

MEANITH HUON

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Chicago, Illinois 60690
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EDUCATION

J.D., Loyola University School of Law, Chicago, Illinois, 1996
Volunteer law clerk, Cook County Public Defender's Office;
Law student participating in pretrial and bench trial proceedings as an assistant of the supervising member of the bar under Illinois Supreme Court Rule 711, McHenry County State's Attorney's Office.

B.A., Philosophy, Grinnell College, Grinnell, Iowa, 1993
Student Senator; Student Representative;
Student Member, President's Sub-Committee on Writing;
Volunteer Tutor.

University of Texas at Austin, Austin, Texas, 1988-1991
Dean's List, Business (Finance); Government Honors Society; English Honor Society;
Volunteer Tutor.

BAR ADMISSIONS

Illinois, May, 1996
Northern District of Illinois and Trial Bar, Northern District of Illinois
Southern District of Illinois
Central District of Illinois
Seventh Circuit Court of Appeals

WORK EXPERIENCE

Attorney 2021 to Present
U.S. Small Business Administration, Chicago, Illinois

Attorney 2008 to the 2021
The Huon Law Firm, Chicago, Illinois
Principal of a general practice firm. Represented plaintiffs in claims or lawsuits involving personal injury, negligence or wrongful death. Defended commercial foreclosure actions in state court. Litigated copyright and trademark infringement cases

in federal court. Litigated motions for a temporary restraining order or preliminary injunction. Drafted and litigated appeals in state and federal court. Defended criminal felony cases. Litigated and argued appeals. Handled probate matters. Litigated a removal proceeding before the Immigration Court. Counseled companies. Attended pretrial conferences.

Attorney

2003 - 2008

Johnson & Bell, Ltd., Chicago, Illinois

Defended manufacturers, individuals, and companies in lawsuits involving claims of product liability, asbestos exposure, breach of contract, violations of Section 1983, slip and falls, automobile and trucking accidents, and wrongful death. Appeared in state and federal courts for case management conferences, to argue motions, and to participate in settlement and pretrial conferences. Planned strategy and budget, and perform risk assessment and evaluation of cases for clients and drafted reports. Conducted depositions of witnesses, parties, experts. Drafted pleadings, motions, responses, trial briefs, motions *in limine*, jury instructions. Researched legal issues on civil procedure, contract, and torts law. Drafted and responded to written discovery.

Attorney

2001 to 2003

Kiesler & Berman, Chicago, Illinois

Defended manufacturers, individuals, and companies in lawsuits involving claims of commercial litigation, construction litigation, medical malpractice, slip and falls, automobile accidents, wrongful death.

Attorney

1999 to 2001

Benjamin and Shapiro, Ltd., Chicago, Illinois

Represented plaintiffs in personal injury claims and lawsuits involving automobile accidents, premises liability and fall downs, medical malpractice, wrongful death. Conducted depositions of parties and witnesses. Attended Mandatory Arbitration hearings. Tried several first chair jury trials in Illinois state court.

Attorney

1997 to 1999

Rosenthal and Schanfield, Chicago, Illinois

Litigated cases involving breach of contract, fraud, commercial dispute, real estate litigation, construction litigation, adversarial bankruptcy proceedings, Fair Housing Act violations, the Illinois Consumer Fraud Act, and the Magnuson Moss Warranty Act.

Attorney

Law Offices of Tom Leahy, Chicago, Illinois

1997 to 1997

Represented plaintiffs in claims and lawsuits involving wrongful death, medical malpractice, products liability, and complex litigation. Prepared cases for trial, attend

pretrial conferences, propounded and responded to written discovery, conduct depositions of parties and witnesses. Search for experts. Researched legal issues. Drafted responses to motions to dismiss, motions for summary judgment, motions for involuntary dismissal.

Attorney

James G. Walker, Ltd., Bloomington, Illinois 1996 to 1996
Represented plaintiffs in asbestos cases and preparing asbestos cases for trial in Cook County and in Central Illinois. Appeared in court on motions, statuses and conferences. Propounded and responded to discovery. Attended and conducted depositions. Drafted and argued motions.

PROFESSIONAL AND COMMUNITY ACTIVITIES

Subcommittee Co-Chairman, Securities Class Action, Litigation Section
American Bar Association, 2005 to 2007
Member, Defense Research Institute, 2005 to 2007
Member, Illinois Association of Defense Trial Counsel, 2003 to 2007
Member, Chicago Southland Chamber of Commerce, 2004 to 2007
Member, Judicial Evaluation Committee, Illinois State Bar Association, 1997 to 1999
Member, Civil Practice and Procedure Committee, Illinois State Bar Association, 1997 to 1998

PUBLICATIONS

“Defending Officers and Directors in a Post-Enron World”
DRI For the Defense, August, 2006
“Defending Premises Liability Cases in Asbestos Litigation”
DRI For the Defense, October, 2005

SPEAKING ENGAGEMENTS

AWinning on Trial@, Illinois Association of Defense Trial Counsel Rookie Seminar, 2001, 2002, 2003
ALitigating Commercial Forcibles,@ Chicago Bar Association, 1998
AEnforcing Settlements,@ Illinois State Bar Association, 1997

LANGUAGES

Cambodian

ANTHONY G. CIARAVINO

Chicago, IL 60609

OVERVIEW: Dedicated and dynamic thought leader possessing 25+ years of proven experience in the field of law enforcement, seeks to leverage in Community Engagement, Strategy Development, Stakeholder Engagement, Public Relations, Coalition-Building, Agency Partnerships, Outreach & Communications, and Commitment to meeting constituent needs, neighborhood growth, and ongoing projects.

SUMMARY: **Program/Resource Management** Experienced working inter-departmentally and with public/private officials to coordinate efforts for various programs. Work with staff to mentor and develop skills necessary to meet daily challenges. Possess a long and proven history in working with City organizations to develop actionable solutions.

Process Implementation Possess a proven ability to anticipate unique requirements or potential roadblocks in all situations. Continually develop back-up plans to achieve exceptional results; streamlining communication and implementation channels to quickly/effectively meet neighborhood, agency, and community-focused needs.

Public Relations Highly experienced in managing inter-personal/agency relations within various scenarios, to achieve lasting results. Highly experienced in working collaboratively with all levels of government to address community engagement.

Leadership Have a demonstrated track record of outstanding service; a calm, dependable professional who devotes every effort to achieving the best results. Highly skilled in coalition-building working within diverse agencies and communities to meet key mission & goals.

PROFESSIONAL EXPERIENCE: **CHICAGO POLICE DEPT. (CPD)** 1997 to Present
Chicago Police Officer Chicago, IL

001st District, Business Liaison/Special Events Officer (2011 to Present)

- Develop relationships with area businesses from private companies to retail chains and major multinational corporations to aid in addressing emergent issues and concerns.
- Act as key point of contact for the department in continued relations and management of key factors facing the public and related business personnel.
- Devise strategies to meet identified risks, disseminating information to inform and coordinate participation by parties involved.

Highlights

- ◇ Currently addressing major tactical, social, and logistic factors in the face of the death of George Floyd, preserving, mitigating, and upholding best public relations practices to ensure safety of civilians and officers in the center of this national protest and crisis. Remained diligent to protect the rights of peaceful protesters and identify those who were there to loot, riot, and cause problems/chaos.
- ◇ Focused on facilitation of First Amendment rights for the Occupy Chicago/NATO Summit 2012 participants, acting as liaison between command staff and local unions (such as SEIU local 1 & 73) to establish and negotiate parameters for successful execution of instances of civil disobedience; foster relationships to secure proactive dialog with union representatives.
- ◇ Responsible for coordination and execution of 300+ special events annually.

Unit-542, Government Security - Security Specialist (2003 to 2011)

- Provide dedicated physical/personal protection to elected officials, enforcing all laws and ordinances effectively to maintain a safe working environment on a daily basis.
- Supervise public/private personnel at various special events, functions, and public locations.
 - Establish protective cordons, observe/respond to emergent situations, and coordinate with dedicated event coordinators/security representatives to provide optimum security support.
- Manage daily logistics pertaining to routes of travel (e.g. traffic, street closings, construction, etc.) to effectively transport elected officials between locations.
- Receive/review threats, initiating investigation, conducting criminal history/background searches of subjects, and working cooperatively with other agencies to provide the highest level of protection.

Highlights

- ◇ Act as Human Resource Liaison for Unit-542, administering education on HR policies, maintaining current knowledge of policies/practices, resolving HR issues within the unit, and acting as liaison for all matters with the central HR department.

Unit-765, Public Housing North Tactical (1999 to 2003)

- Patrolled various public housing neighborhoods while in plain clothes.
- Developed rapport with area residents to gain a better understanding of intrinsic issues.
- Conducted surveillance of housing sites to maintain safety and order for residents.
- Initiated and partook in warranted searches of premises.
- Confiscated narcotics and seized firearms in several instances, completing appropriate procedures to ensure evidence was admissible in a court of law.

Highlights

- ◇ Honed skills in providing tactical aid within civilian environments, utilizing exceptional communication and relations skills to build rapport within the community.

	<p>CHICAGO POLICE DEPT. (Continued)... <i>018th District Patrol (1997 to 1999)</i></p> <ul style="list-style-type: none"> • Actively patrolled and responded to calls dispensed by O.E.C. • Conducted all operations in compliance with regulations and best practices, to mitigate risk to civilians/personnel and uphold departmental ideals. 	
Highlights	<ul style="list-style-type: none"> ◊ Received promotion to Unit-765 in recognition of performance and public relations skills. 	
	<p>MAYOR'S OFFICE OF BUDGET & MANAGEMENT 1994 to 1997 Field Investigation Unit <i>Chicago, IL</i></p> <ul style="list-style-type: none"> • Investigated city personnel to ensure they administered functions in compliance with City of Chicago operational standards. • Collaborated with field investigation personnel to monitor City of Chicago employees, with the goal of enforcing efficient performance of prescribed roles. 	
Highlights	<ul style="list-style-type: none"> ◊ Maintained the highest level of public trust and confidence in municipal government. 	
	<p>COOK COUNTY FOREST PRESERVE - POLICE DEPT. 1992 to 1994 Cook County Forest Preserve Police Officer <i>River Forest, IL</i></p> <ul style="list-style-type: none"> • Interacted extensively with the general public, actively patrolling recreational areas. • Responded to calls dispensed by the Cook County dispatch. • Upheld/enforced the standards set forth by Cook County, The State of Illinois, and the U.S. government to ensure the safety of all citizens on park land. 	
Highlights	<ul style="list-style-type: none"> ◊ Investigated and examined potential criminal/non-criminal activity, determining cause & effect to gain a greater understanding of the sociological aspects of law enforcement. 	
ADDITIONAL:	<p>UNIVERSITY OF WISCONSIN AT GREEN BAY 1990 to 1992 Research Assistant - Sociology Department <i>Green Bay, WI</i></p> <ul style="list-style-type: none"> • Participated in numerous small experiments, conducted within inner city populations, pertaining to the effects/instances of segregation, racism, and poverty. 	
Highlights	<ul style="list-style-type: none"> ◊ Gained knowledge of real world application for sociological principles. 	
TRAINING:	<p>CHICAGO POLICE DEPT. 1997 to 1998 Tomothy O'Connor Training Academy <i>Chicago, IL</i></p> <ul style="list-style-type: none"> • Completed CPD's Basic Recruit Training Program - 24 Weeks. 	
	<p>COOK COUNTY SHERIFF'S DEPT. 1992 to 1993 Completed Cook County Sherriff's Basic Recruit Training Program - 400 Hrs. <i>Maywood, IL</i></p>	
EDUCATION:	<p>ILLINOIS INSTITUTE OF TECHNOLOGY Current Pursuing a Master's degree in Public Administration <i>Chicago, IL</i></p> <ul style="list-style-type: none"> • Collaborated with the Chairman of Public Administration to establish measures to eliminate out-of-pocket expenses for police & fire personnel seeking undergraduate and graduate degrees. 	
	<p>UNIVERSITY OF WISCONSIN AT GREEN BAY Conferred 1992 Bachelor of Arts degree in Sociology, minoring in Human Development <i>Green Bay, WI</i></p> <ul style="list-style-type: none"> • Captain of the Division I Men's Basketball Team. • Participated in 3 National Collegiate Athletic Association post season tournaments: 1 NCAA Tournament & 2 National Invitational Tournaments. • Actively participated with Athletes in Action & Fellowship of Christian Athletes. 	
AFFILIATIONS:	<ul style="list-style-type: none"> • Armour Square Park, President - Advisory Council 2007 to Present - Motivate and guide children at career days and related events, directing all aspects of programming and community engagement to support community outreach and mission. • Taylor-Lauridsen Park, Member - Sports & Youth Development Committee 2010 to Present • Chicago Rec Sports, Director of Basketball Operations 2020 to Present • Phoenix Basketball Club, Founder/Director 2010 to Present - Help to mentor and support development of hundreds of children through basketball and team building. • Chicago Public Schools & Parks District, Public Speaker 1990 to Present • Walter Payton College Prep, Head Varsity Coach - Boys Basketball 2012 to 2015 	

ANTHONY REGALADO

OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and ability to work well with people, which will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as a collaborative team member.

WORK EXPERIENCE

- 12/16-present **Police Officer**, *Chicago Police Department – Chicago IL*
Police Officer-Bureau of Patrol, 018th District, currently assigned to Tactical Team 1864E/1862D, was detailed to the 003rd District where I gained most of my work knowledge and dealt with numerous jobs on a daily basis. Can work comfortably in a fast pace environment. Have led or assisted in many arrests, prepared and wrote detailed case reports for many incidents, have training in force mitigation, lemart, CPR, and excellent verbal judo.
- 01/16-12/16 **Correctional Officer**, *Cook County Department of Corrections – Chicago, IL*
Searched and made sure no contraband was on detainees person, made sure login book and data entry was up to date, monitor detainees interaction and surroundings, process transfer slips, interact with detainees/direct supervision. CIT trained. Excellent verbal judo.
- 03/03-01/16 **Agricultural/Bond Broker**, *Ambrosino Bro. Brokerage Group– Chicago, IL*
Fill and execute customer orders, discussed different trading ideas with customers, traded live day to day markets, check and endorsed trades, data entry, filing and organizing all records of trades, emailing trade confirmations to customers, manage Bloomberg chat rooms, interpersonal communication, train summer help on day to day operations, check and email settlements to customers.

