

Eddie Phillips**PROFESSIONAL SUMMARY:**

A persistent goal setter, project finisher, and skilled collaborator, with over 20 years of professional experience that includes project planning and management, contract negotiation experience and problem resolution. Proven ability to learn quickly, absorb knowledge, and translate that knowledge to others effectively.

EMPLOYMENT:**Chicago Public Schools/Office of Specialized Services****Chicago Illinois**

STEP/Transition Manager

July 2006-June 2010

- Responsibilities as a Transition Manager include the management and coordination of daily planning, scheduling and administration of services for over 22, 000 special education students.
- Work as a liaison in between external sponsors and internal partners ensuring complete awareness of transition service planning and availability of Transition supports, services, and resources.
- Facilitate training and in-services of teaching staff on new federal and state laws regarding disability acts to include IDEA, ADA and Rehab Act.
- Maintain quality control, cost cutting and administrative requirements for the department budget of \$3.7 million.
- Hire, train and supervise new staff members.
- Develop status reports and meeting presentations to be implemented during training.
- Coordinate and manage the logistics of 13 staff members and coordinating teaching staff to secure Transition compliance.
- Establish relationships with state and local agencies to ascertain support services for 100% of the CPS students with disabilities upon graduation.

Chicago Public Schools/Office of Specialized Services**Chicago, Illinois**

STEP/Transition Coordinator

Feb 1994-July 2006

- Work cooperatively with identified high schools and grammar school area officers, area specialist, principals, assistant principals, case managers and special education staff in the review of student case files and records.
- Provide staff development regarding transition laws and initiatives to special education staff.
- Monitor transition plans of students with disabilities.
- Collaborate with the post-secondary colleges, employers, and community agencies while establishing necessary relations to assure postsecondary support services are provided to exiting high school students with disabilities.
- Monitor transition service needs of students with disabilities through the review of the student's Individualized Education Program (IEP).
- Attend staffing and eligibility determinations, IEP meetings and other decision-making meetings that pertain to student's vocational rehabilitation and transition programs.
- Work with secondary transition experience teachers and other school personnel to identify career assessment tools that assist students in career planning.
- Provide career guidance and counseling to students with disabilities in the area of career development and planning.
- Determine eligibility for 1200 students with disabilities, while simultaneously monitoring the employment of 225 students with disabilities.

Comprand Youth & Women Services**Chicago, Illinois**

Recreation Counselor

Jan 1993 – July 1997

- Provide treatment services and recreation activities for individuals with disabilities or illnesses. (Using a variety of techniques, including arts and crafts, animals, sports, games, dance and movement, drama, music, and community outings)
- Improve and maintain the physical, mental, and emotional well-being of clients.
- Help individuals reduce depression, stress, and anxiety; recover basic motor functioning and reasoning abilities;
- Build confidence; and socialize effectively so that they can enjoy greater independence and reduce or eliminate the effects of their illness or disability.
- Help people with disabilities integrate into the community by teaching them how to use community resources and recreational activities.
- Collaboration with physicians, nurses, psychologists, social workers, and physical and occupational therapists.
- Assess clients using information from observations, medical records, standardized assessments, the medical staff, the clients' families, and the clients themselves.
- Develop and carry out therapeutic interventions consistent with the clients' needs and interests.
- Instruct relaxation techniques to reduce stress and tension, stretching and limbering exercises, proper body mechanics for participation in recreational activities, pacing and energy conservation techniques, and team activities.
- Observe and document a patient's participation, reactions, and progress.

Uhlich Children's Home**Chicago, Illinois**

Counselor/Supervisor

Jan 1992 - Aug 1993

- Provide programmatic management and supervision of program staff for assigned projects.
- Provide technical assistance for agency development, compile and disseminate necessary statistical reports.
- Monitor program compliance of pertinent sub-contractors.
- Ensure program compliance with requirements of the funding sources as well as state licensing requirements, and ensure continuity of funding for programs.
- Provide counseling and referrals, coordinate and provide counselors with casework training.
- Present Independent Living Skills workshop and seminars for new counselors and participants.
- Serve as a liaison in the Administrative Office to other community agency programs and officers; represent the programs of the agency in the community at large.

