residents, payment processing and completion checklist.
- ~ Facilitated Senior Snow Removal Program.
 - o Point of Contact for seniors/disabled residents, handled publication materials, press and snow contractors.
 - o Prepared the transition from free to paid service, including application, new guidelines and payment process.
- ~ Coordinator of Village-wide Community Outdoor Roll Calls.
 - o Identified, secured, set-up & break-down of 'hot spot' locations for 4 Police Zones.
 - o Prepared agenda; ordered materials, food, give-aways; handled all service requests or issues generated.
- ~ Administrator of Maywood Summer Work Program.
 - o Managed all DCEO WIA/YES funding, scope of work, all IllinoisWorknet and IWDS processing as grantee and worksite.
 - o Identified and oversaw the daily work-tasks of youth ages 14-24; Hired 80-160 youth each year.
 - o Handled eligibility processing, transportation, safety issues, site supervision, work permit process, orientation and payroll.
- ~ Processor of FEMA Applications.
 - o Handled initial damage assessments for Village; Point of Contact for declaration responses; attended all Regional Meetings.
 - o Gathered all documentation, cost estimates and time sheets from departments; familiar with all categories, as well as mitigation; all applications were approved with close-out certification.
- ~ Partnered closely with Public Works Department.
 - o Conducted Village drive-thrus, identifying & processing service requests. Assisted with Tree Removal Program, Fall & Spring Tree Planting Program. Coordinated purchase and installation of new street name signage, street sweeping signage and honorary street name signage village-wide.

The School of the Art Institute of Chicago

(1995)

Office Manager – Office of Student Affairs

- ~ Personal Assistant and Scheduler for the Dean of Student Affairs.
- ~ Facilitated the daily tasks of the Student Affairs Department, which included academic advisors, student success service, cooperative education and career development. Encouraged students to use these services to enhance their academic success, personal growth and artistic development.
- ~ Directed staff of 8 student employees through various projects, including distribution, reception area and student file updating.
- ~ Handled preparation and distribution of Deficiency Notices for the entire school.
- ~ Accountable for office budget and fiscal reports.

NASA Research Laboratory – Prairie View A&M University

(1994)

Undergraduate Research Assistant

- ~ Helped to develop Expert Advisory System for flight software for Johnson Space Center.
- ~ Handled structure designing, tool testing and abstract theory.
- ~ Responsible for all demonstrations, change negotiations and general sale initiatives associated with the finished products to NASA officials.

Affiliations, Accolades & Specialized Training

- ~ Member, *Chicago Low Income Housing Trust Fund Evaluation Committee*
- ~ Member, *Westside Coalition for Healthy Neighborhoods*
- ~ Member, *Foundation for Homan Square Community Advisory Council*
- ~ Co-Chairperson, *North Lawndale Coalition for Healthy Lifestyles.*
- ~ Recipient, *Village of Maywood's 2009 Award of Excellence – Administrative Professional Staff.*
- ~ NIMS Emergency Preparedness Compliance: IC100, IC200, IC300, IC400, IS700, IS800.
- ~ 2008 Defensive Driving Certificate of Completion.
- ~ Founding Member, *Homan Square Community Center Advisory Council.*
- ~ Chairman of Grant Review Committee, *North Lawndale Small Grants Initiative (1998 – 2002).*
- ~ President, *North Lawndale Small Grants Human Development Corporation (501c3, 2001 & 2002).*

References Available Upon Request

Deyki E. Nichols

Chicago, Illinois 60624

Day Evening

Objective

To secure a challenging position which will utilize educational preparation, provide training and encourage growth within a progressive organization

Education

Mississippi Valley State University

Bachelor of Science Degree

Major: Business Administration

Itta Bena, MS

May 2007

Hugh Manley Career Academy

General Diploma

Major: Foods and Hospitality

Ranked in Top Ten of senior class

Chicago, IL

June 2000

Work Experience

Chicago Public Schools (Charles Sumner Math & Science Academy)

DEAN, Substitute Teacher, Athletic Director

Present

Chicago, IL

Nov. 2006 to

- Maintain the safety and security of the school and community. Follow the Student Code of Conduct as it's regulated throughout CPS.
- Give educational classroom instructions also maintain discipline within the classroom and the school as a whole.
- Encourage and teach students to participate in recreational and leisure activities. Coach Boys & Girls Basketball, Track & Field, and Cross-Country. Boys Softball and Co-ed Flag-Football

Footaction USA

Sales Associate

Chicago, IL

Aug. 2002 to 2001

- Assist and encourage customers with their decision to purchase athletic shoes and apparel. Coordinate and manage shipping and receiving at the store.

Reference

Available upon request