EDUCATIONAL BACKGROUND

- 06/20-Present **MBA Forensic and Investigative Account**, *Saint Xavier University-Chicago, IL*
- 01/01-06/03 **Bachelor of Arts in Sociology Degree**, *DePaul University – Chicago, IL*

09/99-11/00 **Associate in Arts**, *Moraine Valley Community College – Palos Hills, IL*

09/95-06/99 **Graduated from Highschool**, *De La Salle Institute – Chicago, IL*

COMPUTER SKILLS

01/95-present Broad Technical knowledge on a variety of topics including hardware, software, database systems, web interfaces, excellent knowledge of Microsoft word, excel, power point, access, outlook, quick books, internet explorer, and adobe.

Bobby Martinez Olson

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PROFILE

Sharing what the community has given to me through public service; first generation attorney and 11th Ward Resident of Chicago

EXPERIENCE

Policy Liaison, Cook County Sheriff's Office - Present

Analyzing and collaborating on the implementation of new laws and procedures, coordinating with justice partners, and advocating for a safer Cook County

Attorney, Chicago City Council 2017-2019

Drafting legislation and assisting City Council Members with Robert's Rules of Order

Intern, U.S. Department of State; Milan, Italy Summer 2016

Interpreting U.S. Visa Law under the supervision of Foreign Service Officers, gathering biometric data, and rendering assistance to U.S. Citizens stranded or in danger abroad

Intern, Technical Review Unit; Springfield, Illinois Spring 2016

Drafting and analyzing new legislation for the benefit of the Speaker, the Democratic Members of the House and the Chief Counsel

Clerk, Circuit Court of Cook County Chancery Division 2015

Drafting motions and orders on behalf of the court in commercial and residential matters

EDUCATION

University of Illinois, College of Law — J.D., 2017

Loyola University Chicago — B.A. History, B.A. International Studies, 2014

St. Ignatius College Prep — 2010

SKILLS

Native Speaking Proficiency in Spanish Professional Working Proficiency in Italian

Chi Hang Jonathan Tam, PE

Experience

Metra, Chicago, IL

02/2009 – 10/2019

Civil Engineer II/Project Manager/Resident Engineer

- Held progress meetings with COO and municipality officials and chief engineers in different suburbs for station renovations
- Made sure contractors built the projects according to plans and specs and completed pay applications
- Coordinated with HVAC, Electrical, Architectural groups and contract employees as needed and CEO/Project Managers of clients
- Worked on Request For Information and change orders from reviewing contractors' prices against independent cost estimates on rsmeans software
- Worked without a resident engineer, so I acted as the resident engineer
- Kept project files according to QA/QC requirements
- Kept detailed daily work reports, detailing work performed and labor and material quantities
- Kept detailed minutes when holding project progress meetings
- Reviewed schedule with contractors against benchmarks to make sure projects are completed on time
- Reviewed submittals against specification requirements to make sure they meet them
- Worked on contract modifications and change orders paperwork, which includes scope of work and negotiation on an agreed price

Teng and Associates, Chicago, IL

10/2007 – 02/2009

Civil Engineer (EIT)

- AutoCad and MicroStation Cad work
- Made changes on plans for design engineer for roadway work

Education

Illinois Institute of Technology, Chicago, IL

2007

- Bachelor of Science in Civil Engineering- GPA 3.48
- Professional Master's in Transportation Engineering- GPA 3.45

2008

Licensed Professional Engineer in the State of Illinois

Scholarship Chair and Inter-Society Chair in American Society of Civil Engineers

Projects

- Project Manager: \$2.3 million Pace Bus (RTA) renovation
- Libertyville station Rehab, Clinton street fuel line replacement, Ravinia station roof rehab,
- Waukegan station Rehab, 143rd station ramp rehab, Harlem station ramp rehab, etc.

Skills

- Manages Metra's Herbicide Program
- Took Construction Management classes
- Experience in working with Engineering software, i.e. SAP 2000
- Highly proficient in AutoCAD and MicroStation
- Experience in working with GIS software
- Experience in Transportation simulation software, i.e. CORSIM
- Experience in C++ programming
- Proficient in Microsoft Office, including Access and Project
- Excellent communication skills and great public speaker
- Highly team-oriented

Chris Kanich

11th Ward resident since 2015 — Fluent in English — Conversational in spoken (Mandarin) and written Chinese

EXECUTIVE PROFILE

Community-focused volunteer, educator, and researcher with a proven track record of exceptional interpersonal and leadership skills. Fast and dedicated learner, able to move into new roles quickly. Committed to local impact by leveraging technical skills and raw effort to maximize positive impact in the community. World-class researcher and science communicator with over 2,700 academic citations, over half a million online educational video views, and over three million dollars in federal grants to support research conducted in, and by residents of, the 11th Ward.

EDUCATION

Ph.D. Computer Science and Engineering

University of California, San Diego, 2012.

Advisors: Stefan Savage and Geoffrey M. Voelker

B.S. Mathematics and Computer Science

Purdue University, West Lafayette, 2005.

Study Abroad intensive in written and spoken Chinese

Peking University, Beijing, China, Summer 2004.

PROFESSIONAL EXPERIENCE

Professor of Computer Science. University of Illinois at Chicago

Assistant Professor

Associate Professor with tenure

As a tenure-track faculty member in the Department of Computer Science, I conduct research, teach and mentor students, and participate in the shared governance and administration of my university and my discipline through volunteer service. My teaching focuses on computer systems, security, and privacy, at both the undergraduate and graduate levels, and my research focuses on socio-technical cybersecurity. My academic publications have appeared in top tier venues within the computer security, human-computer interaction, and internet measurement communities. More information is available on my academic website and at <https://scholar.google.com/citations?user=Zy1b3UAAAAAJ>.

2012 – present

2012 – 2019

2019 – present

COMMUNITY SERVICE

Vice Chair, Board of Directors, Project: VISION

Project: VISION (PV) is a nonprofit serving the youth of the greater Chinatown, Bridgeport, and McKinley Park communities, many of whom are from lower income families and are English language learners. PV offers free after school programs including tutoring, college and career readiness workshops, service learning, and leadership training. As vice chair of the board, I contribute to both our Real Estate and DEI (Diversity, Equity, and Inclusion) working groups, conduct weekly check-ins with the executive director, and have represented PV in community events like the annual Dragon Boat race and as co-emcee for PV's annual Fall Soiree. More information is available at <https://projectvisionchicago.org>.

2021-present

Tech Lead and Co-Founder, Greater Bridgeport Mutual Aid

Greater Bridgeport Mutual Aid organized in response to the COVID-19 pandemic and provided neighbor-to-neighbor support for grocery and pharmacy delivery, direct monetary aid, and easy-to-access information via a voice and text hotline as well as social media. I designed tools that center humans and their problems to provide an assistive role in facilitating neighbor-to-neighbor support, I fulfilled grocery delivery and technical assistance requests, and I led a hand sanitizer and reusable mask giveaway at the height of the pandemic. More information is available at <https://www.gbmachicago.org>.

2020–2021

Member, Bridgeport Alliance **2018–present**
Bridgeport Alliance aims to build connections and engagement among the residents of the Bridgeport community. My significant efforts have included assisting in organizing a neighborhood community development forum in 2019, advocacy for improving the redevelopment of the former helipad and boatyard at Halsted and the Chicago River, coordination of the 2019 and 2021 Community Cookouts, and serving as a community liaison during civil unrest of summer 2020 in the Bridgeport neighborhood.

Steward and Bargaining Committee Member, UIC United Faculty **2018–present**
UIC United Faculty is the union representing tenure-track and non-tenure track faculty at the University of Illinois Chicago. As a member of the 2018-2019 bargaining team, I helped negotiate a four year contract focused on equity for our lowest paid colleagues, workload protections, and a faster pathway to multi-year contracts for non-tenure-track faculty. As steward for the College of Engineering since 2019, I have worked with faculty and administration alike to effectively resolve disputes regarding workload, retaliation, and other potential grievances.

Commissioner, Chicago Advisory Redistricting Commission **2021**
The Chicago Advisory Redistricting Commission was the first ever effort to give the people of the city a real say in how the 50 wards of Chicago are redrawn after the census. We convened a commission who held over forty public, recorded, live-streamed, live-translated meetings, took written and oral testimony from hundreds of Chicagoans, and drew a high quality ward map in full view of the people of the city. More information is available at <https://chicagoswards.org>. As part of this effort, I personally leveraged open source software to develop <https://wardmap.app> which allows everyday Chicagoans to inspect, draw, and comment on ward maps using the latest technologies and data.

PROFESSIONAL SERVICE

Graduated PhD students

Peter Snyder, currently Senior Privacy Researcher and Director of Privacy at Brave Software
Mohammad Taha Khan, currently Tenure Track Assistant Professor at Washington & Lee University
Sara Amini, currently a Data and Applied Scientist at Microsoft Corporation

Student Research Advisor

I have advised 18 undergraduates, three high school students, and nine PhD students in conducting cybersecurity research.

Computer Committee Chair, Department of Computer Science **2019–2021**
I chaired a committee of faculty and staff to set the direction of computer hardware and software purchases within the Computer Science Department.

Advisory Committee Member Department of Computer Science **2013–2015, 2019–2020**

Advisory Committee Member UIC Vice Chancellor for Innovation **2020–present**

Steering/Organizing Committee Member Midwest Security Workshop **2019, 2020**

Program Committee Member **2012–present**
I have served on the peer review committee for 37 annual academic conferences and workshops in computer security, privacy, human computer interaction, and computer networking.

INVITED TALKS AND OUTREACH

Outreach and Education on Redistricting **2021**
I have given invited presentations on the structure and importance of municipal redistricting to general audiences at community groups (including the South Asian American Policy and Research Institute and the Logan Square Neighborhood Association, among others) and on the podcast City Cast Chicago. I have also provided a technical overview of the design and implementation of <https://wardmap.app> for Chi Hack Night.

Invited Academic Talks **2008–2021**
I have given invited talks on my academic research at dozens of institutions, including Carnegie Mellon University, Facebook, AT&T Security Research, Fudan University, Chicago–Kent College of Law, Indiana University, UC Riverside, Brown University, Dartmouth College, the University of Chicago, Georgetown University, the Ohio State University, and more.

Public Expert**2013–2021**

I have provided my expertise in technology and cybersecurity for a general audience in many outlets, including NPR's Science Friday, the MIT Enterprise Forum of Chicago, Planet Money, and NBC 5 News.

AWARDS

UIC College of Engineering Outstanding Teaching Award 2014, 2016, 2017, 2021

UIC Graduate College Faculty Mentoring Award 2019

UIC College of Engineering Outstanding Advising Award 2018

UIC College of Engineering Outstanding Research Award 2014

SELECTED RESEARCH SUPPORT

The research supported by these grants has been conducted partly or wholly within the 11th Ward.

NSF Secure and Trustworthy Cyberspace program

Enabling Long-Term Security and Privacy through Retrospective Data Management.

Duration: August 2018 – July 2022.

Role: Joint PI. Amount received: \$1,200,000.

Department of Homeland Security

Toward a Standard Model of Costs for Cybersecurity Attacks.

Duration: September 2018 – December 2019.

Role: PI. Amount received: \$227,305.

NSF CAREER Award

Contextual Protection for Private Data Storage and Retrieval

Duration: January 2014 – December 2018

Role: PI. Amount received: \$596,970.

NSF Secure and Trustworthy Cyberspace program

A Layered Approach to Securing Web Services

Duration: May 2014 – May 2017

Role: Co-PI. Amount received: \$900,000.

TEACHING

Supplemental Online Instruction**2020–present**

I make supplemental computer science educational material freely available to the public through my YouTube and TikTok channels. In total these videos have been viewed over half a million times.

Instructor University of Illinois at Chicago**2013–2021**

I have taught graduate seminars in advanced security, online privacy, and empirical analysis; undergraduate systems programming; dual-enrollment courses in secure web development and computer networks.

Instructor University of California, San Diego**2010–2011**

I was an instructor and teaching assistant for computer security and computer networks.

Teaching Assistant Purdue University, West Lafayette**2002 - 2005**

I was a lab teaching assistant for introduction to computer science.

CHRISTOPHER JAVIER

Chicago, Illinois

PROFILE

Driven servant with leadership experience in professional, personal and community life. Highly skilled in communication, negotiation, problem-solving, collaboration, leadership development, administration, data analysis, and conflict resolution. Seeking to selflessly serve the needs of the 11th Ward and supporting the work of community groups.

PROFESSIONAL EXPERIENCE

STEINMETZ COLLEGE PREP, Chicago, IL

2012 - Current

Multi-Tiered Systems of Support Coordinator (2021 – Current)

- Review and refine discipline, behavioral health, attendance and curriculum and instruction structures
- Lead Multi-Tiered Systems of Support team, culture and climate team, and discipline team

High School Science Teacher (2012 – 2021)

- Delivered high-quality science instruction to high school students
- Communicated and collaborated with students, parents, teachers, and staff to support student and school growth
- Coached basketball
- Served on the instructional leadership team, culture and climate team, whole school safety committee, discipline team

YOUNG WOMEN'S LEADERSHIP CHARTER SCHOOL, Chicago, IL

2011 - 2012

High School Science Teacher

- Delivered high-quality science instruction to high school and middle school students

COMMUNITY ACTIVITIES

CHINESE CHRISTIAN UNION CHURCH, Chicago, IL

2010 - Current

Deacon/Elder (2018 – Current)

- Oversee spiritual growth and health of English congregation

Community Care Team Lead (2020 – Current)

- Research the needs of the Chinatown community
- Meet with various community groups and stakeholders to assess supports and identify gaps in services
- Coordinate an organized, church-wide response to initial pandemic needs and subsequent continuing needs of the community; 10,000+ families served, \$200,000+ funds raised
- Connect outside resources to the community; established 14 new partnerships
- Revive programs that support the community; court advocacy

Youth Counselor (2010 – 2021)

- Shared the gospel through preaching, teaching, coordinating events
- Led and disciplined a team of counselors

