Dr. Romona Smith-Battle

[redacted]

WORK HISTORY:
(Full Time)

2009 – Present Prologue Inc.
Director of Child Welfare

- Identify, develop, and implement and monitor preventive and interventive programs and services that focus on reducing barriers to our clients' successful community integration/reintegration.
- Identify and monitor the implementation of appropriate strategies that meet the diverse psycho social/clinical support needs of the program's participants.
- Develop and utilize an ongoing Quality Assurance Protocol that serves to maintain a quality level of services for youth and their families.
- Develop protocols for safety and violence prevention, and technical assistance for their implementation.
- Supervise clinical and support service staff, and assist with budget development, management, grants administration, and genera program operations.
- Provide administrative and comprehensive clinical support services for residents of the agency's Transitional Living Program (TLP) and the educational/vocational programs.
- Monitor medication regimens and respond to non - compliance issues.
- Develop assessment protocols and crisis management and safety plans and monitor their implementation
- Develop and maintain collaborative relationships with mental health professionals, probation/parole officers, social workers/case managers, and community based programs
- Develop and implement professional development activities for agency's staff.

1996 - 2008 Westside Holistic Family Services
Program Director - Westside Alternative High School

- Provided overall program administration and collaboration for educational/vocational, clinical/social support services, and other day to day operations, and
- Analyzed problems, issues, and concerns, and formulated appropriate alternatives and solutions
- Coordinated and monitored the development and implementation of gifted, general education, remedial, career pathway/vocational educational, behavior management, and community and political leadership programs for traditional and non-traditional learners
- Coordinated and monitored the development and implementation of student centered instructional strategies
- Planned, organized, and coordinated the management functions and activities for new and continuing educational and psycho/social programs and initiatives for students
- Supervised instructional and psycho/social support service supervisors and coordinators
- Developed and implemented professional development activities for faculty, program administrators, and support, office, and other adjunct staff

- Assisted with grant writing and preparation of program budget and approved expenditures and allocations of monetary and other resources
- Chaired and monitored school improvement and quality assurance activities
- Developed, implemented, and updated protocols to maintain State Recognition and North Central Accreditation status

1993 – 1996 Westside Holistic Family Services
Program Director - Specialized Counseling

- Provided oversight and clinical supervision for adolescent counseling program
- Provided individual, group, and family counseling
- Identified and utilized various assessment tools to determine treatment plan, methodologies, and overall scope of service
- Coordinated client testing, linkage plans, other case management services

1991 – 1993 Chicago Read Mental Health Central Rehabilitation and Educational Services
Clinical Educational Coordinator

- Provided academic/vocational instruction for clients
- Developed academic/vocational instructional protocols for clients
- Prepared clients for employment i.e., resume preparation, interviewing, job seeking, and life skills.
- Coordinated client testing, and linkage plans.
- Provided individual and group counseling
- Modified operational techniques in response to client's needs

1979 – 1991 Chicago Read Mental Health Central Rehabilitation and Educational Services
Lead Teacher

- Provided academic instruction in English and Math
- Supervised Instructional staff
- Assisted with the development and implementation of Alternative and
- Individual Educational Plans for Special Population Students.

(Part-Time)

1979 – 2008 Chicago City Colleges –
Instructor
Adult Learning Skills Program

1990 – 1993 Northern Illinois University
Assistant Professor
Educational Foundations Department

1991 – 1996 College of Dupage
Instructor
Adult and Continuing Education Program

1995 – 2007 RLS Comprehensive Services Inc.
Clinical Supervisor

EDUCATIONAL/TECHNICAL TRAINING

1994 – 1996 National Lewis University Evanston, IL
Psychology Program

1991 Northern Illinois University Dekalb, IL
Doctoral Degree - Education

1988 Northern Illinois University Dekalb, IL
Masters Degree – Education

1979 University of Illinois Chicago, IL
Bachelors Degree – Criminal Justice

ACCOMPLISHMENTS, CERTIFICATIONS, AND LICENSURES

2011 Certified Child Welfare Specialist (DCFS)

2003 Certified Cognitive Behavioral Therapist

2003 Doctoral Addictions Counselor Endorsement

1997 State of Illinois Type 75 (Educational Administration) Certification

1997 International Certified Alcohol and Drug Counselor

1996 State of Illinois (LCPC) Licensed Clinical Professional Counselor

1995 National (CCJS) Certified Criminal Justice Specialist

1995 State of Illinois (IAODAPCA) Certified Advanced Alcohol and Other Substance Abuse Counselor (CAADC)

1991 Author of Patient Perspectives on Rehabilitation and Educational Services Provided by Chicago Read Mental Health Facility".

