

Shamika Baker Wright

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EDUCATION

Bachelor of Science, Political Science
Florida A&M University, Tallahassee, Florida

December 10, 2004

Columbia High School
Lake City, Florida

June 6, 1999

SUMMARY OF QUALIFICATIONS

- Skilled communicator with proven leadership experience and bottom-line orientation
- Extensive rolodex that encompasses the political, private sector, non-profit and academic arenas
- Demonstrated ability to assess needs, recommend solutions and build strategic relationships.

RELEVANT WORK EXPERIENCE

Jacksonville Chamber

February 2016- Present

Executive Director Chamber Foundation and External Affairs

- Developed foundation policies maximize foundation funding.
Integrated Jax Chamber/JAXUSA Economic Development activities in underserved communities.
- Developed goals and strategies for all fundraising activities.
- Responsible for strategic planning to ensure that the foundation can successfully fulfill its mission into the future.
- Ensured all operations comply with legal regulations.
- Responsible for strategic planning to ensure that the foundation can successfully fulfill its mission into the future.
- Responsible for the enhancement of the foundation's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Responsible for communicating effectively with the Board and providing, in a timely manner, all information necessary for the Board to function properly and to make informed decisions.
- Establish and meet with community outreach committee weekly to discuss event requests for approval or denial of services based on availability of staff and resources.
- Secured appropriate speakers or community partners to address requested topics for approved speaking engagements.
- Developed and maintained positive communication and relationships with internal and external resources and community organizations.
- Identified process improvements as appropriate regarding volume of requests received.
- Communicate with various JAX Chamber departments and centers for participation for events throughout the community.
- Increased foundation revenue by 79%

Beaver Street Enterprise Center

October 2015- January 2016

Executive Director

- Sourced and recruited start-up companies with the potential to become successful at BSEC, balancing the pressure to maximize rent-up with a responsibility to retain space for expansion of existing tenants.
- Prepared, modified, and executed the strategic plan of the incubator.
- Developed and implemented the annual operating plan of the incubator as approved by the board.
- Direct employees and contractors to achieve the agreed upon objectives
- Supply timely and cogent services to the clients of the incubator to ensure the maximum chance of business success to client companies
- Developed and cultivated advisory teams and mentoring resources.
- Assisted tenants to develop mutually beneficial, synergistic relationships among themselves.
- Helped with proposals and with referrals to external and internal sources of necessary support services.
- Built BSEC's credibility through ongoing management-reporting and public relations activities and ensure sustainability and growth by seeking programmatic funding and other support.
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City of Jacksonville

December 2011-September 1, 2015

Director of Small and Emerging Business

- Formulated and led innovative and leading-edge strategies including policies, procedures, and guidelines for improving the participation of small businesses in procurement.
- Identified proposed solicitations that involve significant bundling of procurement requirements and works with the city agencies and city department officials to revise the procurement strategies for such solicitations, where appropriate, to increase the probability of participation by small businesses as prime contractors, or to facilitate small business participation as subcontractors and suppliers, if a solicitation or bundled procurement is to be issued.
- Provided source listings, and seminars for small businesses and published required informational brochures and documents.
- Increased the amount of contracts awarded to small business by 33%.
- Implemented an online application and certification application.
- Partnered with Local Agencies, SBDC, SBA, Urban League, FSCJ, BB&T, Wells Fargo, State Farm, and SunTrust for small business financial workshops.
- Created a monthly newsletter, annual report, social media presence on Facebook, twitter, and foursquare for small business opportunities.

City of Jacksonville

July 2011- December 2011

Office of Mayor Alvin Brown/ City Operations

- Reported to Chief Administrative Officer, work closely with senior management on defining, documenting, implementing, and tracking departmental operating procedures and metrics.
- Reviewed Documentation and Contracts.
- Partnered with executive team and implemented strategic and operational strategies.
- Liaison for Emergency Management, and Homeland Security.
- Operations Manager on behalf of Administration for city wide events.
- Drafted, Managed, and tracked City, State, and Federal Legislation.

Florida Department of Juvenile Justice
Office of Secretary Frank Peterman Jr. and Wansley Walters

May 2009-February 1, 2011

- Received, and reviewed DJJ, mail, publications, and correspondence for staff in 66 counties.
- Drafted, Tracked and Managed DJJ City, State and Federal Legislation.
- Coordinated extensive travel arrangements, including developing itineraries and booking transportation.
- Handled confidential information and facilitated communication between appropriate departments.
- Assisted with special projects as needed.
- Was responsible for heavy calendar management, requiring interaction with both internal and external executives and assistants, as well as agency providers, and to coordinate a variety of complex executive meetings.
- Assisted senior staff with preparation of presentation materials.
- Assisted in pipeline/forecast preparation and management.
- Prioritized and managed multiple projects simultaneously and followed through on issues in a timely manner.

Columbia County Board of County Commissioners, Lake City, FL
Recreation Department Specialist

August 2008-May 2009

- Prepared and presented verbal and written reports to City Council, County Board Of Supervisors, District Board of Directors, Commissions, governmental agencies and community groups.
- Coordinated the development of grants, legislative appropriations, corporate sponsorships, donations and other fund raising programs to fund services and programs.
- Drafted budget and controlled budget spending
- Prepared and administered the Department operating and capital improvement budgets, manage capital equipment purchases and all expenditures and revenue of the Department
- Formulated and recommend Department policies, priorities and objectives that offered recreation experiences, and foster human development, health and wellness, cultural unity, safety and security, and enhance community identity.

Democratic National Committee, Washington D.C

September 2005-December 2008

Regional Director for (Tampa, Jacksonville, Citrus, Sarasota, Hardee, Hernando, Manatee, Pasco, St. Petersburg, Charlotte, and Columbia Counties).

- Political Outreach and Coordination – communicated campaign activities to local leaders
- Coordinated Canvass Targets – alerted local leaders to the canvass where necessary; coordinated volunteer activities around paid canvass activities where possible
- Candidate and Surrogate Events – assisted with candidate and surrogate travel when necessary by helping with venue, alerting political leaders and staffing events
- Hired, trained and payroll process – oversaw all aspects of hiring process including creating a localized recruitment plan and training new canvassers; responsible for submitting and then distributing payroll.
- Field Communication – worked with Base Vote Director to make sure that information was communicated in the field.
- Staffing – helped with tracking and placing new staff
- Office Set-up – oversaw logistics of opening field offices

- Field Calendar of Events – Coordinated with other RFD's on the regional calendar of events for the counties and down ballot candidates

HONORS/AFFILIATIONS

- Jacksonville Business Journal 40 under 40 (2019)
- Mayor of Jacksonville Crime and Safety Commissioner (2019-present)
- Leadership Florida Connect 10 member
- Women's Giving Alliance Fellow (finance committee)
- PACE Center for Girl Board Member
- JAX PAL Board Member
- Big Brothers Big Sisters of Northeast Florida Achievers for Life Mentor
- Member of Jax Small Biz Help
- Honorary Member of Black Woman in Construction
- Member Bold City Chapter of The Links Incorporated

COMPUTER SKILLS

Microsoft Access, Excel, Visio, Paradigm

OTHER SKILLS

Public speaking, Presentation Preparation and Delivery, Leadership and Organization Strategic Planning

REFERENCES

Darnell Smith- Florida Blue Market President/City of Jacksonville Chief of Staff (904) 334-9211

Bill McConnell- SMG General Manager (904) 630-3900

Karen Bowling- City of Jacksonville (Chief Administrator Officer Mayor Deegan) (904) 633-4714

Aundra Wallace- President JAXUSA (904) 402-6166