EDUCATION

UNIVERSITY OF ILLINOIS, Chicago, IL

Master of Education, Instructional Leadership, 2010

Bachelor of Science, Biology, 2009

DENISE E. MCBROOM

• E-MAIL

EXPERIENCE

09/2021-Present

11th Ward Office

Chicago, IL

Chief of Staff: City Council- Alderman Patrick D. Thompson

- Serve as liaison and primary point of contact to elected officials, Chicago Police Commanders, CEO's, numerous governmental agencies, and utility companies to execute cross-functional projects & initiatives for the residents & visitors of Chicago
- Act as primary contact for economic development opportunities in the Ward by working with zoning and land use attorneys as well as directly with the Chicago Department of Planning and Development
- Coordinate locations throughout the 11th Ward for Streets and Sanitation laborers to clean and maintain
- Meet with new businesses owners moving into the Ward, plan grand openings with elected officials from the City and act as primary contact
- Work directly with the Alderman to plan and execute strategic initiatives; analyze data & budgets to keep initiatives & projects on projected timelines & on budget
- Analyze various policy issues and report findings and recommendations directly to the Alderman; produce appropriate legislative memos, policy briefs, ordinances, resolutions, and communications for internal and external audiences
- Manage & supervise a staff of three & strategically delegate projects; set key performance indicators and provide direct feedback & coaching at weekly staff meetings
- Conduct Staff Performance Evaluations to assess strengths, weaknesses, significant accomplishments and identify future goals
- Write all outgoing communications on behalf of the Alderman including but not limited to: speeches, powerpoint presentations, newspaper articles, press releases, statements, and emails
- Present to community groups by preparing speeches or using Microsoft Powerpoint
- Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, e-blasts, newspaper articles and all social media outlets (Facebook, Twitter, Instagram, LinkedIn, Constant Contact)
- Oversee large, cross-functional events and projects for the 11th Ward, including: Clean and Greens, Block Parties, Events with the Chicago Police Department, and Holiday Festivals
- Direct liaison for all community relations including but not limited to between all community groups and non-for-profit groups
- Minimize the impact of large-scale public works projects on the community by serving as an intermediary between contractors, developers, City departments, and constituents
- Utilize various communication tools and formats, including videography, photography, audio, and social media for the purpose of community information and engagement

LITERACY AND SOCIAL SCIENCE TEACHING EXPERIENCE

2009-September 20, 2021

Oscar DePriest Elementary School

Chicago, IL

Lead Teacher: 7th and 8th Social Studies, Writing, and Language Arts

- Created entire 7th and 8th grade reading and writing curriculum
- Executed effective classroom management, team teaching, curriculum mapping
- Created International Baccalaureate units that challenge students with rigorous material
- Assessed and analyzed student data in order to better personalize learning
- Utilized real-life activities through the use of hands-on, cooperative grouping to promote communication through writing and reading for all students
- Instructed and advanced diverse learners' reading and writing knowledge within the regular education classroom, including special needs students.

2007-2009 O. W. Holmes Elementary School Chicago, IL

Teacher: 7th and 8th Social Studies, Language Arts, and Writing

- Utilized real-life activities through the use of hands-on, cooperative grouping to promote communication through writing and reading for all students
- Created the entire reading curriculum for 7th and 8th grade; including assessments, lessons, activities, and teaching materials.
- Promoted Middle School philosophy through looping, AVID, block scheduling, and character education
- Implemented Facing History program to help deepen understanding of social injustices
- Incorporated the Chicago Initiative Reading Framework into lesson plans and teaching
- Raised reading test scores on the ISAT

OTHER TEACHING EXPERIENCE

2003-2007 St. Gabriel School Chicago, IL

Teacher: 7th and 8th Grade

- Taught reading, language arts, and religion classes
- Developed effective classroom management techniques to promote student achievement for all learners.
- Fundraised for the parish school and church to ensure its future existence
- Developed and created entire reading and writing curriculum including lessons, activities, and teaching materials
- Led the school in its anniversary celebration through coordinating special Masses, a parade, raffles, and contacting the media for coverage

LEADERSHIP EXPERIENCE

- Beat Facilitator for the Chicago Alternative Policing Strategy Program for the 9th District (2001-Present)
- Community Policing District Advisory Council Secretary (2010-2012)
- Organizer of numerous CAPS cookouts, street events, toy drives, and meetings
- Leader of Clean and Green events within the 11th Ward
- College Essay Contest judge for my dear friend, the late State Representative Esther Golar's tuition program
- Community Activist working against problem buildings, gangs and drugs (2001 - Present)
- Instructional Leadership Team Member, specializing in data driven analysis and assessment (2009-2020)
- Lead Teacher of the Middle School Team and Library Administrator
- Led the city of Chicago in reading ISAT and NWEA test scores growth for two years, as well as CPS network leader in growth
- Middle School Team Leader responsible for all graduation activities

ADDITIONAL SKILLS

- Government Relations
- Media Inquiries and Response
- Community and Public Relations
- Facilities Management
- Project Management
- Budget Planning and Management
- Strategic Planning
- Correspondence and Communications
- Event Planning and Execution
- Social Media Communications and Marketing
- Office Management
- Training and Development

EDUCATION

National Louis University Chicago, IL

- Masters degree in Educational Leadership and Administration

National Louis University Chicago, IL

- Certification: Illinois Teaching Certificate, Elementary K-9
- Bachelor's degree in Education, Minor in English

Donald Don

[REDACTED]
Chicago, IL 60616
[REDACTED] [REDACTED]

Profile

- 25+ year resident of the Armour Square Neighborhood
- Parents emigrated from Hong Kong and owned a restaurant operated by 5 generations of the Don Family
- Married to Raquel, a daughter of an immigrant born in Mexico and an active CPS parent
- Father of 3 children: 1) Oldest child graduated from CPS high school; 2) Middle child currently in CPS high school; 3) Youngest child currently in CPS grade school
- Resides with 3 generations of family within the same household and the languages spoken in household: Taishanese/Cantonese; Spanish and English

Work Experience

City of Chicago Fire Department

Firefighter/Emergency Medical Technician

November 2002–Present

- Past 14 years assigned to Engine 29 which serves the Armour Square, Bridgeport, and Canaryville Neighborhoods
- First 5 years assigned to Engine 18 which serves the Little Italy, Pilsen, and University Village Neighborhoods

Community

Local 2 Union

- 19+ Year member
- Served in the past as a Union Steward, member of the Grievance, the Public Relations, and the Real Estate Committees
- Worked as part of the Public Relations Team in fundraisers with AFFI Warrior (raffle), Catholic Charities (Toy Parade in Canaryville & Bridgeport), Make-A-Wish (Shake the Boot; Santa Letters) and the youth Burn Camp (raffle)

Safety

- Member of the Neighborhood Safety Groups in the 9th District
- Liaison between the CPD's 9th District and the Chinese Community
 - Advocating for services to support Chinese residents i.e., bilingual officers and translation services
 - Coordinated with businesses to gather surveillance videos to help the police solve crimes
 - Educated the community on the importance and process of reporting crimes

11th Ward Alderman Vacancy Application Submission

Elvira “Vida” Jimenez

11th Ward Selection Committee
121 N. LaSalle Street – Room 406
Chicago, Illinois 60602

NAME: Elvira “Vida” Jimenez
ADDRESS: [REDACTED] Chicago, Illinois 60608
PHONE: [REDACTED]
EMAIL: [REDACTED]
EMPLOYER: Self-Employed (Semi-Retired)
DOB: [REDACTED].1957
POB: Chicago, Illinois
SPOUSE: Divorced
CHILDREN: Two Adult Children
LANGUAGES: Fluent In English & Spanish

EMPLOYMENT HISTORY:

AVida USA, Inc.	President/OME	Construction Management
VIDA Enterprises, Inc.	President	General Business Consultant
Greatlakes Recycling	Comptroller	
L.E.R. Financial Consultants	Assistant Comptroller	
The Siegal Trading Company	Administrator /Accounting	
Let Us Entertain You, Inc.	Bookkeeper	
Cook County State’s Attorney	Secretary	
Connie’s Pizza	Hostess / Server	

GOVERNMENT EXPERIENCE:

Chicago Police Department	CAPS Organizer	Districts 7, 8, 9, 11, 22
Chicago Police Department	Service Representative	Districts 7, 8, 9, 11, 22
Cook County State’s Attorney	Secretary	

MILITARY SERVICE:

None

COMMUNITY INVOLVEMENT:

Back of the Yards Neighborhood Council (COVID Outreach / Contact Tracer)
We Can Community Block Club (President)
United American Latino Organization (President)
St. Mary of Perpetual Help All Saints- St. Anthony Church (Volunteer)
Buddhist Temple (Volunteer), (Qiang “John” Zhang, President)
Mujeres Latinas en Accion (Volunteer)
The Pets Are Worth Saving Foundation (Volunteer)
Chinatown Chamber of Commerce (Volunteer)
Chi Can Tu Director
St. Theresa Church & School (Volunteer)
PAWS Foundation (Volunteer)
Chinese American Service League (Volunteer)
Marist High School (Business and Product Development Volunteer)
Hispanic Amnesty Program (Volunteer Bi-Lingual Administrator)

EDUCATION / CERTIFICATIONS:

Kennedy King College
Malcolm X College
Realtors Real Estate School (Licensed Appraiser)
Century 21 Real Estate (Agent)
Notary Public

AWARDS & RECOGNITIONS:

Companions for Heroes
Defenders of Wildlife
Environmental Defense Fund
Father Flanagan’s Boys’ Home
Guiding Eyes for the Blind
Ocean Conservancy
PAWS Chicago Animal
Paralyzed Veterans of America
Reservation Animal Rescue
The Jane Goodall Institute
The Nature Conservancy

SOCIAL MEDIA PRESENCE:

VIDA Jimenez

[Linkedin.com/in/vidaenterprisesinc/](https://www.linkedin.com/in/vidaenterprisesinc/)

VIDA Enterprises. Inc.

[Linkedin.com/company/vida-enterprises-inc/about/](https://www.linkedin.com/company/vida-enterprises-inc/about/)

VIDAS Angels

[Linkedin.com/in/vidas-angels-444996233/](https://www.linkedin.com/in/vidas-angels-444996233/)

VIDA Jimenez

[Facebook.com/vida.jimenezschreck](https://www.facebook.com/vida.jimenezschreck)

VIDA Jimenez

[Facebook.com/vida.jimenez.14](https://www.facebook.com/vida.jimenez.14)

VIDA

[Facebook.com/vidaenterprisesinc](https://www.facebook.com/vidaenterprisesinc)

Twitter:

VIDAS_Angels

CRIMINAL RECORD:

None

DEBT:

No indebtedness to the City of Chicago or any governmental entity that I am aware of.

FRANCISCO RODRIGUEZ

CHICAGO, ILLINOIS 60608

EXPERIENCE

Chicago Park District

Chicago, Illinois

Park Supervisor

2016 - Present

- Spearhead all park programming; including recruiting, screening, and training volunteers to assist in playground or park programs.
- Work with constituents and community leaders to determine park and recreation needs and areas for improvement.
- Develop and enforces rules and regulations for safety of staff and patrons at playground or park facility.
- Manage staff responsible for cleaning and maintenance at assigned playground or park facility.
- Maintain inventory and maintenance of all park equipment and supplies a variety of records, including course registration, fees collected on bank accounts, timekeeping/payroll, accidents, and other routine reports.
- Schedule, organize and oversee activities at various athletic meets, leagues, and tournaments.

Chicago Park District

Chicago, Illinois

Physical Instructor

2011- 2016

- Developed all physical, instructional curriculum for park sports, games, fitness classes and competitive athletics at community park.
- Enforced and promoted safety guidelines for recreation and athletic activities; and worked with constituents, community members and parents to resolves conflicts among participants.
- Supervises unorganized play and enforces rules and regulations. Developed community-centered workshops and in-service training seminars as part of part programming.
- Work with constituents and community leaders to determine park and recreation needs and areas for improvement.
- Maintained recreation apparatus; tournament, league and competition annual calendar; and equipment inventory for entire park.

Triton College

Chicago, Illinois

Adjunct Faculty Instructor

2012- 2015

- Instruct students in sports, recreational activities, and healthy lifestyle issues, in order to encourage and develop physical fitness and skills, self-esteem and interpersonal skills.

Papi Perez Todo Mundo, INC

Chicago, Illinois

Administrative Analyst

2009- 2012

- Worked with a team of attorneys and supported their work through legal research, case investigation, and record keeping.
- Draft correspondence and other documents, such as contracts, mortgages, and legal reports to assist attorney's preparation for trial.
- Secured affidavits and other formal statements that may be used as evidence in court.

Bureau of the Census

Office Operations Supervisor

2009-2010

Chicago, Illinois

- Supervise the day-to-day work products of the office clerks, as well as payroll, personnel, and inventory, recruiting or supply management for LCO employees.
- Maintain the flow and quality of completed work by monitoring work status and adjusting expedite production.
- Coordinate the activities of the office clerks assigned to the technical processing operations; spot checks work and reviews the results of systematic quality controls to assure specific levels of quality are being met.
- Work with the assistant manager with the selection of qualified person(s) for each office clerk position, and assignment to specific office operations. Responsible for applying Equal Employment Opportunities (EEO) in the local census office.

EDUCATION

Ashford University

2015

MASTER OF ARTS IN ORGANIZATIONAL MANAGEMENT

Ashford University

2012

BACHELOR OF ARTS IN SPORTS AND RECREATION MANAGEMENT

ADDITIONAL INFORMATION

Fluent in Spanish, Proficient with Microsoft Office Applications (Excel, Word, PowerPoint, Outlook, and Access)

GREG SHIELDS

██████████ / ██████████

PROFILE:

My philosophy and work ethic is defined by a need to proactively and pragmatically design an efficient system that delivers measurable result, by deploying an eclectic approach to service delivery. Being raised in a family that boasts of a long line of police personnel and having worked for over 30 years in various positions at the Cook County Sheriff's Office, I have garnered extensive work experience in the field of law enforcement and community relations.

QUALIFICATIONS

- Extensive experience in the design and deployment of effective monitoring of participants assigned in the Electric Monitoring Unit and Fugitive Apprehension.
- Defined Proficiency in security systems management and enforcement of law and order.
- Expert in Security Planning/Evaluation and Enforcement
- Specialist in the Provision of Executive Protection and Logistics Support.
- Law Enforcement and Security Provisions Expert.

EMPLOYMENT

COURT SECURITY OFFICER WALDEN SECURITY (7TH CIRCUIT NORTHERN DISTRICT COURTHOUSE) MAY 2020 – CURRENT DATE

- Located at 219 S. Dearborn - Responsible for observing personnel at visitors to proactively identify problematic situations.
- Screens visitors by checking identification, enforcing item rules, and scanning bags.
- Secures entrances from unauthorized individuals during routine operations.
- Escorts jury to areas outside the courtroom and guards lodging of sequestered jury.
- Patrols interior and exterior of the courthouse to secure premises, as well as, the Federal Judges assigned to the courtrooms.