October 5, 2012

Dr. Romona L. Smith- Battle
[redacted]

Illinois Department of Public Health
122 S. Michigan Avenue, Suite 2009
Chicago, IL 60603
Dph.hhrecruiter@illinois.gov

To Whom It May Concern:

I am writing this letter in response to a recent job application announcement- Director of Illinois Violence Prevention Authority. I am highly interested in this position, and I believe my education, professional experience, and commitment to the field of social services meet your qualifications.

Over the past 25 years, I have held administrative positions in the field of education and social support services. I have worked very closely with individuals (youth and adults) whose social and cultural realities created major barriers to their becoming productive members of their communities and society at large.

During my 15 year career at Westside Holistic Family Services, I assisted with the development of a grant that eventually funded a comprehensive educational and social support service program for youth (16-21) and their families. I was appointed Director of that program in 1993, and spent the next 15 years functioning in that capacity. During my tenure, I designed and supervised a comprehensive educational service which also various programs made a significant impact on the reduction of violence within the school. They also significantly contributed to creating a positive school culture and climate.

Westside provided educational and support services for more than 500 at risk youth and their families per year. Ninety percent of the youth had multiple risk factors, including gang violence and other risky behaviors. I was often recognized by the agency's senior administration, board of directors, school district, program funders, and other key players for my ability to design and oversee the implementation of a rigorous and quality curriculum. I was frequently acknowledged for bringing in additional funding to support programs that addressed, reduced, and often times eliminated the social and cultural barriers to our students' academic success.

In 2008, I accepted a position (Director of Child Welfare) at Prologue, Inc. Prologue is a Community Based Organization that has under its umbrella, five accredited educational programs, a residential facility for DCFS wards, a Youth Build, HIV Counseling and Prevention, and a Female Ex-Offender Program for teenage girls. My duties and responsibilities have been broad, however, the main focus was geared toward overseeing and providing leadership for a program whose primary goal was to increase our youth's abilities to be successful in his/her educational and social endeavors.

I am a very organized individual with excellent communication skills. I am also available to travel and can be very flexible in my commitment to the duties and responsibilities of the position I believe that I would serve with energy and the level of quality that this position requires.

Attached is a copy of my resume for your review and consideration. I can be reached at [redacted] or [redacted]

Sincerely,

Dr. Romona Smith-Battle

Tom-Louis W Gray Sr.
[redacted]
[redacted] **Cell**
[redacted] **Home**

Objective: Seeking position for

Service-focused Social Worker and Administrator with a strong commitment to serving the needs of youth and adults, including homeless, emancipated youth and special-needs populations.

I Excel in program and organizational leadership/planning, with documented success, overcoming challenges of limited resources and financial constraints to design high-quality, cost-effective and comprehensive service offerings.

Skilled in building community support, key coalitions and strategic interagency partnerships. Backed by solid credentials (MS), candidacy for doctoral degree in organizational Leadership with strengths in program, personnel and case management.

Work Experience

Nexus Corporation/ Clinical Supervisor

7/2008 - Present Indian Oaks Academy Manteno, IL

Overseer of 18 bed program housing females 12-21yrs. Responsible for the coordination of services in individual and group therapy, counseling, and independent living skills. Supervisor of a team of 18 social workers, case managers, group facilitators and direct-care staff. Develop and maintain strong community alliances with county/state agencies, police departments and youth-service programs.

