GEORGE W. COLEMAN JR.

[redacted]

CAREER SUMMARY

Self-directed individual with a diverse background in public administration; Articulate communicator, exhibits strong analytical, organizational and presentation skills; Offers a conscientious work ethic and demonstrates a record of efficiency, reliability and commitment to job performance.

PROFESSIONAL EXPERIENCE

GOVERNMENT AND COMMUNITY RELATIONS OFFICER *(2008-Present)*
Chicago Transit Authority- Chicago, Illinois

- Manages the Chicago Transit Authority (CTA) outreach strategy for the Morgan/Lake Street Green Line Elevated Station; project is budgeted for $36 million.
- Manages the Chicago Transit Authority outreach strategy for the Archer/Cermak Chinatown Red Line Station; project is budgeted for $12.5 million.
- Manages the Chicago Transit Authority outreach strategy for the Chicago State University (CSU) bus turnaround; project is budgeted for $400,000.
- Attends Chicago City Council Meetings and functions as the CTA's liaison to the 50 Aldermen of the Chicago City Council.
- Attends Cook County Board Meetings and functions as the CTA's liaison to the 17 Commissioners of the Cook County Board.
- Serves as the CTA's liaison to the Chicago Public Schools (CPS) officials at the Safety and Security Task Force Meetings; assists with the process of adding new school CTA service to the Chicago Public High Schools.
- Serves as the CTA's liaison to the Chicago Police Department (CPD) on all safety and security issues related to the CTA buses and trains.
- Attends City Council Committee on Transportation hearings to represent the CTA on all transportation related issues.
- Attends Aldermanic Capital Improvement Program (CIP) briefings to represent the Chicago Transit Authority; brief the 50 aldermen on the progress of initiatives within their respective ward.
- Attends policy meetings and represents the CTA in public forums; interacts with CTA's Media Relations division and City of Chicago Mayor's Press Office regarding media coverage of CTA issues and public activities related to the Chicago Transit Authority..
- Develops and maintains relationships with elected officials in the CTA service area regarding initiatives and programs; establishes and maintain role as CTA point of contact for elected officials on issues concerning the Chicago Transit Authority.
- Monitors committee activity in Springfield, bill status and the legislative process for initiatives affecting the Chicago Transit Authority.
- Manages all aldermanic bus stop proposals and bus stop requests; maintains a database for accuracy.
- Interacts with CTA Chairman, President and Chief of Staff on a daily basis to brief on CTA initiatives and share pertinent information on all federal, state and local government issues.
- Prepares and conducts PowerPoint presentations before CTA employees, community organizations and constituents within various aldermanic wards regarding CTA initiatives.
- Establishes and maintains partnerships with community business organizations and community leaders.

REGIONAL FIELD DIRECTOR *(2006-2007)*
Richard M. Daley Campaign Committee- Chicago, Illinois

- Managed a group of individuals who were responsible for creating databases for the aldermanic run-off wards which included organizing fundraisers.
- Managed South-Side campaign office; attended aldermanic run-off ward meetings with the campaign manager to ensure that the operations were running efficiently.

- Managed individuals including volunteers to contact constituents, worked on Election Day and delivered information to constituents and the 21 South-Side aldermanic offices.
- Organized phone banks, staged locations for canvasses and other campaign events within the South Side aldermanic offices.
- Provided pertinent information to the campaign headquarters regarding the daily operations of the existing South Side aldermanic neighborhoods.
- Was responsible for managing a staff which assisted in the local distribution of over 5,000 lawn signs, buttons, literature and other related materials to all 21 South Side aldermanic offices.
- Liaison between the campaign headquarters, community business organizations and community leaders.
- Attended fundraisers and campaign events with the Mayor, Aldermen and Ward Committeemen; made sure that all the pertinent materials were at the event.

PROJECT COORDINATOR *(2000-2006)*
City of Chicago- Chicago, Illinois

- Performed detailed analysis of operations of department agencies to the formation of the execution of the City of Chicago.
- Attended City of Chicago budget hearings with senior management.
- Made studies, reports and recommendations on departmental reorganization and administration.
- Evaluated managers in their hiring process through technique and creativity.
- Assisted in the preparation of the departmental financial budget.
- Gave advice and assistance to operating departments and agencies in preparing accounting estimates.
- Attended Chicago City Council meetings and functioned as the department's liaison to the Aldermen of the Chicago City Council.
- Coordinated preparation analysis and implementation of budget, legislative and other policy issues.