EXECUTIVE DIRECTOR COOK COUNTY SHERIFF'S OFFICE MARCH 2017 - DECEMBER 2019

- Served as Department Head of the Cook County Sheriff's Office
- Responsible for overseeing the Fugitives Apprehensions Unit of the Sherriff's Office
- Responsible for overseeing the Electronic Monitoring Unit of the Sheriff's office
- Overseeing the implementation of the Sherriff's Work Alternative Program of the Cook County Sheriff's Office in most Chicago neighborhoods.



- Coordinated various aspects of the Cook County security requirements and implemented law enforcement programs and designs.
- Implemented training for body worn cameras, teasers and other security logistics
- Responsible for supervising over 120 security officers and numerous other personnel
- Managed and oversaw one of the largest Electronic Monitoring/Fugitive Apprehension unit in the country.

Previous positions held in the Cook County Sheriff's Department include:

• DIRECTOR	COOK COUNTY SHERIFF'S OFFICE	SEPTEMBER 2006 - MARCH 2017
• CHIEF,	COOK COUNTY SHERIFF'S OFFICE	2003 - 2006
• DEPUTY CHIEF	COOK COUNTY SHERIFF'S OFFICE	2001 - 2003
• SUPERVISING INVESTIGATOR	COOK COUNTY SHERIFF'S OFFICE	1998 - 2001
• INVESTIGATOR	COOK COUNTY SHERIFF'S OFFICE	1992 - 1998
• DEPUTY SHERIFF	COOK COUNTY SHERIFF'S OFFICE	1988 - 1992

RETAIL SECURITY ATT FLAGSHIP STORE 600 N. MICHIGAN AVE 2013 - 2019

- Oversaw responsibilities employees, as well as, merchandise to create to ensure safety, compliance, and no retail thefts.
- Scheduled off-duty officers for security details.
- Aided general manager in coordinating ATT sponsored after-hour events such as concerts, radio shows, and other events.

TRAININGS

- Police Executive Course sponsored by Penn State University. 1st Line Supervisors Course. Use of Force Training. 400 Hour Deputy Sheriff Course. FEMA Courses IS-800. ICS 200. ICS 700.

HONORS

- Recipient of the badge star number 1
- Departmental Commendations
- Certificates of Recognition

REFERENCE

Available upon request



// CONTACT



[REDACTED]



[REDACTED]



[REDACTED] Chicago IL 60624

// OBJECTIVE

To obtain and maintain long term employment that will enhance and improve my skills and ability to become a permanent asset to your organization

// EDUCATION

- Bethel New Life Technology Program
2019
- Advancing Diversity Economic Opportunity Graduate
2018
- Sunshine Enterprises Community Business
2017
- Pathways Business Academy
2016
- Triton Community College
2002-2004
- Austin Community Academy High School
1997-1999

// SKILLS

- Communicating (whether by pen, mouth, etc.) in a way that others grasp.
- Respecting others' points of view through engagement and interest.
- Using relevant knowledge, know-how, and skills to explain and clarify thoughts and ideas.
- Listening to others when they communicate, asking questions to better understand.
- Prioritizing Delegation

IESHA WALKER

I Enumerator/Field Supervisor

// WORK EXPERIENCE

DEPARTMENT OF COMMERCE

I Enumerator/Field Supervisor- MAY 2020- DEC 21

- Ensured that repeat visits are performed in case a family member is not present in the first instance
- Compiled reports of information derived from census activities and ensure that they vetted by the supervisor
- Read and prepare personal and business financial statements
- Experience in Data-faction
- Motivated self-starter; ability to generate based on client discussions and see projects through to completion
- Lead, train, motivate, and instruct team members
- Pricing and proposal development,
- Partner with various leaders in all areas of financial control management including planning, monthly forecasting and reporting, headcount planning and tracking, productivity tracking, run rate analysis, monitoring expenses, and cost recovery
- Evaluates partnerships with other operations and firmwide teams to ensure role clarity and good hand-offs, encouraging lessons learned and best practices sharing across team

GOOD PEOPLE SOLUTIONS LLC

Expungement/Sealing Specialist- AUG 2016- MAY 2019

- Provided personal counseling, monitors clients for special needs, and aids in the care, comfort, and well-being of clientele.
- Organizes information by studying, analyzing, interpreting data
- Maintains records by documenting changes on timely basis.
- Maintained consumers' confidence and information confidential.
- Maintained professional knowledge by attending educational workshops; and establishing personal networks; participating in community societies.
- Makes team effort by accomplishing goal related results
- Maintained-database by entering data.
- Made recommendations concerning inefficient procedures in order to rectify any existing or expected problems/concerns.
- Reviewed confidential reports and managerial studies in order to make recommendations to clients that ensures and maintains confidentiality.
- Served as liaison between clients and organizations that improves client's overall well-being
- Coordinated executive clients' schedules
- Management of multiple projects utilizing strong planning and organizational skills
- General consulting that included team facilitation, business case development, strong business analysis skills, process mapping, and business process redesigning
- Assigned project responsibilities and keep the projects on schedule
- Communicated progress and expectations, escalates problems to Project Leader for awareness or resolution
- Managed retail staff, including cashiers and people working on the floor.
- Meet financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Formulate pricing policies.
- Answer and direct phone calls
- Organized and scheduled appointments

Knowledge of Cook County Government's functions and purpose. Extensive knowledge of policies and procedures governing the County.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Interpersonal relation skills able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills, ability to articulate through written documents. Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to communicate effectively verbally and in writing.

Ability to manage multiple projects effectively.

MS Office: Word, Excel, and PowerPoint

Computer: Spreadsheet, word processing, database management, typing speed: 70 WPM

Office Equipment: Fax machines, photocopiers, PABX systems, videoconferencing, and general office equipment

- Planned meetings and take detailed minutes
- Planned, coordinates, and conducts health and wellness related educational presentations; contacts and schedules varied speakers from local health related organizations and businesses; seeks input from participants
- Conducted extensive legal researching and analysis.
- Prepared memoranda and briefs with accurate information on specific cases.
- Provided assistance prior and during a proceeding by preparing for a case and examining the related documents
- Ensured that related case documents are properly ordered and available.
- Attend sessions in order to listen to and record critical information.
- Supervised the work and activities of cases.
- Maintained and update, literature and documentation.
- Coordinate and schedule appointments and meetings.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Identifies client needs by establishing personal relationships with potential and actual clients
- Received and distribute email, correspondence memos, letters, faxes and forms
- Assisted in the preparation of regularly scheduled reports
- Developed and maintain a filing system
- Update and maintain office policies and procedures
- Ordered office supplies and research new deals and suppliers
- Maintained contact lists
- Booked travel arrangements for clients
- Submitted and reconcile expense reports
- Acted as the point of contact for internal and external client Liaise with executive and senior administrative assistants to handle requests and queries from senior manager

NORTHLAWNDALE EMPLOYMENT NETWORK

Office Assistant - Nov 2014 -Dec 2016

- Supervised administrative staff and divide responsibilities to ensure performance
- Managed agendas/travel arrangements/appointments etc. for the upper management
- Managed phone calls and correspondence (e-mail, letters, packages etc.)
- Supported budgeting and bookkeeping procedures
- Created and updated records and databases with personnel, financial and other data
- Tracked stocks of office supplies and place orders when necessary
- Submitted timely reports and prepare presentations/proposals as assigned
- Handled incoming calls and other communications.
- Performing general office clerk duties and errands.
- Studied office operational processes and recommended procedural changes to improve efficiencies
- Created and maintained spreadsheets facilities work orders, offsite storage, performance evaluations
- Performed data entry
- Edited and documents and reports
- Coordinated staff development and training initiatives
- Assisted with inventory control; stocks and delivers materials and supplies; resolves problems with vendors
- Maintained basic accounting for office related expenses
- Assisted with office support services
- Assisted staff in resolving sensitive operational and personnel problems
- Interpretation of personnel policies and procedures to staff
- Attended meetings in the absence of the supervisors

Jack Pan

Chicago, Illinois, 60609

WORK EXPERIENCE

Cook County Sheriff Office

Chicago, IL

Electronic Monitoring (EM) Commander

May 2011 – Dec 2017

- EM Commander is responsible for planning, supervising and reviewing the activities of all personnel assigned to EM Unit, which may included a patrol or support function.
- Work involves directing or personally investigating citizen complaints about investigators conduct and services.
- When assigned as Duty Commander, by organizing and directing personnel and equipments during major events or emergencies.
- Coordinating activities with other units/agencies within or outside of CCSO.
- Participating in various citywide projects and/or programs.
- Sheriff's Commander recommends comprehensive goal and objective and is responsible for their implementation and result achieved.
- This Class is responsible for performing related duties as required.

Captain

May 2008 – May 2011

- Plan, coordinates, directs and control the operations of a Division in Correctional setting.
- Provides necessary leadership for the accomplishment of departmental goals and mission.
- Coordinates daily activities of a Division/Unit in Correctional setting.
- Initiates disciplinary actions and commendations.
- Prepares and supervises the preparations and review of necessary records and reports.
- Supervises training and development of subordinates.
- Regularly evaluates the work of all subordinates.
- Act as Field Commander in various emergency situations.
- Performs other related duties as required.

Lieutenant

Feb 2001 – May 2008

- Under the direction of a Captain
- Assist, Perform and assume all duties and responsibilities in the absence of Captain.

Sergeant

Feb 1998 – Jan 2001

- First line supervisor in a security detention facility.
- Maintain facility security through regular inspections to insure the health and safety of inmates.
- Maintain established staffing level by arranging staff work schedules, staff coverage and overtime approval.
- Insure staff are fully trained and that proper conduct, action and procedures are followed.
- Review report and evaluate performance of all subordinates.
- Handle a variety of staff problem such as discipline, grievances and time off requests.
- Supervisor the screening and classifying of inmates.
- Act as liaison with medical staff resolving inmate health care concern.
- Investigate a variety of inmate incidents, violation of policies, irregular of suspicious occurrence and take or recommend inmate discipline as appropriate.

Correctional Officer

Sep 1994 – Feb 1998

- Enforce rules and keep order.
- Supervisor the activities of inmates.
- Search for contraband items.
- Inspect facilities to ensure that they meet standard.
- Report inmate conduct.
- Aid in rehabilitation and counseling of offender.

JETFLEX INC.

Chauffeur / Personal Assistant

Chicago, Illinois

Apr 2018 – Present

- Responsibilities include driving CEO vehicle for mostly day trips around Chicago suburbs as well as occasional trips to Wisconsin.
- Keeping the car clean, service around CEO home and business.
- Strong attention to detail and a sense of urgency in adjusting to changing schedules

Elmhurst Park District

Park Specialist II

Elmhurst, Illinois

May 2018 – Present

- Trash removal and litter collection
- Mowing, tree removal, athletic field maintenance
- Parking lot repairs
- Snow removal

EDUCATION

KENWOOD ACADEMY

Chicago, IL

- GED 1991

UNIVERSITY OF ILLINOIS AT CHICAGO

Chicago, IL

- Finished 2 year studied with 60 semester hours 1991-1993.

COOK COUNTY SHERIFF'S TRAINING ACADEMY

Chicago, IL

- 400 hours training 1994
- 40 hours annual in-service training

ADDITIONAL SKILLS

- Bilingual - fluent in english and Cantonese/Mandarin
- CDL Class B
- Proficient in MS Word, Excel and Powerpoint
- Extensive knowledge of pertinent federal, state and local law of modern police /correctional practices and methods.
- Ability to identify and make efficient use of resources based on priorities and personnel capabilities.
- Ability to analyze complex situations quickly and accurately, and to adopt effective and reasonable courses of action.
- Ability to maintain cooperative and constructive working relationships.
- Ability to deal courteously and firmly public.
- First Aid CPR AED Certification.
- F.O.I.D

James J. Brinkley

Chicago, IL, 60609 | |

Objective

To be appointed the vacant seat for 11th Ward Alderman of the City of Chicago

Work Experience:

Chicago Police Officer: November 4, 2013- Present

BUREAU OF COUNTER TERRORISM: OCTOBER 2021- PRESENT

- Identified violence and Narcotics hot spots
- Initiated a plan and out plan into motion on how to combat said violence and narcotic hot spots

COMMUNITY SAFETY TEAM/ UNIT 716: DECEMBER 2020- OCTOBER 2021

- Citywide Unit working in districts where there was an uptick in violence

TACTICAL TEAM/ 010TH DISTRICT: MARCH 2019- DECEMBER 2020

- Assigned to 1062 Tactical Team
- Conducted investigative interviews of Victims, Witnesses and Offenders
- Conducted follow-up investigations
- Monitored POD cameras which led to multiple arrests
- Spearheaded Surveillance Operations which led to multiple Gun and Narcotic Arrests
- Updated reports and identified crime patterns

TACTICAL TEAM/ 012TH DISTRICT: JANUARY 2018- MARCH 2019

- Assigned to 1268 Tactical Team
- Conducted investigative interviews of Victims, Witnesses and Offenders
- Conducted follow-up investigations
- Monitored POD cameras which led to multiple arrests
- Updated reports and identified crime patterns

MISSION TEAM/ 003RD DISTRICT: DECEMBER 2015- DECEMBER 2017

- Assigned to First Watch Patrol
- Conducted investigative interviews of Victims, Witnesses and Offenders
- Conducted follow-up investigations
- Reviewed reports and identified crime patterns
- Partnered and coordinated investigations with Department units and outside units
- Responded to field incidents consisting of domestic disturbances and felony in progress calls

PATROLMEN/ 003RD DISTRICT: AUGUST 2015- DECEMBER 2015

August 2015- December 2015

- Assigned to First Watch Patrol
- Conducted investigative interviews of Victims, Witnesses and Offenders
- Proficient in Traffic/ DUI Investigation
- Accumulated evidence which led to the arrest of offenders
- Responded to beat assignments and generated appropriate reports
- Partnered and coordinated investigations with Department units and outside units
- Reviewed reports and identified criminals
- Updated reports and identified crime patterns

Business Owner: January, 2015- Present

P.R.O. FITNESS & SPORTS ACADEMY- 1862 S. BLUE ISLAND AVENUE

- Searched for, negotiated leasing terms, and formulated the buildout blueprint of a Commercial small business fitness facility
- Assisted in creating a group fitness as well as personal training workout programs
- Managed finances of the business
- Developed and administered the hiring, termination, and overall employee/ intern process
- Managed the employee scheduling
- Conducted all the ordering and re-ordering of equipment and goods
- Managed the businesses payroll

P.R.O. FOUNDATION- NON-PROFIT ORGANIZATION

- Organized and managed community based events and fundraisers
- Assisted athletes with the college athletic recruiting process resulting in 50+ inner city kids moving on to college
- Assisted student athletes with acquiring athletic scholarships
- Mentored numerous student athletes from different parts of the City of Chicago and outskirts
- Assisted students with job placement
- Created a club youth sports program to be used as a safe haven for inner city kids to combat the violence in our city
- Organized college tours

Special Skill and Knowledge

- Works well with other team members
- Great leadership skills
- Able to successfully manage multiple tasks
- Proficient with Word, Excel, Powerpoint, Wordpress website editing, multiple social media platforms
- Demonstrates and practices the comprehensive knowledge of what a community leader is

Education

- **Benedictine University Lisle, IL**
Bachelor's Degree: Communication Arts, December 2008
- **Concordia University Chicago: Chicago, IL**
Master's Degree: Applied Exercise Science, Anticipated Fall 2022

Complimentary History

- Honorable Mention: 60
- Physical Fitness: 2
- Complimentary Letter: 1
- Department Commendation: 3
- Special Commendation: 1
- 2019 Crime reduction Award: 1
- Attendance Recognition Award: 1
- Joint Operations Award: 1



Joe Azim

Military Veteran | Strategic Sales Executive | People Leader

PROFILE

Results driven executive with 10+ years of experience leading complex sales teams in a fast-paced, high-growth environment

SKILLS

Leadership, Active Listening, Business Development, Market Segmentation, Customer Service, Contract Negotiation

INDUSTRY EXPERIENCE

Information Technology, Food Service, Military, Government, Management Consulting

EDUCATION

Indiana University Bloomington
BA • December 2011
Business, Political Science

MILITARY EXPERIENCE

United States Marine Corps
2002 - 2006 • Infantry Anti- Tank Assault Gunner, 3rd Light Armored Reconnaissance Battalion, 1st Marine Division

VOLUNTEER

YMCA Urban Warrior Mentor
The program pairs post-9/11 military veterans and at-risk youth from Chicago neighborhoods to help young adults build coping skills

PROFESSIONAL EXPERIENCE

Technomic, Inc.