Program Contributions:

- Demonstrated outstanding case management (caseload of up to 18) and dedication to clients, as evidenced by repeated promotions, favorable discharges, and graduations throughout tenure.
- Achieved a record of 95 percent post residential placements propelling both individual and program success through subsequent income generation.
- Provided highly visible, caring client service that resulted in 100 percent of assigned clients remaining eligible for placement into group homes, (TLP's) Transitional Living Programs and (ILO's) Independent Living Programs.
- Led turnaround of emancipated youth program from a 40 percent monthly turnover rate to a 10 percent monthly turnover rate within 6 months. Motivated program participants to earn high school diplomas/GEDs, enroll in community college or secure full-time employment.
- Developed proposal and delivered presentation that assisted principals in improving the level of services provided to youth displaying adverse behaviors due to diagnosis of ADHD, Mood Disorders, and Bipolar Disorders
- Experienced in facilitating in multi-disciplinary meetings, team meetings and staffing to ensure adequate supervision and training.
- Experienced in recruiting, hiring, job coaching, and exit interviews.

Program Manager

6/2006 - 7/2008 Aunt Martha's Youth Services Chicago, IL (CRC) Children' Reception Center

Provided leadership for homeless shelter for wards of (DCFS) Department Of Children & Family Services. Served on interdisciplinary team to provide case management and placement services for housed residents. Provided supervision for 52 employees within the facility. Developed weekly group programs and maintained documentation to fulfill funding-source requirements.

Program Contributions:

- Designed and implemented creative group programs benefiting mentally challenged consumers (ages 12 to 21) and enhancing their social skills and self-esteem.
- Launched an ongoing event agenda that included program culture incentives, holiday celebrations, current events discussion groups, voting trips and numerous community excursions.
- Facilitated supportive services/counseling for client family members to address special concerns and ease the transition during home holiday visits.
- Forged community connections benefiting staff, clients and their families.
- Collaborated closely with interdisciplinary team members on development of appropriate case plans meeting individual client needs.

Unit Supervisor

Lawrence Hall Youth Services

12/1999-6/2006 Chicago, IL

- Prepared complex reports, (MHA) Mental Health Assessments, (ITP's) Individual Treatment Plans and Supervision Plans, (BIP) Behavior Intervention Plans for managed care and treatment for all residents in care, ensuring full compliance with agency requirements and deadlines.
- Author of professional correspondence to customers and vendors.
- Providing counseling and therapy to juveniles 12-21yrs-educating employees, interns and volunteers on proper programmatic issues.
- Responsible for conducting small-group sessions on Community Support
- Residential/Counseling techniques

Education

2007-Present Argosy University, Chicago ,IL 3.8 GPA

Organizational Leadership

- Candidate for doctoral degree.

2004 -2007 Spertus Institute of Jewish Studies, Chicago, IL

MS in Human Services Administration/Non Profit Management

Skills

Skill Name	*Skill Level*	*Last Used/Experience*
Case Planning & Management	Expert	Currently used/20 years
Client Advocacy-Fitness Nutrition-Health &Wellness	Expert	Currently used/20 years
Community-Client Relations	Expert	Currently used/20 years
Client Needs Assessment & Response	Expert	Currently used/20 years
Community Outreach	Expert	Currently used/20 years
Program Administration & Policy Development	Expert	Currently used/20 years
Grant Program Management	Intermediate	Currently used/11 years

Fundraising & Donor Relations	Intermediate	Currently used/11 years
Licensing Issues & Regulatory Compliance	Intermediate	Currently used/11 years
Staff Development & Supervision	Expert	Currently used/20 years
Interagency Partnerships / Referrals	Expert	Currently used/20 years
Life-Skills Counseling	Expert	Currently used/20 years

Additional Information

Respected personal developmental leader and member of interdisciplinary teams – able to instill a shared sense of purpose to provide optimal services, resources and programs for those in need. Deeply committed to improving the quality of life for students families and the community, with a special interest in providing case management services for those in need.

