

## Shamika Baker Wright

Phone: 850-322-2511

Email: Srobaker@gmail.com

### 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.

### RELEVENT WORK EXPERIENCE

#### **Jacksonville Chamber**

**February 2016- Present**

##### *Director, Community Outreach*

- Create and implement outreach plan for the NW quadrant of Jacksonville.
- Work with Communications Manager and staff to develop marketing plans to recruit volunteers.
- Integrate JAXUSA Economic Development activities in underserved communities.
- Receive all requests for community outreach events that are made to the JAX Chamber.
- Complete and/or assist with completion of outreach events form, with each event requestor by phone, email, or fax.
- 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.
- Secure appropriate speakers or community partners to address requested topics for approved speaking engagements.
- Develop and maintain positive communication and relationships with internal and external resources and community organizations.
- Identify process improvements as appropriate regarding volume of requests received.
- Communicate with various JAX Chamber departments and centers for participation for events throughout the community

#### **Beaver Street Enterprise Center**

**October 2015- January 2016**

##### *Executive Director*

- Source and recruit 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.
- Prepare, modify and execute the strategic plan of the incubator
- Develop and implement 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
- Develops and cultivates advisory teams and mentoring resources

- Assist tenants to develop mutually beneficial, synergistic relationships among themselves.
- Help with proposals and with referrals to external and internal sources of necessary support services
- Build BSEC's credibility through ongoing management-reporting and public relations activities and ensure sustainability and growth by seeking programmatic funding and other support.
- 

**City of Jacksonville**

**December 2011-September 1, 2015**

***Director of Small and Emerging Business***

- Formulates and leads innovative and leading edge strategies including policies, procedures, and guidelines for improving the participation of small businesses in procurement
- Identifies 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.
- Conducts outreach, liaison, source listings, and seminars for small businesses and publishes 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***

- Reporting to Chief Administrative Officer, work closely with senior management on defining, documenting, implementing, and tracking departmental operating procedures and metrics.
- Reviewing Documentation and Contracts.
- Partner with executive team and implement strategic and operational strategies
- Liaison for Emergency Management, and Homeland Security.
- Operations Manager on behalf of Administration for city wide events.
- Draft, Manage, and track City, State, and Federal Legislation.

**Florida Department of Juvenile Justice**

**May 2009-February 1, 2011**

***Executive Assistant to Secretary Frank Peterman Jr. and Wansley Walters***

- Receive, screen and/or route all incoming telephone calls, mail, publications and correspondence.
- Coordinate extensive travel arrangements, including developing itineraries and booking transportation.
- Handle confidential information and facilitate communication between appropriate departments.
- Assist with special projects as needed.
- Be 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

- Handle incoming and outgoing electronic communications on behalf of the Agency and Secretary
- Assist senior staff with preparation of presentation materials
- Assist in pipeline/forecast preparation and management
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Work closely with different State Agency Heads Executive Assistants to coordinate and launch different proposals from the Executive Office of the Governor.

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

**August 2008-May 2009**

- Prepare and present verbal and written reports to City Council, County Board Of Supervisors, District Board of Directors, Commissions, governmental agencies and community groups.
- Coordinate the development of grants, legislative appropriations, corporate sponsorships, donations and other fund raising programs to fund services and programs.
- Draft budget and controlled budget spending
- Prepare and administer the Department operating and capital improvement budgets, manage capital equipment purchases and all expenditures and revenue of the Department
- Formulate and recommend Department policies, priorities and objectives that will offer 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
- Hiring, training 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 got out to 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

**Florida State Capitol**

**House of Representatives**

**Office of State Representative Frank Peterman (FL-55)**

**February 2003-May 2006**

*Legislative Aid*

- Staffed the Representative for the Juvenile Justice and Budget Commission Committee
- Established and maintain working relationships with members and staff.

- Prepared briefing material for the Representative for floor presentations, speeches, meetings, and other events.
- Scheduled meeting, trips, and appointments for Representative
- Monitored and tracked key legislation for Economic Development committee.
- Participated in site visits to the State Juvenile Detention Centers and Holding Facilities.

**Florida State Capitol, Tallahassee, FL**

*Elder and Long Term Care Committee*

*Representatives H. Gibson and R. Garcia*

August 2002-Januray 2003

- Monitored legislation, and draft the Committee agenda
- Drafted legislation, Committee reports, and staff briefing memoranda for Committee chairman.
- Established relationships and maintain working relationships with Representatives and staff.

**Florida Agricultural and Mechanical University, Tallahassee, FL**

*Presidents Office Assistant*

August 2000-August 2002

- Maintained University website with President's weekly update
- Administrators Time Management clerk
- Maintained Personnel Files

**HONORS/AFFILIATIONS**

- Member Jacksonville Junior League
- Women's Giving Alliance Fellow ( finance committee)
- PACE Center for Girl 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
- (WIN) Women In NAACP Young and Striving Woman of the Year Award (2008)
- National Association for the advancement of colored people (2000-2008)

**COMPUTER SKILLS**

Microsoft Access, Excel, Visio, Paradigm

**OTHER SKILLS**

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

**REFERENCES**

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

Karen Bowling- Director Public Affairs Foley and Lardner (904) 633-4714

Aundra Wallace- Director Downtown Investment Authority (904) 402-6166