Sales Manager • October 2019 - Present • Chicago, IL

Technomic is a strategic research and consulting firm that educates the food, beverage and allied retail industries through industry events, actionable research, and insightful media

- Manage team of 7 business development managers responsible for \$3.5 million quota
- Established and currently manages a business development associate team supporting individual contributors across two separate business divisions
- Advanced 2 individual contributors from manager to director level
- Review forecasts and create innovative strategies to close revenue gaps
- Created and currently oversees a new prospect and sales pipeline activity program that has led to \$300 thousand in incremental revenue
- Spearheaded the adoption of Salesloft, Salesforce CRM and introduced data quality standards for sales teams
- Established and currently performs advanced reporting to provide enhanced visibility into sales pipelines for key leaders

Gartner

Senior Commercial Manager • November 2013 - October 2019 • Chicago, IL

Gartner is the world's leading IT research and advisory company, with clients at more than 11,000 organizations in 110 countries

- Managed up to 15 account management/business development associates responsible for supporting over \$30 million of strategic consulting services in renewable and new business contract value
- Advanced 17 associates into individual contributor roles and 22 associates into internal product, advisory and service-oriented roles
- Facilitated weekly growth workshops for 30 associates on learning new product offerings, developing targeted scripting and practicing product pitches
- Recognized as a "Top Coach", ranking in the top 20th percentile of managers firmwide based on an annual employee engagement survey

Capitalize LLC

Client Services Director • December 2011 - October 2013 • Washington, DC

Capitalize LLC is an international consulting firm focused on building strategic government relationships in war-torn regions

- Established and led business development focused on security and logistics resulting in \$28 million in new business
- Organized and led meetings with non-governmental organizations, U.S. and foreign government officials to research industry sectors, gain business intelligence and provide analysis to senior executives of U.S. government contractors
- Led team that was awarded a \$7.2 million contract to design and build two media operation centers in Afghanistan designed to act as a single point of contact between U.S. forces and media representatives covering operations
- Interviewed and vetted local sub-contractors and provided recommendations to client in support of \$10 billion U.S. overseas contract – Subsistence Prime Vendor Afghanistan



<https://www.linkedin.com/in/joeyazim/>

JOHN J. TOMINELLO

Retired Official Court Reporter

EDUCATION

Kelly High School

Class of 1974

Chicago College of Commerce

1988

WORK EXPERIENCE

Freelance Court Reporter

1985 to 1988

Illinois Official Court Reporters

1988 to 2021

Represented the Reporters in a multi organizational decades long battle for union representation.

EMAIL:
[REDACTED]

HOBBIES

painting
Cairn Rescue USA Foster
Gardening



MARIA D. ACOSTA

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CHICAGO, ILLINOIS 60609
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CIVIC ENGAGEMENT

AFSCME LOCAL 654

AFTER SCHOOL MATTERS

BRIDGEPORT ALLIANCE

DRESS FOR SUCCESS-
CHICAGO

ILLINOIS ENVIRONMENTAL
COUNCIL

ILLINOIS POOR PEOPLE'S
CAMPAIGN: A NATIONAL CALL
FOR MORAL REVIVAL

SIERRA CLUB

COMPETENCES

A seasoned administrator and collaborative leader experienced in operations, relationship-building, stakeholder management, assessment of organizational needs, program and project management, law analysis, organizational development, strategic planning, best practice analysis, and risk management. Knowledgeable in HR policy and procedure, training and development, evaluation of goals and objectives, and performance management. Articulates oral and written communication clearly and effectively. Demonstrates strong analytical, organizational, interpersonal and motivational skills.

CAREER PROGRESSION

CITY OF CHICAGO, DEPARTMENT OF POLICE
FREEDOM OF INFORMATION ACT OFFICER
DECEMBER 2017-PRESENT

- Assesses, interprets and processes FOIA requests in alignment with correspondence to Freedom of Information Act (FOIA) Requests with thorough knowledge of law enforcement protocols, directives, and Freedom of Information Act laws, policies, and regulations
- Liaises, advises, and negotiates with City of Chicago Department of Law, Office of the Superintendent of Police, Office of the First Deputy Superintendent of Police, Office of Constitutional Policing and Reform, Police Districts, and Specialized Units
- Crafts correspondence aligned with applicable case law
- Applies state and federal regulation analysis to resolve FOIA inquires
- Balances legal requirements with organization mission and goals

CITY COLLEGES OF CHICAGO, DALEY COLLEGE
ASSOCIATE DEAN OF LEADERSHIP & ENGAGEMENT
JUNE 2014 - NOVEMBER 2016

- Led day-to-day oversight and direction for ten (10) departments (Admissions, Welcome Center, Testing Center, Disability Access Center, Veteran Student Services Center, Student Activities Center/Student Government, Student Intramural and Intercollegiate Athletics, and Student Aquatics)
- Managed and developed operating budget
- Devised Key Performance Indicators for departments to monitor and guarantee integrity and customer service

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- Collaborated with Department Directors to determine most effective and efficient business systems
- Interpreted and implemented federal, state, and local level regulatory standards to assure compliance with City Colleges of Chicago (CCC) Board Rules, Illinois Community College Board (ICCB), Higher Learning Commission (HLC), Council on Higher Education Accreditation (CHEA), National Junior College Athletic Association (NJCAA), local, state, federal Veteran Affairs (VA) benefits, Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act
- Evaluated policies, procedures, and performance to coordinate necessary improvement plans and training; intervened and coached to ensure compliance
- Oversaw Student Discipline and Student Request Process; served as Title IX Deputy Director, Clery Act and Violence Against Women Act designee; managed Student Request and Appeals process including serving as Chair of Request and Appeals Committee
- Coordinated marketing and communication with Public Relations, Marketing, and Communication team
- Served as College Liaison with District Office and Statewide educational institutions, associations, and consortiums
- Collaborated cross-departmentally within Student Services (Advising, Transfer Center, Records) as well as Financial Aid, Business Office, Adult Education, Personal and Professional Development, Tutoring, Developmental Education, Dual-Enrollment, and Instruction to advance retention and completion initiatives
- Coordinated student services/affairs initiatives and programming for Arturo Velasquez Institute (AVI), Richard J. Daley College's satellite campus

CITY COLLEGES OF CHICAGO, TRUMAN COLLEGE
ACADEMIC ADVISOR
JANUARY 2013 -JUNE 2014

- Maintained regular contact with over 600 students for intrusive advising including goal setting, academic program selection, academic planning, and registration; Employ Focus 2 and U-Select for career/transfer advising
- Provided advice and support to college community in matters related to persistence; Identified and discussed Satisfactory Academic Progress (SAP) holds, reviewed appeal documentation, produced academic progress program, and rendered decision
- Managed records, advised and provided technical support for students in PeopleSoft and GradesFirst
- Resolved, guided, counseled, and mentored students through the generation of education plans detailing course sequences a student should take to meet completion and graduation requirements and created degree audits for students seeking to graduate and/or transfer to a 4-year college or university
- Evaluated unofficial transcripts for academic planning and registration

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- Participated in student recruitment, retention, and resource awareness activities, and led informal admission/information/orientation session for prospective students
- Targeted students for Gateway Scholars, Transitional Bilingual Learning Community, One Million Degrees, and TRiO programs, and provided academic support specialized for Learning Communities participants
- Coordinated development and execution of Advising Week
- Served as administrative liaison and coordinated with financial aid office, Registrar's Office, Tutoring Center, Transfer Center, Career Center, Veteran Services, Disability Services, Continuing Education, Adult Education, and Academic Departments
- Collaborated with Academic Deans, Faculty, across City Colleges of Chicago campuses on student-focused initiatives including, but not limited to, mini-session registration, early alert, education plan, and graduation campaigns

CITY OF EVANSTON, DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
HOUSING PLANNER- EXTERNSHIP, PLANNING & ZONING
JULY 2011 -APRIL 2012

- Designed and created a Tenant-Based Rental Assistance Program based on 2010-2014 Comprehensive Plan and 2009 Affordable Housing Plan
- Determined allocation of \$700,000 in uncommitted HOME funds
- Resolved distribution of \$500,000 in Evanston's Affordable Housing Fund
- Researched and produced statistical information for Interfaith Housing Center of the Northern Suburbs Foreclosure Assistance Program
- Analyzed, interpreted, and prepared reports for Neighborhood Stabilization Program (NSP)
- Monitored City of Evanston's annual grant recipient files

UNIVERSITY OF CHICAGO, INTERNATIONAL HOUSE
SENIOR COORDINATOR OF HOUSING
FEBRUARY 2006 -DECEMBER 2012

- Directed, led, and monitored the admission process for over 800 residents, 1,000 guests, and 40 multi-cultural groups and conferences annually
- Increased resident/guest/group room occupancy by 213% over a 5-year period
- Supervised, interviewed, evaluated, and trained 30 administrative staff, guards, interns, fellows, and members of Residents' Council

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- Managed resident, guest, and group accounts including charges, payments, and refunds based on a \$5 million operating budget
- Analyzed, interpreted, and prepared residential fiscal and statistical data and managed operational and programming accounts
- Created and implemented new marketing strategy leading to 80% residential revenue growth in a six-year span equivalent to a \$1.5 million increase
- Utilized benchmarking surveys to lead-evidence based enhancements in the development of community programming, facilities, wellness and support services for residents, the department, and staff
- Coordinated housing-specific programs and services for residents, including quarterly orientations, receptions, open houses, and community-focused programming in collaboration with other campus and community partners
- Directly adjudicated resident, guest, and group policy violations in an educational and timely manner with appropriate documentation, including but not limited to conducting discipline meetings, initiating warnings, and removing/banning procedures
- Developed and coordinated emergency procedures including health and safety inspections, crisis management support and intervention
- Initiated and generated service requisitions for facility needs not covered by the Department of Facilities Services

THE ART INSTITUTES, ILLINOIS INSTITUTE OF ART- CHICAGO

ASSOCIATE DIRECTOR OF ADMISSIONS

FEBRUARY 2003 -FEBRUARY 2006

- Ensured personal enrollment goals were met with a quarterly rate of 15 new students and \$225,000 in new student revenue
- Oversaw hiring of administrative admission staff, maintained staffing plans, assisted in the training, development, motivation, and ongoing management of staff including quarterly reviews; veteran training; ongoing observations, and turnover prevention with Associate Director of Admissions
- Scheduled and conducted interviews, established, and forecasted plans, and class outcomes
- Maintained a conversion rate of 100% (inquiries to applications) and a start rate of 75% (applications to class attendance)
- Developed and monitored statistical reports to enhance recruitment strategies, yield management, forecasting, and efficiency
- Generated marketing plans to support inquiry conversion and applicant lock-in and ensured compliance with all school standards, ethical standards, and federal, state, and accreditation requirements

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- Assisted in the development and maintenance of the admissions office's recruitment and marketing plan which encouraged the promotion of the school, increased the school's visibility, and aided in general recruitment efforts

BAYVIEW THERAPEUTICS NURSE ASSISTANT APRIL 2002 – DECEMBER 2002

- Determined eligibility and produced treatment plans for 25 clients by formulating goals, identifying problems, and strengths
- Prepared concise and accurate documentation reflecting ongoing patient assessment, interviews, and plans
- Initiated discharge planning based on patient and family strengths and weaknesses identified in the psychosocial assessment by utilizing the continuum of care to meet the patient's needs
- Expanded proficiency in utilization of community resources as supportive services for discharge planning and provided community awareness education
- Collaborated on quality control and developed tactical plans that drove performance and achieved targets
- Facilitated group therapy, focusing on issues unique to each patient
- Evaluated crisis situations, using knowledge of psychopathology and psychotherapeutic techniques

MARYVILLE ACADEMY, TREATMENT FOSTER CARE CONSULTANT JULY 2000 -JANUARY 2002

- Developed sophisticated comprehensive treatment plans to target behaviors and reassessed progress on a quarterly basis and update the progress toward treatment goals 10 wards of the state
- Reviewed and assessed administrative issues: progress reports, school, agency contacts, and policies and procedures
- Maintained case files with discretion for each client in alignment with licensing standards governing thoroughness of content and accuracy
- Recruited, trained, certified, and supported potential foster families
- Coordinated and liaised between agency representatives, birth parents, education and court personnel, psychologists, and medical consultants
- Observed and communicated findings of in-home visits with frequency dependent on need and stability to Juvenile Court System and advocated for appropriate client services with court, family, and school systems

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**AMERICAN RED CROSS, NANCY J. SMITH HOMELESS SHELTER
CASE MANAGER
MARCH 1998 -MAY 2000**

- Recruited, supervised, managed, and oriented 30 volunteers and 4-night guards
- Developed policies and procedures to support non-static service delivery to multiple populations
- Identified appropriate community resources for shelter guests and leveraged networking relationships with community outreach workers on guests' behalf
- Ensured all licenses, regulatory requirements, and inter-agency Memorandum of Agreements were current and accurate
- Managed emergency financial reserves, including checking account and petty cash
- Coordinated the care for approximately 45 shelter individuals by providing advocacy, housing search, mental health education, daily living skill training, and supportive counseling through the development of the individual recovery plans
- Counseled clients to determine a plan for temporary or permanent housing, administered client referrals and maintained guest records, case management plans, and case notes

MICHAEL M. CASHMAN

Chicago Illinois 60616

PROFESSIONAL EXPERIENCE

Assistant Deputy Director, Training and Development **5/2021-Present**
Office of the Clerk of Circuit Court of Cook County (Clerk's Office)

- Plan, develop and implement training and employee development programs, using methods such as a virtual training platform while using other standard methods as needed including classroom instruction, demonstrations, conferences and "lunch and learn" workshops.
- Develop and implement policies and procedures related to training and career advancement for the Clerk's Office workforce of 1,200 employees.
- Formulate and implement programs relative to management and employee development, as well as Employee Orientation.
- Serve as a resource for conveying important information to managers and employees in a variety of matters related to education, training and development.
- Supervise other Human Resources Staff, as it relates to organizing various workshops, seminars and programs in order to inform County employees of various benefits and training tools.
- Analyze training needs to develop new training programs or modify and improve existing programs.
- Ensure compliance with applicable State and Federal laws and policies of the Clerk's Office.