Tom-Louis W Gray Sr.
[redacted]
[redacted] Cell
[redacted] Home
[redacted]

Dear Human Resources:

Please accept this letter as an expressed interest for the position of Director of the Illinois Violence Prevention Fund. The position requirements and my skills are a perfect match. As you'll see on my resume, I have the Educational background, professional experience, and track record for which you are searching. For 22 years, I have worked exclusively as a qualified Mental Health Professional. I am eligible for the Illinois licensure examination. I began my career as a direct care worker and moved into management, implementing programs for youth of all ethnicities who were placed in the care of the State due to being willfully abandoned, neglected, physically and sexually abused. In addition to direct care, I have provided clinical counseling and therapy for individuals, groups and their families that sought solutions to their problems in our schools.

My area of expertise is in leadership management and organizational development. I have years of experience in directing multiple facets within the departments of organizations; in addition to collaborating with other community agencies. My background in social services includes repeated successes of turning lives and poor performing programs within agencies around with the demonstrated ability to motivate direct care employees to perpetuate the same spirit of achievement.

I specialize with youth of all ages. I have worked with clients from 0-21yrs of age, infants born addicted to illegal substances, those inflicted with HIV, incarcerated youth, youth on probation and their families. I am deeply committed to giving a 100% effort in any task put before me. With my commitment and my experience, I believe this will enable me to maintain a very high quality performance. I am results driven and success oriented with the ability to positively influence organizational outcomes.

In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your organization's success.

I can promise that my commitment will meet your standards, and I will make myself available at your convenience, during or outside of normal business hours.

Sincerely,

Tom-Louis W. Gray Sr. M.S

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.

DAKI0063387

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

DAKI0063388

GEORGE W. COLEMAN JR
E-mail: [redacted]

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

MARK A. RANSBURG
[redacted]
H: [redacted] C: [redacted] Email: [redacted]

Community relations professional with 10+ years experience in administration of local, political, public and private sectors outreach. Experienced in project management, talent acquisition and retention, and corporate outreach to grass-roots community and business communities-at-large.

CORE COMPETENCIES

- Community outreach and public affairs
- Executive Trainer
- Client Relations
- Marketing and promotions
- Community education and development
- Contract management
- Conference management
- Conflict management and resolution
- Project management of community workshops and seminars
- Certified violence prevention specialist

EXPERIENCE

Sony Music Inc. (Columbia Records), Chicago, Illinois – January 2011-Present
Independent Urban Promotions

- Acquiring airplay at urban radio, managing Midwest/Ohio Valley region.
- Developing and executing national marketing opportunities, and implementing creative methods to expose the artist roster to the general market place

Mount Sinai Community Institute, Chicago, Illinois – April 2010-October 2010
Project Manager of the Illinois Y.E.S. –Youth Employment Summer Program

- Managed staff of eight persons responsible for day to day office activities
- Recruited facilitators for 40 work sites
- Facilitated and implemented job readiness skills for the designated individuals participating in the program
- Secured approximately one hundred fifty work force sites over six hundred fifty participants
- Measurable results include one hundred percent secured employment

Chicago Public Schools, Chicago, Illinois - January 2004-March 2010
School Health Specialist-September 2008-March 2010

- Managed Peer Jury Programs for fifty five high schools
- Supported and mentored PBIS coaches for compliance to build culture of calm anti-violence universal agenda
- Administrative support of program initiatives
- Consultant, school based problem solving teams

Juvenile Intervention and Support Center Liaison-February 2006-Septmeber 2008

- Served as intermediary communication liaison between students, juvenile systems, parents and community
- Administrative support of program initiatives
- Worked on teams which included external partners to gather student's data/records to provide feedback and support
- Developed individual service plans for students involved in the justice system

MARK A. RANSBURG

National Drug Prevention and Safety Coordinator-January 2004-January 2006

- Planned and coordinated programs and events for students, staff and/or parents relating to drug and violence prevention
- Facilitated 400+ training school workshops within west region
- Developed stakeholder partnerships between politicians, corporations and community service providers
- Secured funding (approx. $250,000) to sustain existing programs

United Airlines, Chicago, Illinois – May 2001 to December 2003
Instructor/Trainer