Community Supportive Living Systems**Chicago, Illinois**

Counselor

Jan 1986 – Dec 1991

- Develop/coordinate training efforts for community regarding Illinois disability issues.
- Present workshops/seminars for consumers and community Independent Living Skills.
- Maintain records of program participants, workshop/seminar evaluations and other pertinent data needed to prepare quarterly and annual reports to maintain participants/project files.

- Serve as primary counselor for assigned participants and facilitator of educational workshops.
- Organize peer counseling support groups and peer counseling volunteer pool.
- Provide intake assessment in a timely manner.
- Maintain confidentiality through appropriate participant file maintenance.
- Collect participant statistics through program evaluations.

EDUCATION:

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|--|--------------------------|
| • Concordia University | Chicago, Illinois |
| Master in School Counseling | May 2010 |
| • GMOR Theological International Institute of America | Chicago, Illinois |
| Master in Christian Counseling | June 2004 |
| • University of Iowa | Iowa City Iowa |
| Bachelor of General Studies | Dec 1988 |

LICENSE:

- Licensed Professional Counselor (LCP)-Pending
- License Clinical Professional Counselor (LCPC)-Pending

Additional Graduate Course Work & Training

- Chicago State Special Education 26hrs
- Certification in Crisis Intervention
- Certification in Administration of Medication
- Certification in CPR
- ISBE Paraprofessional Certificate

COMPUTER SKILLS:

Microsoft Word, Excel and Powerpoint, Corel, WordPerfect 8 and the Internet

Lorraine Cruz

708.278.2789

lorraine.cruz@learningwithlorraine.com

School Leadership Experience

Curriculum Coordinator Youth Connections Charter Schools Network

October 2017 – present

MAJOR ACCOMPLISHMENT

- Trained 80% of the principals (17 of 21) in developing their vision/mission statements, SMART goals and establishing climate & culture with staff

RESPONSIBILITIES

- Coach principals to develop instructional leadership and capacity for using learning management systems
- Design professional development for teachers and principals to facilitate implementation of competency-based education and standards across all 21 campuses of the Network

Leadership Coach University of Illinois at Chicago

October 2016 – October 2017

MAJOR ACCOMPLISHMENT

- 100% principal eligibility entry for coached residents (2017)

RESPONSIBILITIES

- Developed coaching protocols and practicum course
- Networked with Bilingual and Dual Language organizations to provide resources for residents
- Coached residents in entire eligibility process via mock practice

Principal: Dr. Richard R. Green Central Park School (MPS)

August 2013 - June 2015

MAJOR ACCOMPLISHMENTS

- 12% GAINS IN LITERACY, 8% GAINS IN MATH
- Hired & trained the largest cohort of TFA teachers in the district
- Students in TFA classrooms demonstrated the greatest growth on local and state assessments
- Acquired over \$20K in grants and donations for students and their families
- Acquired \$15K in funds for Homeless & Highly Mobile students
- Acquired a \$20k United Community Voices mini-grant
- Designed and Implemented Two-Way Dual Language program

Principal Canton Middle School (U-46)

July 2009 – June 2010

MAJOR ACCOMPLISHMENTS

- 5% GAINS IN LITERACY and 5% GAINS IN MATH
- 80% increase in PTA participation of parents of English Learners
- Established partnership with external provider to deliver course work to 12 teachers to obtain IL ESL and/or Bilingual endorsements
- Saved the district \$50k by restructuring space usage for instruction and staff use

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Principal Ames Middle School (CPS)

July 2004 – June 2009

MAJOR ACCOMPLISHMENTS

- 18% gains in literacy and 12% gains in math
- 56% decrease in suspensions
- Successfully developed and executed a grassroots Safety Summit in collaboration with families, local businesses, community partners, police department, local aldermen, state representatives and the mayor's office (for 3 years) resulting in the first Safe Passages program for Ames students
- Acquired \$150k grant for staff training, professional development and student resources in for college prep and facilitating college access
- Acquired \$5million grant from Atlantic Philanthropies through Community Schools Initiative for extension of student services

ADDITIONAL CONSULTING EXPERIENCES

Founder & President Learning With with Lorraine Inc.