Instructor, Social Studies
World History, US History
Loyola Academy, Wilmette, IL

2017-2019

- Developed innovative curriculum to instruct students, small groups and classes of 30 plus students.
- Assess and look after 150 plus students' progress throughout the school year and work closely with other staff to efficiently plan and coordinate work
- Demonstrated the ability to present information accurately and clearly; manage multiple priorities and projects; and instruct students and manage their behavior
- Responsible for ensuring that all students fully comprehend the taught curriculum and provided support to students who required extra guidance.
- Create thoughtful and engaging unit and lesson plans daily

- Maintained a professional relationship with colleagues, students, parents, and community members

**Head Coach, Water Polo
Loyola Academy**

2018- Present

- Team orientated approach to manage student-athletes to work together to reach their full potential as a collective group through individual contributions
- Perform administrative tasks such as scheduling, logistics with outside agencies, communication among participants, parents and members of the press.
- Monitor and enhance performance by providing encouragement and constructive feedback

Aquatics Director, Ridge Country Club

2016-2018

- Manage all pool related operations and pool lifeguard staff of 18
- Coached Aquatics program with over 135 participants ranging in ages from 3- 18
- Communicate with senior management, families and members a weekly schedule and logistics of all the moving parts of the aquatics program.
- Enforce all aquatic facility policies, rules and regulation to keep patrons safe and out of harm's way.
- Coordinated with senior management to prepare the aquatic facility of special events and the aquatics team needs

**Instructor, Social Studies
World History, AP US History, and Economics
Saint Ignatius College Prep, Chicago, IL**

2012-2017

- Created a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
- World History Team Leader. Plan, develop, oversee, and facilitate program activities for accomplishment of learning goals and objectives
- Worked with the school's administration to create a three day leadership seminar for sophomores and juniors to teach the skills needed to assume effective leadership roles within the school community as upper classmen.

**Head Coach, Water Polo
Saint Ignatius College Prep**

2006-2016

- In 2001 the school added water polo to its catalog and I became the assistant coach in 2003. During my involvement, I took a team in its infancy stages and made it into a perennial powerhouse by providing direction, team culture, instilling values and through communication. The crowning achievement was winning the 2013 IHSA state championship.

- In the ten years I was the head coach, the team finished in third place or better in the state of Illinois seven times and in those seven years the team made four state championship game appearances.

**Donor Relations Coordinator, and Admissions Officer
Saint Ignatius College Prep
2006-2015**

- Gave presentations in various settings to potential donors and perspective students
- Coordinated fundraising events, maintained data base, managed mailing and registrations
- Represented the school at various government and business events
- Liaison to grammar schools and families of potential students

EDUCATION

Northwestern University, Evanston IL
Bachelor of Arts, History

Saint Xavier University
Participated in Masters in Education Program

OTHER ACTIVITIES, AWARDS, AND MEMBERSHIPS

Candidate, Commissioner of the Metropolitan Water Reclamation District of Greater Chicago
September 2019 – March 2020

The Irish Fellowship Club of Chicago 2003 – Present
Mercy Home for Boys and Girls Junior Board member 2010 - 2013
Boys & Girls Water Polo IHSA Advisory Committee 2009 - 2012
Metro Catholic Aquatic Conference Coach of the Year -2010, 2011,2015, 2016
Illinois High School Association Coach of the Year- 2006, 2013
National Federation High School Coach of the Year- 2013

MICHAEL ULREICH

Chicago, IL 60616

Objective: To find interesting and challenging employment

QUALIFICATIONS

- **LEED Green Associate**, Graduate of Wright College Building Energy Technologies (BET) program, BOC Level 1 Certification, Building Performance Institute (BPI) energy auditor. Currently working on energy efficiency as project manager and director of facilities at Instituto Health Science Career Academy. Taught LEED class at Arturo Velasquez College for two years. Wrote the Green Business curriculum for South Suburban College 2015
- **A former newspaper reporter and president of the Chicago Newspaper Guild**, a quick and skilled writer and communicator who for 10 years represented other skilled writers and photographers as union president
- **Superintendent and project manager** with esteemed Chicago construction firm doing work at Field Museum, Hyde Park Art Center and Museum of Contemporary Art
- **Dedicated volunteer in the community**, served three years as chairman of Lane Tech High School Local School Council and a total of 18 years on Chicago Local School Councils. Later chaired Lane Tech's Fields of Dreams committee and saved Lane Stadium from demolition. Currently co-chair of the Ping Tom Park Advisory Council and president of the Chicago Track and Field Association
- **Coached high school-age baseball, track and soccer**, certified as a coach by the IHSA as well as by the U.S. Track and Field Academy. For past nine years have coached the World Track program from the South Loop. Soccer and track coach at IHSCA. Now president and founder of the Chicago Track and Field Association.

RELEVANT EXPERIENCE

- Organized a Sustainable "Green" Community organization in Little Village and Pilsen under the auspices of the Instituto del Progreso Latino organization utilizing the students at Wright College enrolled in Instituto's Green Jobs program

At Crown Construction I was responsible for working with city officials and local aldermen in obtaining building permits, zoning approvals and passing building inspections. I still consult with some developers as a registered city permit expediter. Also worked on the construction of three exhibits at the Field Museum, including the new dinosaur exhibit, Evolving Planet, the new Native-American exhibit and the new Gem Room, as well as many fine restaurants in the Chicago area including the Epic restaurant on Hubbard and Benny's Steakhouse on Wabash. I was also responsible for the company's marketing and developed the company's website and brochure.

- Served for more than 13 years on Local School Councils in Chicago Public Schools including 11 years at Norwood Park School, five years at Lane Tech and a year at Taft High School. Founded the Lane Tech Fields of Dreams Committee, which raised over \$3 million to refurbish and save Lane Stadium. Served as chairman of the Taft Pride Committee, which seeks to raise \$1 million to build an artificial sports field behind Taft High School. I also helped facilitate the construction of a new library for Chicago's Chinatown community as well as the new Ping Tom Park fieldhouse as a long-time member of the Ping Tom Park Advisory Council.
- Long-time soccer and baseball coach. For three years I coached the Taft High School summer league baseball team. In the past nine years I have not only coached soccer in the South Loop, but founded the South Loop Track Club for youth that competes in World Sports meets in Chicago. Varsity soccer coach and track coach at the Instituto Health Services Career Academy.

EXPERIENCE

Instituto del Progreso Latino, Chicago 2012-2019
 Project manager/facility manager

Beyond Sports, Highland Park 2019
 Tutoring potential Division One athletes

Crown Construction and Development, Chicago 2005-2010
 Project manager/superintendent

Pioneer Press, Glenview 1994-2001
 Newspaper reporter

EDUCATION

Bachelor of Science Southern Illinois University 1978
 Double major in Journalism and Education

Associate of Arts Wright College 1975

Nicole T. Lee, MPP

Chicago, Illinois 60616

Phone: [REDACTED]

SUMMARY

Asian American leader born and raised in Chinatown. A community engagement and social impact professional with more than 20 years' experience of private and nonprofit sector leadership. Seeking to expand and amplify Asian American issues and voices by empowering communities and building coalitions for a better Chinatown and Bridgeport and a more equitable Chicago.

PROFESSIONAL EXPERIENCE

United Airlines, Chicago, IL

2008 - present

Director, Social Impact Optimization, Global Community Engagement

I lead the team accountable for the company's global portfolio nonprofit partnerships, serving as subject matter experts in the company's social impact strategy and leading the strategy around humanitarian aid and disaster response along with customer and employee charitable engagement. Optimizing every charitable relationship while ensuring we deliver value to the community and to the company.

During my tenure at United, I have also been responsible for efforts that have led to more than \$13 million dollars in funds raised for relief organizations and nonprofits through various fundraising campaigns, employee activations and cause marketing. Additionally, I have led the development of a customer facing charitable platform that introduced crowdsourcing for miles and cause marketing.

Premier Bank, Wilmette, IL

2004 – 2007

Development Officer

Responsible for all aspects of community relations and marketing for \$200 million community bank, additional duties as a commercial loan underwriter specializing in real estate developments.

BP America, Inc., Chicago, IL

2000 – 2003

Business Advisor, Program Officer

Internal consultant assigned to support internal business unit clients specifically in the integration of social investment into business practices. Developed and managed knowledge-based resource tool for sharing historical data, best practices, and program ideas within the company on a global basis. Conducted research project to benchmark social performance against other companies in the energy industry.

Canadian National/Illinois Central, Chicago, IL

1998 – 2000

Market Manager, Asst. Market Manager

Inside sales support responsible for pricing of all intermodal products and services in the U.S. and Mexico. Resolved customer issues ranging from rate quotations to freight tracking and created process tools to streamline communications between account managers and customers.

Junior Achievement, Chicago, IL

1996 – 1998

Director of Special Events, Development Manager

Managed all aspects of planning, budget and production for fundraising events. Liaised with corporate partners, trained volunteers and staff, and developed marketing material for events.

Independent Consulting Experience

2003 - 2008

Five years experience as an Independent Consultant in the areas of marketing, research, communications, nonprofit management, philanthropy, strategic planning and program analysis with an emphasis on community relations, social investment and corporate social responsibility.

- **United Airlines, Corporate Social Investment** (2007 - 2008) - project manager for a multimillion-dollar fundraiser to benefit the American Cancer Society, Illinois Division, Inc. sponsored by the company and chaired by Jackie and Glenn Tilton, Chairman, President and CEO of United Airlines. Liaise with high-level managers and executives on fundraising and event planning. Provided consultation on the Corporate Social Investment department's five-year strategic plan and redesign of the company's corporate responsibility website.
- **P.A. Banks Enterprises** (2006 – 2007) – collaborated on restructuring of community relations function at the Regence Group healthcare organization. Researched and developed benchmarking report on corporate social responsibility practices at competitor providers, signature program concepts, and tools to standardize giving practices across regional business units.
- **Innovene** (2005) – researched and produced benchmarking report on corporate social responsibility profiles of industry competitors for the purpose of designing the newly formed company's social responsibility mission, vision, policies and guidelines.
- **BP Government and Public Affairs** (2004 – 2006) – designed and developed marketing brochure highlighting the contributions of the company in the state of Illinois. Reviewed grant proposals for the BP signature grants program, the "BP Leader Awards."
- **Chinese Mutual Aid Association** (2003) – served as Interim Executive Director of a social service agency employing over 50 staff and serving more than 5,000 clients annually.

EDUCATION

University of Chicago, Harris School of Public Policy
Master of Public Policy

Chicago, IL

Indiana University, School of Public and Environmental Affairs
Bachelor of Science, Public Affairs

Bloomington, IN

ACTIVITIES & COMMUNITY SERVICE

- UIC Asian American Advisory Council- Member, 2017 - present
- Haines Elementary School – Local School Council, Chair 2017-2021
- Organization of Chinese Americans, Chicago Chapter – President 2003 - 2010
- Asian Giving Circle – Founding Member, Co-Chair 2003 - 2008
- BP Asian Pacific Islander Employee Network, Chair 2002 - 2003
- Avon 3-Day Breast Cancer Walk – Participant 1999 & 2001
- Chinese Mutual Aid Association – Board of Directors, First Vice President 1996 - 2003
- Junior Achievement of Chicago – Volunteer 1996 - 1998
- Midwest Asian American Students Union – Chair 1995-96
- Kappa Gamma Delta Asian Interest Sorority – Founder 1994 – 1996

LANGUAGE SKILLS

Fluent in Cantonese

Patrick J. Murray

[REDACTED]
Chicago , Illinois 60609

Cell phone [REDACTED]

E mail - [REDACTED]

Position sought :City of Chicago 11th Ward Alderman

Education. : Robert Healy school
1962-1970

De La Salle H.S.
1970-1974

Illinois Institute of
Technology 1981-
1983

Lewis University
Bachelor of Arts
Criminal Justice -
High honors - 2002

Lewis University
Master of Science
Public Safety
2004

Lewis University
Master of Science
Criminal Justice
2009

PROFESSIONAL EXPERIENCE

1st Vice President 5/2017- 6/2020

Responsible for representation of officers accused of misconduct , submission and processing of grievances , and representation of grievant's at arbitration hearings . Responsible for coordination of police involved shootings including on-scene representation of the shooting officer and obtaining legal representation . Responsible for completion of reports including requests of replacements of weapons .

Responsible for general questions during business and non- business hours . Served as 2017 Legal Defense Co-Chair , contract negotiations core group , Constitution & By Laws and PAC and voter registration .

Responsible for attending all police related trials , Chicago Police board hearings and City Council Sub-committee meetings.

Unit # 543 - City Council Team Leader 05/2001- 7/ 2009

Assigned to City Council as Team leader to coordinate the safety of the Mayor , Council members and general public . Attended over one thousand Council , Sub-council and budget hearings .

Chicago Police officer 12/89 - 2019

Responsible for routine patrol procedures including report writing , traffic enforcement , and arrest procedures .