- Trained flight crews throughout North America inclusive of simulated crisis management
- Committee member, FAA Guidelines
- Administrative support of program initiatives

National Center for Violence Interruption (NVCI), Chicago, Illinois – July 2000 to May 2001
Director of Public Relations

- Developed business plans, training materials and wrote proposals for funding grants
- Nurtured stakeholder relationships with corporate executives, community leaders and high-ranking elected officials through membership on Executive Management team
- Closed $2million + in business with average size deal of $50,000
- Raised over $40,000 in donations at Annual NCVI fund raising event

Treatment Alternatives for Safer Communities (TASC), Chicago, Illinois – March 1994 to July 2000
Senior Resource Development Coordinator- January 1998 to July 2000

- Closed $600,000 contract with Chicago Public Schools
- Secured $150,000 in funding for post-release juvenile program
- Managed 15 case managers and 8 staff members in Alternative Chicago Public Schools
- Developed curriculums, grant proposals, training programs

Job Resource Developer - March 1995 to January 1998

- Recruited corporations to hire clients for pre-trial release adults
- Managed marketing strategies supporting Welfare-to-Work Program

Central Region Coordinator - March 1994 to March 1995

- Managed separate business unit for HIV programs
- Provided administrative support of identifying resources for high-risk youth programs in urban areas
- Developed and implemented programs with Center for Disease Control

EDUCATION

Columbia College, Chicago, Illinois- June 2000
Bachelor of Arts in Business Administration

Olive Harvey College, Chicago, Illinois – June 1989
Associate of Arts in Liberal Arts

References Available upon Request

MARK A. RANSBURG

[redacted]

October 3, 2012

Illinois Department of Public Health
122 S. Michigan Ave., Suite 2009
Chicago, Illinois 60603

To Whom It May Concern:

As a dedicated professional with solid public and private sector expertise, my talents would be an excellent contribution to the leadership team of the State of Illinois and the Illinois Violence Prevention Authority. I offer experience in sound decision making, progressive thinking, and over 15+ years in violence prevention.

I served in key mid- level and senior level positions in the public and private sector, currently serving as an independent promotion manager for Columbia Records, a division of Sony Music Inc.

My career started in violence prevention at the cook county state's attorney office where I was the most requested speaker consistently for five years averaging 375 speaking engagements per year. I also co- created the award winning violence prevention puppet show currently still being used.

I moved to TASC (Treatment Alternatives for Safe Communities) where I started training nationally on violence prevention specializing in the criminal justice system, in conjunction with managing the First Offender Program at Day Reporting Center in the Cook County Department of Corrections. I was one of the earliest advocates certified in the Balance and Restorative justice model in Illinois and also served on President Clinton's committee for violence prevention for two years.

During my tenure at Chicago Public Schools I managed the peer jury program at 54 schools while reducing suspensions by 38%.

My forte is organizing and ensuring alignment of program strategy with the needs of the public and private sectors. To create sustainability initiatives that help produce a healthier, performance driven culture to drive success and growth. Moreover, fostering change has been critical within my leadership role.

My approach to creating success starts with detailed planning and proactive assessment of programs, policies and practices. I have led the architecting of solutions and value proposition such as:

- *Changing the behavior towards seeing ex offenders, students and principals as "customers" and understanding we are measured by our service delivery to those customers we serve.*
- *Understanding the difference between who are our "customers," internal and external.*
- *Understanding the cost of "Non-Conformance."*

I am not risk adverse and would welcome the challenge to help quell the epidemic rise of violence in our communities and state. My inclusive approach to resolve this issue can bring the value proposition that could serve as a catalyst in addressing the issue of violence. I thank you in advance for this opportunity to discuss future employment and look forward to hearing from you soon.

Sincerely,

Mark A. Ransburg

LORRI D. JENKINS

[redacted] [redacted]

PROFESSIONAL SUMMARY AND PROFILE

Experienced Business Professional with 16 years of progressive experience creating, developing and managing educational programs and projects. Ardent and committed educator with exceptional teaching, communication, problem-solving and analytical skills. Organized, strategic thinker focused on establishing quality programs that enhance learning and improve academic and professional opportunities for young adults.