Founded 2011

- Provides consultative services to school administrators in assessing school data and progress and external program supports
- Develop and deliver professional development for teachers and staff
- Lead a Design team (2016) in designing and submitting RFP for a middle school for boys of color
- Coached/mentored dual language teacher and principals in educational leadership
- Served as subcontractor to University of Chicago UEI and provided professional development to support school districts on use of 5 Essentials School Improvement
- Subcontractor to Elevate Learning to provide professional development and training in real-time live tutoring to support at-risk students, EL, and Special Needs students in reading and math curriculum

COO & Director of Operations Unlimited Success Inc.

- Provided schools with mentoring services for students with challenged
- Conducted training and supports for parents
- Developed and supported implementation of prevention and intervention programs for students and community at large

Director of Program Development & Graduate Instructor ASPD

- Served as an external partner for schools and health institutions
- Provided professional development for schools - Understanding Common Core; Data Analysis; Best Practices
- Online instructor for graduate level course for IL ESL & Bilingual endorsement

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TEACHING EXPERIENCE

- Teaching Assistant for Autistic Middle Schoolers - McDowell Elem – Renton, WA
- American & British Literature Teacher - Urban Prep Academy for Boys –Chicago
- Eighth Grade Reading, Language Arts and ESL Teacher - Gary Elementary –CPS
- Dual Language Social Studies & Spanish Literacy Teacher - Inter-American Magnet School –CPS
- Bilingual & ESL Teacher - Field Elementary –CPS
- Vocational & ESL Instructor - Trainco Business School –Chicago

EDUCATION

- UNIVERSITY OF VIRGINIA –DARDEN GRADUATE SCHOOL OF BUSINESS – Turnaround Principal
- Specialist Certificate
- NATIONAL LOUIS UNIVERSITY – Instructional Leadership Certificate (New Leaders for New Schools)
- ROOSEVELT UNIVERSITY – Middle School Endorsement
- UNIVERSITY OF ILLINOIS – Instructional Leadership and Curriculum & Instruction – M.Ed
- LOYOLA UNIVERSITY at CHICAGO - Psychology and Criminal Justice – B.S

PROFESSIONAL MEMBERSHIPS ORGANIZATIONS

- Illinois Association of Multicultural Multilingual Education [IAMME] – Member
- National Association of Bilingual Educators [NABE] – Member, Presenter
- National Association of Elementary School Principals [NAESP], Member

CERTIFICATIONS

- Professional Educator License (PEL) – Illinois State Board of Education with elementary and school principal endorsements (valid through 2020)
- Administrative Principal Licensure – Washington State Board of Education OSPI through 2018
- Certified Principal Coach - National Association of Elementary School Principals [NAESP]

REFERENCES AVAILABLE UPON REQUEST

LEONARD D. KENEBREW

804 East 41st Street Chicago, Illinois 60653

ldk.associates@yahoo.com

Education: **LAUNCH** (Leadership Academy for Urban Network of Chicago). Selected for the leadership initiative; Chicago Public Schools, **Northwestern University (Kellogg School of Management)**, and Chicago Education Fund. Received intensive training and preparation for the seven strands of leadership:

- Interpersonal effectiveness
- School leadership
- Instructional leadership
- Student-centered learning climate
- Parent involvement/ Community partnership
- Professional development /Human Resource management
- School management/daily operations

M.A. Educational Administration/Supervision
Roosevelt University 5/00
Chicago, IL

M.A.T. Urban Teaching-30 Hours
Columbia College 5/97
Chicago, IL

B.A. Spanish
Indiana University 12/84
Bloomington, IN

Credentials: General Administrative & Supervision Type 75
Teaching Experience Bilingual & Second Language Acquisition Type 29