Illinois Institute of Technology Police officer 5/1981 - 12/1989

Patrol the campus and ensure the safety of the students and faculty .

Gordon Realty broker - 1990/ 2010

Real estate broker in the 11th Ward assisting clients / buyers in listings and sales of real estate.

EDUCATION AND TRAINING

City colleges of Chicago -Chicago Illinois training

Completed sixty hours of training to obtain a degree as an associate of applied science in law enforcement

CHICAGO POLICE DEPARTMENT TRAINING

Completed the 635- hour Chicago Police basic recruit training program to achieve certification as a Chicago police officer from the Illinois Local Governmental Law Enforcement Training board .

Completed Hazardous Waste Operations and Emergency Response training offered by the Illinois Emergency Management Agency , Illinois Law Enforcement training and Standards board and Illinois Fire Service Institute .

Completed Terrorism and Response training offered by the U.S. Department of Homeland Security .

Completed crowd control and tactical operations training for the 2008 Presidential election. And 2012 NATO Summit .

Completed Peak Performance driving classes which including driving applications .

Completed extensive ethics training .

Completed yearly firearms and taser training which include a qualification course of fire .

FRATERNAL ORDER OF POLICE CHICAGO LODGE # 7 training

Completed numerous courses and seminars focusing on arbitration and mediation practices , contract and negotiations practices , lodge communications and best practices , lodge finance and organizational practices , and website design and maintenance .

CHICAGO POLICE DEPARTMENT COMPLIMENTARY HISTORY

20- honorable mentions

2- Department salutes

Carol F. Zigulich

Resume



Chicago, Il 60616

Educational Training

- 1998 – 2000 Masters in Urban Leadership and Education Administration (Type 75)
University of Illinois / Chicago
- 1995 – 1998 Masters of Science in Instructional Technology
Northern Illinois University
- 1975 – 1975 Masters of Science Industrial/Traffic Safety Education
Northern Illinois University
- 1971 – 1975 Bachelor of Science in Physical Education / Minor: Driver Education
Northern Illinois University

Professional Experience

- 2012 – present Substitute teacher, CPS (Chicago Public Schools)
- 2007 - 2012 NCLB~No Child Left Behind/Recertification advisor, Office of Professional Development, CPS
- 2009 – 2010 Assistant Principal, Hendricks Community Academy
- 2000 - 2012 Technology Coordinator Hendricks Academy, CPS (*Retired 2012*)
- 2004 - 2014 eMentor, CPS Office of Technology, E-learning Department, CPS
- 1998 – 2000 Region 4 Cluster Manager, Elementary School Sports Program, CPS
- 1992 – 2000 Healy Elementary, CPS
- 1991 – 1992 South Loop Elementary, CPS
- 1989 – 1991 Sports Coordinator, Mark Sheridan Academy, CPS
- 1976 – 1982 Loss Control Engineer, Kemper Insurance/Commercial Union Assurance
Safety Inspector/trainer
- 1976- present Motorcycle Safety Instructor, MSF
- 1976 – 1978 Women's volleyball coach, Loyola University

Professional Affiliations/Accomplishments

- 2007 - 2018 No Child Left Behind (NCLB) Advisor, Central Office, CPS
- 2000 - 2012 Hendricks Academy, CPS; Administrative team member,
- 2004 - 2006 CTU Union Delegate, Hendricks Academy
- 2001 - 2006 Local Professional Development Committee/Chairperson. CPS
- 2001 - 2004 Chair of Intern'l Scholars Magnet Cluster Technology Committee, CPS
- 2001 - Created & Published Standards-Based website Gr. 3-8, cps.k12.il.us/sbirg
- 1995 - 2000 Teacher Mentor, Chicago State University
- 1994 - 2001 Member of Illinois State Board of Education CSU Advisory Team
- 1992 - 2002 President of McGuane Park Advisory Council, Chicago Park District

Jeffrey Sadowski

Chicago, Illinois 60616

PROFILE:

EXPERIENCE: Not-for-profit senior executive leader who has directed all functions of educational, leisure, and not-for-profit organizations for 30+ years.

LEADERSHIP: Mission-focused team builder who fosters partnerships that enhance Chicago communities and organization's brands while delivering measurable results.

Executive Skills

- Strategy & Vision
- Financial Oversight
- Change Management
- Operations & HR
- Diversity & Inclusion

Marketing & PR

- Branding
- Media Relations
- Social Media
- Crisis Response
- Event Marketing

Outreach

- Government Affairs
- Trustee Boards
- Alumni Relations
- Associate Boards
- Community Events

CAREER

ACHIEVEMENTS:

- Improved the quality of life in the 11th Ward by enhancing and creating programs for all residents.
- Enhanced branding and community engagement by aligning the vision of NFP organizations with the local community and its concerns.
- Took on increased leadership roles that required an understanding of the mission and ability to expand commitment key stakeholders.
- Built lasting relationships throughout the City of Chicago.

EXPERIENCE:

NEIGHBORHOOD BOYS & GIRLS CLUB Chicago, IL

2016-Present

EXECUTIVE DIRECTOR

Specializing in change management, restructured entire organization to be more efficient and serve more at-risk children and teenagers.

- Secured Jenner & Block Law Firm to amend and restate club by-laws pro bono.
- Increased operating budget by over 58%.
- Built the Board of Directors to capacity and re-engaged all Board Committees.
- Performed cost-benefit analysis of all fundraising which resulted in special event net profit increasing by over 3,000%.
- Increase philanthropic giving year-over-year over 100%
- Revamped employee handbook and position guides.
- Started long range investment strategy that resulted in a 10% annual return.
- Assisted in renovating clubhouse from \$7.5 million in TIF dollars.
- Started an Associate Board that currently has 19 members.
- Created new marketing strategy which included new agency brochures, cleaning up logo, designing new banners, increasing brand awareness, and in the process of upgrading website.
- Implemented new Technology & Archives Committee.
- Moved coded website to content management website.
- Re-engaged alumni and solicited and secured bequests.
- Created new programs such as Lacrosse, Dance, Improv, and Karate.

VANDERCOOK COLLEGE OF MUSIC Chicago, IL

2013-2016

DIRECTOR OF PHILANTHROPY

External Affairs, Marketing & Communications: Perform senior leadership roles at a private music school with 120 undergraduates, 200 graduate students, and 3,000 alumni. Report to the CEO, serving with other campus leaders as a member of the Strategic Planning Committee and member of the Cabinet. Manage relationships with Boards of Trustees, Associates, and Alumni. Lead presentations to the trustees to plan fundraising strategy. Travel across the U.S. to meet with alumni and trustees. Service as a liaison to federal, state,

(continued)

Jeffrey Sadowski

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and local government. Collaborate with Financial Aid in designing scholarship programs. Write and edit marketing materials. Supervise a team that performs marketing and communication functions, including social media.

- Took on executive leadership roles in crisis management and media relations when the College President was on medical leave.
- Recruited 8 candidates to the Board of Trustees, improving diversity and increasing ability to obtain grants.
- Promoted the college by organizing a trip to China in partnership with the Board of Trustees.
- Enhanced the college's brand and increased enrollment by launching an Associate Board that now had 32 members.
- Managed community outreach with government officials, placing drum circle groups in Congressman Rush's district and at IIT in partnership with State Senator Hunter.

Development: Coach and motivate engagement by Board members in soliciting donations. Plan and host fundraising events, and solicit donations with a focus on unrestricted revenue. Ensure that fundraising and forecasts are fully documented in quarterly and annual reports.

- Assisted in leading a \$7 million capital campaign to renovate a historic building designed by Mies van der Rohe.
- Increased philanthropy tenfold by introducing the college and its mission deeper into the metro Chicago community.

BOYS & GIRLS CLUBS OF CHICAGO Chicago, IL

2005-2012

VICE PRESIDENT, CLUB OPERATIONS (2009-2012)

Marketing: Oversaw all operations, including finance, development, and buildings, at 19 clubs that serve youth throughout Chicago. Developed strategy for marketing and communications. Managed crisis response for the organization, frequently serving as media spokesperson. Built relationships with government officials. Created marketing materials for programs and special events. Traveled throughout the U.S. to share best practices with other clubs.

- Served as the agency spokesperson when the President was not available.
- Managed relationships with 450 volunteer board members, including Women's Board, Guild Board, Associate Board, and nine local boards.
- Created protocols for crisis management and response.

Operations: Managed \$7 million of the agency's \$10 million budget. Reviewed quarterly budgets at each site to forecast finances and control costs. Oversaw \$3.5 million in annual grant writing and administration. Mentored local clubs in improving fundraising campaigns and administration. Advised over 500 Board members at local clubs as Senior Team Liaison. Oversaw coordination of activities that involved more than 1,000 volunteers annually. Wrote RFPs, evaluated bids, selected contractors, and oversaw construction at diverse projects.

- Increased overall sites from 16 to 19, which led to a 30% increase in daily attendance. Established a foundation for growth by increasing daily attendance from 1,350 to 1,650 with a forecasted increase to 1,800.
- Restructured the Program Department to align with the organization's national strategy to increase participation and service.
- Demonstrated ROI to donors through enhanced measurement of program outcomes. Hired a PhD to serve as Outcomes Specialist.
- Generated over \$4 million in restricted and unrestricted revenue, including golf outings that raised over \$500,000 and Auto Show \$400,000.
- Negotiated a \$30,000 annual reduction in energy costs. Applied for and secured a \$60,000 grant from Cook County to conduct an energy audit.

(continued)

Jeffrey Sadowski

(Page Three)

REGIONAL DIRECTOR (2008-2009)

Tracked operations for half the clubs in the city (9 sites with a budget of \$4 million). Guided clubs to improve fundraising and management of accounts. Supported club Directors in soliciting corporate support. Realigned staff to meet the needs of each location. Reallocated resources (funds, staff, programs) to maintain a lean organization that delivers measurable outcomes. Built partnerships across communities with a focus on protecting at-risk youth

- Introduced Corporate Field Days to expose corporate staff to clients and their needs on the club level.
- Launched Boards for each club, and organized group fundraising activities to demonstrate best practices for development.

CLUB DIRECTOR (2005-2008)

Managed the organization's highest profile (Valentine). Built relationships in one of the city's most diverse communities. Implemented new systems for operations.

- Increased fundraising from \$800,000 to \$1.2 million and attendance at Day Camp from 40 to 400 in less than 6 months.
- Transformed the club to be more diverse, increasing outreach from 3 communities to 8 communities, which included Asian American and African American youth.
- Added 15 members to the Board of Directors and instilled a clear sense of roles and goals. Persuaded individuals not committed to the mission to resign.

CHICAGO PARK DISTRICT Chicago, IL

1991-2005

PARK SUPERVISOR (1996-2005)

Directed one of the city's largest parks (McGuane Park) with diverse facilities that included a pool and workshop. Developed programs to address needs for health and fitness. Managed an operating budget of \$500,000, and supervised a staff of 35 full-time and up to 50 part-time/seasonal employees. Controlled costs by driving volume discounts for trips, museum fees, and meals.

- Increased attendance and added inter-generational programs, resulting in waiting lists for most programs.
- Launched a therapeutic day care program for disabled patrons.
- Chaired city-wide recreation committees for programs and professional development.
- Restructured programs to deliver greater outcomes while being more cost-effective.
- Instituted new programs for seniors, including a Thanksgiving program that was attended by 500 people.
- Promoted from positions as Physical Instructor (1995-1996) and Recreation Leader (1991-1995).

CHICAGO STATE UNIVERSITY Chicago, IL

1998-1999

EXTENSION COURSE INSTRUCTOR

ARCHDIOCESE OF CHICAGO Chicago, IL

1994-2004

TEACHER

(continued)

Jeffrey Sadowski

(Page Four)

COMMUNITY LEADERSHIP:

- Coach numerous youth athletic teams
- Volunteer for community and church events
- Volunteer for the Henry Palmisano Memorial Foundation
- Volunteer for the 11th Ward Democratic Party
- Member of Illinois College of Optometry Community Council
- Vice President Kiwanis Club of Ravenswood and Lake View
- Past Committee Member of St. Rita High School's Capital Campaign
- Past Vice President, Rotary International, Near-South Chicago
- Past Board Member, South Loop Chamber of Commerce
- Past Board Member, Chicago Park District Advisory Council
- Past Associate Board Member, Smart Love Family Services
- Past Chair, ABC Human Relations Group

EDUCATION:

<u>LOYOLA UNIVERSITY</u> Chicago, Illinois MBA, Specialization in Management	2010
<u>SAINT XAVIER UNIVERSITY</u> Chicago, Illinois BA in Business Administration, Marketing & Management Tract	1996
<u>SAINT RITA HIGH SCHOOL</u> Chicago, Illinois	1990
<u>BRIDGEPORT CATHOLIC ACADEMY</u> Chicago, Illinois	1986

CERTIFICATES:

- American Contract Law Certificate, Yale Law School (2021)
- Executive Fund Development Certificate, University of Notre Dame (2015)
- Time Management Certificate, Franklin Covey (2010)
- Business Ethics Certificate, Loyola University (2009)

HONORS/ AWARDS:

- Recipient of the Bill "Moose" Skowron Sportsmanship Award, Donovan Park
- Distinguished Graduate Award, National Catholic Elementary Schools
- Mr. Mustang Award, St. Rita High School
- Community Award, Chicago Police Department
- Community Award, Chinese American Service League
- Nominee, Kathy Osterman Award
- Day Camp Director of the Year, Chicago Park District
- Employee of the Year, Chicago Park District

TECHNICAL SKILLS:

MS Office: Excel, PowerPoint, Word, MS Print Shop
Database: Razor's Edge, CAMS, Little Green Light

Vincent F. Palmeri

Lead Enrollment & Recruitment Specialist

Chicago, IL 60616
[REDACTED]
+ [REDACTED]

Work Experience

Admissions Advisor

Aviation Institute of Maintenance - Chicago, IL
September 2021 to December 2021

The Aviation Institute of Maintenance in Chicago opened up in September 2021. I helped prepare and assist the school before our grand opening . AIM is a for profit trade school that is located in the McKinley Park area of Chicago that teaches Airframe & Powerplant (A&P) skills to enrolled students. I prospected , enrolled and help start my students who aspired to obtain their A&P certification. I then conducted weekly stitch calls to my enrolled students to assist them in preparing for their upcoming start. I also hosted tours of the campus which included a airline hanger on a regular basis . The CRM module that we used to enroll and maintain student's data was Campus Nexus.