DATA CONTROLLER *(1993-2000)*
City of Chicago- Chicago, Illinois

- Answered the CATA Help desk directly and reset AS 400 user ID's and passwords.
- Responded to user questions related to City time and attendance software.
- Attended monthly meetings with other City department's payroll divisions to discuss concerns or issues within their payroll division.
- Responded to inquiries related to the proper functioning of the City of Chicago KRONOS badge readers.
- Documentation was perused to determine if the badge in question was under repair by the Department of Streets and Sanitation, Bureau of Electricity (BOE).
- Responded and assisted each payroll City department with all inquiries.
- Conferred with operating City departments; researched financial documents to reconcile discrepancies in cash balances.

MANAGER OF OPERATIONS *(1988-1993)*
Spurgeon Mercantile Company- Chicago, Illinois

- Oversaw in the preparation of the financial departmental budget.
- Was responsible for recruiting corporate sponsorships and corporate partnerships.
- Met with senior management weekly to discuss company goals, objectives and marketing strategies.
- Developed new revenue generating programs for Spurgeon Mercantile.
- Managed and trained a staff of 15 senior associates and 15 field associates.
- Attended monthly board meetings and served as the liaison for the Chicago office.
- Was responsible for hiring departmental staff which included administrative and supervisory applicants.

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EDUCATION

Illinois Institute of Technology, Harold L. Stuart School of Business, Chicago, Illinois
Master of Public Administration with a specialization in Public Management, (MPA) 12/2009
National-Louis University, College of Management and Business, Chicago, Illinois
Master of Business Administration, (MBA) 2/2006
National- Louis University, College of Management and Business, Chicago, Illinois
Bachelor of Science in Management, (BS) 1/2003

AFFILIATIONS/COMMUNITY INVOLVEMENT/ACCOMPLISHMENTS

- 2012 Who's Who in Black Chicago Recipient
- 2011 Chicago Defender Newspaper's Fifty Men of Excellence Recipient
- 2010 Who's Who Among Executives and Professionals Recipient
- Illinois Institute of Technology (IIT) Merit Scholarship Recipient
- Member of Ancient Accepted Scottish Rite Thirty-Third Degree Masons (ASSR)
- Member of Ancient Accepted Order Nobles of the Mystic Shriners, Board of Directors Member
- Member of Ancient Free and Accepted Masons (AF&AM)
- Member of the Illinois City/County Management Association (ILCMA)
- Member of the National Black MBA Association (NBMBA)
- Member of National Black Forum for Black Public Administrators (NFBPA)
- Member of Conference of Minority Transportation Officials (COMTO)
- Member of Phi Gamma Nu, a national professional fraternity for students interested in business
- Member of the Metropolitan Club, Metropolitan Club is a private business and social center of Chicago's professional elite
- Member of Chicago Alternative Policing Strategy (C.A.P.S), C.A.P.S is a partnership between the community, police and other City agencies all working together to fight crime and enhance the quality of life in Chicago's neighborhoods

TECHNICAL

- MS Word
- Internet
- Lotus 1-2-3
- Windows
- Excel
- WordPerfect
- CATA (Chicago Automated Time and Attendance)
- PIP (Payroll Interface Program)
- Knowledge of KRONOS
- Oracle
- GroupWise
- AS400
- PowerPoint

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GEORGE W. COLEMAN JR

Dear Illinois Violence Prevention:

I have enclosed my resume for your review to explore the **Director** opportunity within your organization drawing on previous success in similar capacities. The resume will furnish you with my experience, capabilities, and extensive training.

As indicated, my background includes more than 20 years of successful and progressive work history in a variety of lead capacities marked by management experience. I have demonstrated success in the areas of government affairs and public administration. I have worked directly with a variety of individuals on all skill levels including public officials.

Among other qualities, I offer:

A proven track record of efficiency, conscientious work ethic, and reliability

The capacity to handle multiple tasks simultaneously without sacrificing quality standards while ensuring work flow priorities are adequately met

Dependability, punctuality, attention to detail, and follow through accuracy, quality, and time resolution

I believe I can make a positive contribution to your organization in a lead capacity and would like to further elaborate on my credentials. Realizing that it is not always easy to evaluate a person on paper, I would enjoy discussing opportunities with you personally.

Thank you for your initial time and consideration, I look forward to your response.

Sincerely,

George W. Coleman Jr.

Enclosure: resume