Experience

8/2017-Current: Bronzeville Academy Charter School K-8

- Oversee Day to Day Operations
- Support mandated accountability roles of staff
- Collaborate with District wide staff on observation and evaluation
- Meet with staff on PD, Evaluation process
- Collaborate with management on fiscal responsibility
- Communicate with parents and stakeholders
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2017-May 2017 Hope Leadership Prep Academy
Director of Schools-Miami and Fort Lauderdale K-12

- Oversee Day to Day Operations
- Support mandated accountability roles of staff
- Collaborate with District wide staff on observation and evaluation
- Meet with staff on PD, Evaluation process
- Collaborate with management on fiscal responsibility
- Communicate with parents and stakeholders

2016-2017 CHSD 218 High School, OakLawn, IL

Admin. Over Operation and Evaluation

- Oversee Day to Day Operations
- Support mandated accountability of roles of staff
- Collaborate with District wide staff on observation and evaluation
- Communicate with parents and stakeholders

2/2013-2016 Academic Vice-Principal, Abu Dhabi Education Council, UAE

- Manage Academic Instructional operations
- Manage Lead Educators and Teacher evaluations
- Analyze school wide data to improve student attainment

11/2011-February 2013

Administrator/Dean Kankakee Junior High School-

Collaborate and support Principal and 7th grade Teachers on Lesson Plans, day to day operations, safety, curriculum and discipline. Coordinate Administrative supervision for all extra-curricular activities with administration and district. Communicate with students, parents and staff on disciplinary management.

7/6/2010-8/8/2011 The Princeton Review

Executive Director Educational Partnerships-

- Territory Manager of Midwest products and services
- Manage Federal Partnerships with State, District and Schools
- Collaborate with Superintendents, Principals, and GEAR UP State Departments on College Readiness & Career Preparedness Initiatives.
- Participate in strategic sales planning and projection for territory
- Strategize with partners on grant writing RFP's for funding with DOE
- Present at National Educational Conferences with territory teams

7/06-6/2010

Principal

Roberto Clemente Community Academy-\$154,000-Salary

- (10), faculty (150 teachers) and staff (80 support staff). (2580 students)

7/05-5/06

Interim Principal

Simeon Career Academy-\$136,000-Salary

- (10), faculty (90 teachers) and staff (80 support staff). (1350 students)

6/01-8/05

Principal

South Shore Community Academy-\$123,000-Salary

- (5), faculty (75 teachers) and staff (50 support staff). (1550 students)
- Create student centered curriculum and extra-curricular activities
- Work with parents, community based organizations and local businesses in short and long term plans for the neighborhood school.

- Market and promote the achievements of students, faculty, staff and the community as a learning organization.
- Provide new learning opportunities for students, faculty and staff through student/staff development sessions.
- Administer policy and procedures of the Board of Education.
- Provide for a Safe and Drug Free Environment that is conducive for high quality learning.
- Instructional leader of school curriculum, administer shared leadership/operational duties with administrative team extra curricular activities.
- Involve parents, community based organizations and local businesses in short and long term plans for Roberto Clemente Community Academy.

7/01-8/02

Administrator, Chief Executive Officer (Arne Duncan)-Duties:

Administer policy and procedures of the Board of Education; Assist in monitoring the climate of all Chicago Public Elementary and High Schools; Investigate and research occurrences with staff, personnel, students and community; represent the CEO at various events; Assist in the management of all correspondence addressed to the CEO; Sit on new committee initiatives; Identify resources to support the educational process in the elementary and high schools; **Salary:\$96,000**

Manager, Office of Academic Enhancement-Duties: Assist the Officer in managing the marketing, coordination, collaboration and appropriate identification and allocation of resources for the Magnet Schools, Magnet Cluster Initiative, Gifted and International Baccalaureate (IB) Programs.