- Excellent understanding of the barriers to success impacting under-served youth and communities; demonstrated commitment to working with and expanding learning and job opportunities for young adults
- Considerable knowledge of traditional and non-traditional learning environments, strategies and best practices; excellent understanding of the needs of diverse learners; relevant teaching experience in face-to-face and online settings
- Experience utilizing and shaping performance data systems to monitor and evaluate student outcomes, assess resource needs and ensure compliance and fidelity
- Substantial relationship and partnership building experience with school districts, community-based organizations, corporate and government entities, non-profit organizations and universities
- Expertise in program design, management, implementation and evaluation; practical experience managing complex programs and bringing them to scale; strong curriculum, workshop and conference programming experience
- Adept at assessing current operations and formulating actionable plans that enhance functionality; experienced in establishing infrastructure particularly adding systems, policies and procedures
- Excellent interpersonal (verbal/written), communication and presentation skills; demonstrated ability to understand and represent diverse viewpoints
- Visionary and experienced leader with strong development and influencing traits; demonstrated ability to manage and motivate volunteers and paid staff
- Significant experience in business planning and improvement, including operations and resource management; excellent understanding of sales, marketing and website development strategies

PROFESSIONAL EXPERIENCE

Illinois Violence Prevention Authority (IVPA) 2011- Present

Program Director, Governor's Neighborhood Recovery Initiative (NRI)

NRI is a $33.5M state funded violence prevention initiative that supports youth and community development through four key components: school-based counseling, reentry case management, youth employment and parent mentoring. Responsibilities entail developing policies and implementation strategies, as well as providing oversight for program operations and elements including: technical assistance and training; model implementation; data collection and evaluation; reporting; and maintaining quality assurance and compliance for 155 grantees. Duties also include supervising the work of an effective and collaborative team comprised of internal staff, consultants and providers; and providing strategic leadership and direction to agencies on fiscal and operations management.

- Work closely with steering committees, government agencies and private partners to shape programmatic vision and goals
- Resolve sensitive issues related to funding and grantee relations
- Represent the agency in various public and private forums

Adjunct English Professor Present and 2007 - 2010

Governors State University

Support departmental and university goals by providing quality instruction in writing and literature to graduate and undergraduate students. Experience includes teaching diverse student populations in online and traditional classroom settings.

- Integrate critical thinking and analysis as key elements of coursework and discussion
- Utilize student experience and diversity as tools to promote collaboration, cultural understanding and participation
- Enhance learning effectiveness by creating connection and value between classroom learning and daily activities

National Black MBA Association (NBMBAA) 2009 - 2011
National Program Manager - Youth Programs
NBMBAA is a national non-profit organization dedicated to increasing access to corporate opportunities and providing professional development to African American business professionals. Responsibilities included providing leadership and direction to a team of 60 mentor volunteers in the advancement and expansion of a multi-initiative youth program serving high school students in 44 domestic and international chapter programs. Program offered leadership training, personal development, academic support and scholarships to under-represented students.

- Built program infrastructure and realigned programming with learning objectives and curriculum
- Established key partnerships that enhanced program effectiveness and college readiness
- Developed support team, designed program and selected speakers for annual conferences and events

National Black MBA Association (NBMBAA) 2007 - 2011
National Program Manager - Career Services
Responsible for management of career improvement programs, which included planning, designing and implementing strategies for delivering custom leadership and professional development courses. Staffed and trained career center staff that provided services for 12,000 attendees during annual conference.

- Developed marketing and revenue models that expanded impact, supported operations and minimized costs
- Created successful center operations model that enhanced conference value, raised visibility, increased participation and secured long term sponsorship
- Evaluated program effectiveness and conceived new strategies for improvement

National Black MBA Association (NBMBAA)
Special Project – Corporate Partner Development Department Restructure
Selected by the CEO to assist with restructuring the sales/fundraising department. Team was charged with developing an effective sales model that created alignment between the organization's funding needs and sponsorship opportunities, improved the agency's image and relationships within the funding community; and met sales goals for the year.