Sr. Admissions /Academic Advisor

EAST WEST UNIVERSITY - Chicago, IL
August 2017 to June 2020

East West University is a private, non for profit school located in the South Loop of Chicago. As a Sr. Admissions Advisor, I called prospects daily to inquire their interest in the college which was then followed up with an admissions interview and a personal tour of the campus. Once completed, I then assisted my student(s) in making the transition into college with the assistance of the financial aid department and guided them throughout the entire admissions process. After enrollment, I ordered their high school and/or previous college transcripts so I could properly assign my student(s) their academic course load for their first quarter. I was always available to counsel my students ranging from personal issues to academic questions throughout their time at school especially in my "off " time. I also worked as an outreach representative by attending church functions and various organizations which included local high school & community college fairs to encourage student interest and enrollment while staying 100% compliant. My individual show rate for my students who started school at East West University was at a very high level (75% or higher) as I consistently met my metric goals that were assigned to me depending on the academic term . I also steadily led the team in referral enrollments. The CRM data software that I worked with and had access to was CAMS.

Sr. Admissions Advisor

Argosy University - Chicago, IL
August 2016 to May 2017

Argosy University was a for profit college owned by Education Management Corporation which was eventually sold to Dream Center Education Corporation . Argosy University offered online and blended programs from undergraduate to graduate & doctoral degrees. As a Sr. Admissions Advisor , I conducted a daily high call volume , hosted campus tours and enrolled prospective students while accomplishing at minimum a 70% show rate for most starts . I also assisted my students throughout the entire

Education

Bachelor of Arts & Sciences in Psychology & Criminal Justice

DUQUESNE UNIVERSITY - Congregation of the Holy Spirit - Pittsburgh, PA

August 1991 to August 1994

Skills

- CRM software ADM ,CAMS , Campusvue & Campus Nexus (10+ years)
- Social work (7 years)
- Case management (7 years)

Certifications and Licenses

Member of the Alpha Tau Omega Fraternity (SPC 1992)

Certified Family Educator

May 1995 to January 2002

Adhered to DCFS standards as a Certified Family Educator at Maryville Academy. I was required to maintain yearly recertification while employed as a social worker at Maryville Academy.

Additional Information

Humanity Skills

I feel that I have excellent people skills. I work well with others and I enjoy being part of a team . I am also a good listener & problem solver by implementing my common sense and logic . I have great empathy towards others as I am a firm believer in the "golden rule".

admissions process that included acquiring their proof of graduation, admissions testing , financial aid and implementing multiple support systems so they can effectively start school while staying 100% compliant within the university's policy & regulation guidelines. The admissions team was regularly tested for admissions & academic compliance on a bi weekly basis. Argosy University closed in 2019.

Senior Executive Admissions Advisor

Le Cordon Blue College of Culinary Arts - Chicago, IL
November 2005 to January 2016

Le Cordon Bleu Chicago was a for profit college owned by Career Education Corporation. At LCB Chicago, I was responsible for producing a high daily call volume , conducting interviews, hosting tours, acquiring their proof of graduation and enrolling/starting prospective students. I consistently demonstrated excellent show rates throughout my 10 year tenure at LCB Chicago and earned many recognition awards for accomplishing my assigned metric goals. I also worked closely with the financial aid team and various student service departments so my students could make their transition into college without any complications. For my nationally enrolled students, I was responsible for locating housing for those who were relocating to Chicago from different cities throughout the United States. The CRM data software that I used to manage my students was ADM and I also was familiar with Campusvue. LCB Chicago closed in January 2016.

The following is a list of my additional responsibilities LCB Chicago :

Ensured weekly "stitch" follow-up with prospective/enrolled students via phone, email, and in-person to optimize attendance and program completion to maintain my high show rate.

Obtained all requisite files to admissions department to make final decisions on prospective students.

Meeting monthly referral metrics.

Acted as key point of contact throughout student enrollment to enhance retention and placement.

Mentored staff as Team Leader for enrollment, as well as conducting monthly trainings to ensure exceptional service, execution and compliance knowledge .

Consistently achieved key performance metrics (quantitative/qualitative), including: enrollments, starts, conversion rates, show rates, script adherence, compliance, and CEC standards & product/program knowledge.

Certified Family Educator/ Social Worker

Maryville Academy-Columbus Maryville Children's Reception Center - Chicago, IL
May 1995 to January 2002

Provided educational and emotional support services to youth who were mostly wards of the state of Illinois to enhance their social, life, and developmental skills. I worked with children from toddlers to adolescent gang affiliated teens while maintaining 100% total compliance to DCFS standards and regulations. Many of the youth caseload that I was assigned to , at times demonstrated severe behavioral, psychological and emotional issues. I was also responsible for the daily evaluation of each child's behavior through daily observation in conjunction with precise and accurate note taking as reference for DCFS records. As Columbus-Maryville's main transporter. I was responsible for safely transporting youth to and from various group homes, foster homes, police stations and different Maryville sites.

Wade Chan

Improving Performance ♦ Enhancing Programs ♦ Inspiring Systematic Changes

Chicago, IL

PUBLIC SERVANT

...providing information to citizens about public issues that community might not be aware of such as taxes, education finances, environmental issues, and other political and social issues.

Visionary Leader and Bridge Builder with experience instructing community groups, securing resources, and implementing effective programs and services.

SUMMARY OF QUALIFICATIONS

- An **enthusiastic, creative, and passionate community advocate**, mentor and advisor who believes that all children and adults can learn and thrive in an environment that is stimulating, comforting and appropriate to their unique talents and abilities.
 - **Leverage Resources/ Strategic Collaborations** – Work closely with community leaders/ organizations and police to encourage involvement and strong community alliances.
 - Utilize a **visionary approach with consistency** to help individuals past the thresholds of *not-knowing* to *knowing* and develop to their fullest extent.
-

HIGHLIGHTED PROFESSIONAL EXPERIENCE

CHICAGO PARK DISTRICT, Chicago, IL

July 2016-Present

Community Affairs Liaison, Department of Legislative and Community Affairs

- Responsible for processing Dog Friendly Park permits and facilitating projects and meetings
- Networks with over 100 participating Veterinarians and hospitals
- Leads and oversees all the Group Volunteers for the Chicago Park District (park clean ups and beautification with mulch and fiber)
- Acts as the Liaison between the Park District and federal, state, and city governments.
- Interacts with Aldermans to address any park issues and find ways to compromise between park district, community and ward office.

CITY OF CHICAGO, 30th WARD OFFICE

June 2014 -June 2016

Administrative Assistant to Alderman Ariel Reboyras, Committee on Public Safety

- Worked with various city agencies to insure efficient and expedient service to the community
- Liaison to Building Department with regard to court cases, violations, and economic incentives for homeowners
- Kept up-to-date log of buildings currently assigned to fast track, administrative, and conservation court.
- Answered phone calls for the community's public safety concerns and meetings
- Compiled all media regarding city-sponsored programs, community improvements, and ward-sponsored events
- Assisted Alderman with attending CAPS meetings, community meetings and community social events
- Assisted in coordination of special events sponsored by the ward

CITY OF CHICAGO, CITY CLERK'S OFFICE

May 2011 – August 2013

Assistant Director of Special Projects

- Created and implemented the Will Call System to help expedite the purchase of City Stickers.
- Primary point of contact for City Sticker Sales from June to August at City Hall
- Processed Kids IDs at all City of Chicago Schools.
- Reached out to Senior Homes facilities and Centers to provide seniors with Senior Medical IDs

MARK PROPERTIES INC., Chicago, Illinois

January 2007- March 2011

Property Manager

- Handled and oversaw all rentals, sales, potential auction acquisitions, and maintenance repair
- Executed advertising of all available units.
- Guided clients throughout the home owning or rental process (prequalification, reference/credit checks, etc.)
- Collected on accounts that were 16-90 days past due.
- Provided overall customer services to account holders by reinstating or discussing their cellular services.

CITY OF CHICAGO, 11th WARD

January 1999- January 2007

Administrative Assistant to Alderman James Balcer

- Worked with various city agencies to insure efficient, expedient service to community
- Liaison to Building Department with regard to court cases, violations and economic incentives for homeowners.
- Kept up-to-date log of buildings currently assigned to fast track, administrative and conservation court.
- Compiled press releases for local community publications regarding city-sponsored programs, community improvements and ward-sponsored events.
- Assisted Alderman in various means through attending CAPS meetings, community meetings and community social events.
- Assisted in coordination of special events sponsored by the ward office.

EDUCATION

Bachelor of Science, Criminology, Indiana State University, Terre Haute, IN – 1992

Board Certification, Child Development Pre-School Education, Harry S. Truman College, Chicago, IL- 2006

High School Diploma, Lane Tech High School, Chicago, IL – 1986

References Available Upon Request

VOLUNTEER ACTIVITIES

Dragon Athletic Association

July 1980-Present

- Created long lasting relationships with members of the community through basketball
- Coached the youth basketball team for 5 years

Chinatown Community Center

May 1984-August 2010

- Set up and organized Lunar New Year Parade, Chinatown Summer Fair, and Dragon Boat Race
- Participated for over 10 years at Bud Biliken Parade
- Worked closely and helped facilitate community ties with the Asian Law Enforcement

Big Brother Big Sister Program

October 1992-August 1993

- Mentor male youths weekly to support their development, provide friendship and guidance, and offer a different perspective on the world

Cook County Court Appointed Special Advocate

December 1994-December 1995

- Encourage the best interest of a child who has been abused neglected and/or dependent by the juvenile court system

Teen Living Program

- Offers housing, job training, educational support, mental health counseling, holistic health care, and life skills training within a community of professional and passionate support. A long-term approach to youth homelessness reduces the number of youth who might otherwise become homeless adults.

Abraham T. Matthew, Esq.

EDUCATION

J.D.	University of Illinois Chicago Law, Juris Doctor	January 2013
B.A.	Marquette University, Bachelor of Arts in History & Political Science	May 2009
H.S.	St. Ignatius College Prep	May 2005
Elementary	St. Sabina Academy	May 2001

PROFESSIONAL CAREER

Matthew & Drnovsek Law, LLC July 2013 to Present
Co-Founder and Partner

- Co-founded a successful state civil litigation practice with a focus on personal injury and family law cases
- Represented diverse clientele during their personal health crises caused by injury
- Recovered millions of dollars in settlements and verdicts on behalf of injured clients
- Litigated cases successfully to jury verdict in Cook and DuPage Counties
- Resolved cases via trial, arbitration, mediation, and pretrial conference
- Extensive motion practice experience in the Law, Municipal, and Domestic Relations Divisions of the Circuit Court of Cook County
- Managed a staff of twelve employees total

Licensed Attorney at Law

Admitted to practice in Illinois

REPRESENTATIVE CASES

Liceaga v. Baez, 2019 IL App (1st) 181170 – *for Defendant (later Appellee)*

- Successfully defended former fiancé of Plaintiff in Chancery action for replevin of a \$100,000.00 engagement ring
- Prevailed again on appeal by Plaintiff on issue of first impression construing application of abolition of heart balm statutes to actions in replevin

Klimovitz v. Klioris, 2015 L 011802 (Cir. Ct. Cook. Co.) – *for Plaintiff*

- Won jury verdict in excess of policy limits and 11x higher than pre-trial offer from Defendant and 3x award in arbitration
- Defeated motions for new trial and remittitur after verdict

Kikuchi v. Rohde, 2013 L 643 (Cir. Ct. 12th Judicial Cir., Will Co.) – *for Plaintiff*

- Personal injury action against truck driver and transportation conglomerate and corresponding interpleader action filed by Defendant's insurer against 16 claimants
- Utilized RiD statute to uncover additional insurance and settled through mediation

HONORS AND AWARDS

SuperLawyers, Rising Star

2017, 2018, 2019, 2020, 2021, 2022

Leading Lawyers Emerging Lawyer

2017, 2018

CIVIC INVOLVEMENT

St. Ignatius Father Tolton Society

August 2017 to Present

- Fundraised for the scholarship endowment for African American students
- Board Member and Fundraising Committee Member
- Helped plan Summer Soiree fundraisers
- Class Captain for the Class of 2005

Our Revolution Chicago

May 2020 to Present

- Advocated for progressive causes and candidates in Chicagoland
- Managed meetings and guest speakers
- Worked to build bridges between different segments of the Democratic Party

First Defense Legal Aid

Fall 2012 to 2018

- Volunteered with legal aid organization to protect rights under 5th amendment

The John Marshall Law School Democrats

July 2010 to May 2012

Founder and President

- Coordinated with local and state campaigns to increase voter participation
- Obtained speakers and coordinated with school administration for group events
- Developed organization from four founding members to over thirty active members

Member or active with of the following organizations:

Bridgeport Alliance
Coalition for Change
11th Ward IPO
Greater Bridgeport Mutual Aid
Indo-American Democratic Organization
Illinois Trial Lawyers' Association

POLITICAL ADVOCACY (BY ELECTION CYCLE)

2021 Consolidated Primary

Joliet Township Caucus Slate (Legal Counsel)

Chaundra Bishop for Alderman – (Petitions, Canvass)

2020 General

Dani Brzozowski for Illinois (Finance Committee, Voter Protection)

Chaundra Bishop for Coroner (Steering Committee)

Marie Newman for Congress (Voter Protection)

2020 Primary

Marie Newman for Congress (Voter Protection)
Abe Matthew for Congress – (Candidate - withdrew)

2019 Consolidated Primary

Tanya Patino for Alderman – (Voter Protection)

2016 General

Hillary Clinton for President – (Wisconsin GOTV)

2016 Primary

Bernie Sanders for President – (Canvass, Phonebanking, Voter Protection)

2014 General

Pat Quinn for Governor – (Pollwatching)

2012 General

Obama For America – Northern Virginia Boiler Room Coordinator Staff (Voter Protection)
Obama For America – Iowa Outreach (Canvass)

2012 Primary

Jesse Reyes for Appellate Court – (Nomination Petitions and Review)
Laura Liu for Judge of Cir. Ct. Cook – (Nomination Petitions)

2010 General

Pat Quinn for Governor – (Phonebanking)

2010 Primary

Ann Williams for State Representative – (Canvass)

RESEARCH EXPERIENCE

Research Assistant - The John Marshall Law School

2012

Advisor: Professor Ann Lousin

- Assisted the preeminent expert on the Illinois Constitution
- Authored article on Illinois education financing system litigation

Illinois Council Against Gun Violence

May 2012 to August 2012

Legislative Extern

- Analyzed legislation in context of Second Amendment precedent and current law
- Briefed organization leadership on key developing issues
- Assisted Campaign Director with logistics of rally and “Lobby Day” in Springfield