7/00-6/01

Prevention Recovery Coordinator, Office of Intervention- Duties:

Manage/Coordinate the after school tutorial classes and the Evening school programs with the Academic Resource Teachers (ART's) and the Evening School Coordinators of the 5 High Schools placed on Academic Intervention (Bowen, Collins, DuSable, ORR and South Shore). **Salary: \$76,000**

2/00-7/00

Assistant Principal, Hinton Elementary-Salary: **\$67,000**

9/93-1/00

Spanish Bilingual Resource Teacher at Sawyer Elementary **Salary: \$37,000**

- 1993/1994-Tested & serviced primary grade level students on placement for receiving bilingual services (immersion/support)
- 1994/1995-Teacher of 2nd grade students with bilingual support in literacy and numeracy
- 1995/1996-Teacher of 3rd and 4th grade students with bilingual support in literacy and numeracy
- 1996-1997-Teacher of 7th and 8th grade students with bilingual support in literacy and numeracy
- 1997-1998-Teacher of 7th and 8th grade students with bilingual support in literacy and numeracy
- 1999 LAUNCH Principal Apprentice

1989-1993

United Airlines-International Reservations (Chicago)

- **Marketed the products and travel services of United Airlines**
- **Options Travel: Managed booking for government employees**
 - **Knowledge of Frequent Flyer Programs**
 - **Confirmed Car, Hotel reservation**
 - **Serviced Language Desk for Spanish and French speakers**
 - **Trained on Iata and ticketing fare basis codes**

1988-1993

Independent Insurance Broker-Life/Health/Property & Casualty (Chicago)

1986-1991

Equitable Financial Services-Financial Planning Agent (Oak Brook, Ill.)

1985-1986

NFL Free Agent with Cleveland Browns and Cincinnati Bengal's

Hobbies

Travel, Languages, Sports, Reading, Skiing/Snowboarding and Jogging

References

Available upon request

Donnie L. Brown
7728Brown@Gmail.com
708-670-7116

Objective

To maximize utilization and compensation for my skills and talents

Strengths

Coalition builder, grant writer and fundraiser, real estate developer, social enterprise manager, strategic planner and visionary leader, not-for-profit development expert, and 30 years of community development experience

Employment History

Consultant

July 2015
- Present

Clareians Association creating asset management sustainability
The Renaissance Collaborative developing senior housing project
Project Simeon 2000, Greater Chatham Initiative, VOICE of People in Uptown, Chicago Rehab Network

Executive Director

Feb 2000
- July 2015

Genesis Housing Development Corporation
Fundraiser, Chief Grant Writer, Financial Analysis for Board
Developed, secured, and managed annual budgets
Hired, Retained or Terminated Staff, Staff Supervision, Board Management and Relations
Raised over \$60 million for housing development and operations via
Oversaw programs under US Dept of Housing and Urban Development, IL Housing Development Authority, City of Chicago, and IL DCEO
Developed homes under NSP, HOME, TBI2, and Trust Fund
Built 40+ for-sale units in Bronzeville, rehabbed 22 units in GCI area
Facilitated the purchase of more than 120 homes
Facilitated over \$5M in grants to Illinois families facing foreclosure
Facilitated services to more than 1,000 residents a year

Associate Director

Apr 1993
-
Nov 1998

Heartland Alliance for Human Needs and Human Rights
Member of Heartland Alliance Centennial Leadership Team
Secured over \$40 million to rehab 7 multifamily buildings
Created 300 housing units for homeless and low-income persons
Met governmental and private resources lending and compliance
Provided asset management services for 800-unit rental portfolio
Built partnerships to combat opposition to affordable housing
Provided TA to Deborah's Place for women's supportive housing

Assistant Director

1990 -
1992

Westside Business Improvement Association
Economic Development Officer for Austin Chamber of Commerce
Generated loan packages, business plans, and area wide promotional events