- Secured over $600K in funding from sponsors within quarter; prepared sponsorship packages and proposals for target funders
- Provided leadership on creation of sales collateral and communications strategy
- Represented the organization in sponsorship events around the country to build relationships with funders and raise money

LDJ Consulting 2005 - 2007
Project/Program Management Consultant
Created strategic solutions for non-profit organizations and small businesses that improved operations, programs and marketing. Services entailed comprehensive planning and execution of educational programs, and projects.

- Evaluated business processes and policies and designed new models to enhance efficiency
- Created marketing and fundraising strategies and content (websites and collateral) that stimulated interest and sponsorship
- Secured and prepared speakers for event; collaborated with subject matter experts to enhance programs and projects

Writing & Test Preparation Instructor 2004 - 2006
Purdue University Calumet (Upward Bound Program)
Prepared under-served high school students for college readiness through intensive instruction in writing, vocabulary improvement and assessment test preparation.

- Created engaging assignments and activities that helped students to improve their writing skills
- Integrated critical thinking and soft skill development as core elements of classroom activity
- Utilized writing as a tool to support student success and development

Family Support America 2001 - 2005

Project Manager

Managed the execution and reporting of activities related to all major grants for non-profit organization. Key responsibilities entailed budget management, contract development, supervision of subcontractor deliverables and completion of all interim and final grant reports.

- Cultivated and sustained relationships with internal and external constituents
- Created processes and reported program status and achievements to senior leadership and funders

Ark Capital Management 1998 – 2001

Business Manager

Responsible for managing agency operations, investor relations and special projects for boutique venture capital firm specializing in providing start-up funding to entrepreneurs. Duties included revamping agency processes (deal intake, investment evaluation and accounting), developing key relationships with portfolio company senior executives, managing signature events with investors and high profile constituents and developing marketing strategies for second investment fund.

EDUCATION

M.A. English - Governors State University – University Park, Illinois
B.A. English - California State University – Bakersfield, California

PROFESSIONAL DEVELOPMENT, MEMBERSHIP & VOLUNTEERISM

Professional Development: Completed the following courses at University of Illinois (Illinois Online Network) - online learning; student assessment and instructional design; faculty development course - Governors State

Membership: National Council of Teachers of English (NCTE) - Session Chair, 2004 & 2006
Conference on College Composition and Communication (CCCC)

Volunteer: Panelist 2010 College Smart Fair – Illinois Student Aid Commission (ISAC)
Principal for a Day 2009/2010 Morgan Park High School – Chicago Public Schools
Competition Judge 2009/2010 – Illinois Institute for Entrepreneurial Education (IIEE)
Board Member – Matteson Public Library, Matteson, Illinois

Lorri D. Jenkins
[redacted]

VIA EMAIL
dph.hrrecruiter@illinois.gov

October 5, 2012

Attention: HR Recruiter
Illinois Department of Public Health
122 South Michigan Avenue, Suite 2009
Chicago, Illinois 60603

Dear Sir or Madam:

I am writing this letter in support of my candidacy for the position of Executive Director of the Illinois Violence Prevention Authority.

My interest in this position stems from a shared commitment to providing access to life enriching opportunities for under-served youth and communities, and great confidence that my expertise and leadership capabilities would work well to advance the mission and values of the agency. Over the past 16 years I have built a solid foundation in all aspects of business operations, youth development, coalition building and program management. My commitment to violence prevention includes considerable knowledge of the factors perpetuating various forms of violence, an understanding of evidence based practices in violence prevention and a history of working closely with and on behalf of underserved youth and communities through the development, implementation and funding of enrichment and educational programs.

As you evaluate my credentials, please keep in mind that I not only have the skills and experience necessary to effectively manage the agency but also a fundamental understanding of area communities, their needs, and the political landscape in which they exist. I would welcome an opportunity to speak with you regarding my candidacy. I can be reached by telephone or email as indicated above and look forward to speaking with you soon.

Best regards,
/s/
Lorri Jenkins