Donnie L. Brown

Project Manager	1987 - 1990	Chicago Roseland Coalition for Community Control Organizer and Negotiator for \$20 million CRA agreement with Beverly Bank Operations Chair and founding member of Roseland NHS of Chicago Writer Roseland Infant Mortality Reduction Initiative
Project Manager	1985	The Neighborhood Institute – South Shore Bank Collected glass, aluminum, and paper from South Shore community, Resold to end-users for recycling new products
Education and Training		
	2014	Goldman Sachs – 10,000 Small Businesses Program
	2013	National Development Council – Economic Development Pro
	1996	Spertus College – Masters in Human Services
	1991	Roosevelt University – Community Services Fellowship
	1989	LISC – Real Estate Development Fellowship
	1989	Chicago State University – Business Administration
Community Service		
	2015	Chicago Rehab Network, Board of Directors
	2015	Chatham Business Association, Board of Directors
	2014	Co-Chair of GCI Housing Committee
	2014	New Life Covenant Southeast, Volunteer Teacher
	2014	Blacks in Green Woodlawn Redevelopment Project, Consultant
	2013	President Winneconna Lakes Area Improvement Association
	2011	Renovated vacant St. Dorothy's convent at 7735 S Vernon
	2010	Auburn Gresham Neighborhood Housing Services, Board
	2008	AG Quality of Life Plan forming Greater AG Development
	2007	J.P. Morgan Chase, Member Community Advisory Board
	2004	Catholic Campaign for Human Rights, Judge
	2003	LISC Chicago Neighborhood Development Awards, Judge
	2000	Chicago Coalition for the Homeless, Board of Directors
	1997	Developed Karibuni Place at 8200 S. Ellis
	1995	Neighborhood Capital Budget Group, President
	1995	City of Chicago GO Bond challenge raising \$60 million
	1995	Salem Baptist Church Sunday School Teacher of the Year
	1987	Community Media Workshop, Founding Board Member
	1985	Roseland Business Development Council, Executive Director
	1984	Rally to Life HIV Education Services, Board Chairman

References Provided Upon Request

Industrial-Organizational Practitioner and Six Sigma Greenbelt Certified (SSGBC). Experienced in building relationships, coaching, curriculum design, and optimizing performance by systematically enhancing processes—both existing and new—to work more efficiently and effectively for Operations and L&D Departments. Adept at supporting change management tactics across multiple and generational levels of leadership. And able to collaborate cross-functionally with other professionals of diverse skills sets across enterprise. Self-published author and Public Speaker.

PROFESSIONAL EXPERIENCE:

KEMET LEARNING ACADEMY, Chicago, IL
Program Developer

October 2017 to Present

- ◆ *1 of 7 founding members for instituting a new school in the Greater Washington Heights Community of Chicago*
- ◆ Evolving project charter to define goals, roles, responsibilities, resources, and budget scope to inform direction
- ◆ Partnering with chief officers, principals, consultants, and government officials to build operational framework
- ◆ Designing test-pilot curriculum comprised of blended online-learning that aligns with Illinois educational policy

CARA CHICAGO, Chicago, IL
Corporate Account Manager

May 2017 to October 2017

- ◆ *Designed new process increasing retention by 60% by end of week-1 and job placement performance by 44%*
- ◆ Served as point of contact and trusted advisor for 12 key accounts including two Fortune 500 companies
- ◆ Interviewed clients to learn about role-specific hiring interests to conduct candidate qualifying assessments
- ◆ Used Salesforce to test data comparisons between critical-to-customer requirements and account performance
- ◆ Collaborated as part of sales team to find and develop new business relationships with existing client accounts

Professional Development Specialist

August 2015 to May 2017

- ◆ *Coached 540 individuals on career advancement and leadership via workshops, projects, and online instruction*
- ◆ Used Google Classroom to develop online courses making L&D workshops more productive and cost-effective
- ◆ Conducted assessments using evidence-based strategies and post-learning evaluations to understand L&D growth
- ◆ Developed benchmarks and scorecards to monitor program effectiveness towards learning and retention
- ◆ Systematically analyzed job routines and environments to devise solutions for optimizing task-based performance

Student Accounts Manager

October 2013 to August 2015

- ◆ *Hired as subject matter expert for newly created role to optimize effectiveness of student inventory management*
- ◆ Used DMAIC methodology to assess current state of performance and lead improvement interventions
- ◆ Analyzed processes using SIPOC diagrams and Microsoft flow charts to articulate quick win opportunity areas
- ◆ Updated senior leaders with detailed reports on intervention progress including achieved goals and challenges
- ◆ Assisted IT and Operations departments with the new CRM (Salesforce) software rollout over a 2-year period

EDUCATION:

M.A., Industrial-Organizational Psychology, Adler University, Chicago, IL
B.S., Alcohol and Drug Counseling, Minnesota State University- Mankato, MN

GOODWILL INDUSTRIES, Joliet, IL
Workforce Connection Center Specialist

June 2011 to August 2013

- ◆ Assisted with new workforce center model expansion to be incorporated across 9 retail stores in 2 states
- ◆ Managed workforce connection center staff and resources, and on-boarded and cross-trained support volunteers
- ◆ Established a new weekly Job Search Club program to support networking amongst job seekers
- ◆ Assisted cross-functional, multigenerational team across 9 sites to analyze workflows and impact assessments
- ◆ Led research team to survey over 100 business partners in Will County to better understand workforce challenges
- ◆ Helped to redesign workforce center service delivery process resulting in reducing process steps 8 steps to 3 steps by pinpointing root causes to defects slowing service delivery cycle times

Facilitator

October 2008 to June 2011

- ◆ Coached 1,440 individuals on Career Exploration, Resume Writing, Interview Preparation, Labor Market Trends information, and Social Media Networking
- ◆ Redesigned curriculum for new career service delivery method that reduced training time by 2 weeks
- ◆ Updated manuals, policies, and procedures to be consistent with established organizational requirements
- ◆ On-boarded, trained, and evaluated 7 specialists on standardized facilitation of revised curriculum best practices
- ◆ Case managed and coached a monthly average caseload of 60-75 clients in-person and with support software

OAI, INC., Chicago, IL

Consultant

August 2007 to October 2008

- ◆ Reviewed and designed professional development content later published to NIEHS website as training resource
- ◆ Facilitated workshops geared towards resume writing, digital literacy, leadership development and job readiness
- ◆ Interviewed participants for job history, educational background, and career goals to create professional resumes
- ◆ Conducted TABE testing and assisted as an evaluator for during Minority Worker Training (MWT) tryouts
- ◆ Trained and coached participants throughout program training commensurate with graduation standards

PUBLICATIONS:

Thomas, A. (2013). Career Planning and Development: Placing Yourself into Successful Positions.

TECHNICAL COMPETENCIES:

Microsoft Office Suite; Salesforce; SharePoint
DMAIC, 5S, Bottleneck Analysis, PDCA method, Root cause analysis

SPECIALIZED TRAINING AND CERTIFICATIONS:

Six Sigma Green Belt Training - Chicago Deming Association-Six Sigma Masters Program (40hrs), Naperville, IL
Certified Practitioner - Myers-Briggs Type Indicator (APTi International)
Certified Facilitator - True Colors Personality (Kutz Group)

Earned Dale Carnegie Highest Achievement Award— Skills for Success Program (2013)
(the recipient of this award is for demonstrating professional development, outstanding presentation skills and interpersonal competence.)

JOHN MICHAEL JOHNSON SR.

OBJECTIVE
CREATING DREAMS AND BUILDING
FUTURES.

EXPERIENCE

Project Manager | City of Chicago | April 1988-June 2017

Tradesman, Foreman, Trainer for more than 300 tradesmen. Repair modify City of Chicago equipment for Police, Fire, Street and Sanitation and other city departments

Department Foreman @ University of Texas M.D. Anderson Cancer Center | 1984-1987

Development of experimental tools and equipment for Bio-Lab and repair of hospital plant facilities and equipment

EDUCATION

University of Houston | 1986

Industrial Manager

Simeon Vocational H.S. | 1976

On the Home tab of the ribbon, check out Styles to apply the formatting you need with just a click.



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773-544-5022



LinkedIn URL



Twitter handle

Projectstimeon2000.org

VOLUNTEER EXPERIENCE OR LEADERSHIP

Serve as Simeon Vocational and Simeon Career Academy LSC 1990-2000, Founder Project Simeon 2000, founding member of Simeon Alumni Association, Founder of youth football program, mentoring and workforce development , FEMA CERT.