

A judicious professional; that collaborative to the overarching team mission, avails oneself of favorable outcomes using research analyses whilst learning and studying senior staff extensively under whom I would be working.

Michael D. Wilson II

328 East Bruce Avenue Dayton 45405
Phone: 213.884.8464 • E-Mail: mdwii@pm.me

EDUCATION

Bachelor of Science, Urban Affairs – Wright State University

Capstone: The impact the education achievement gap had on the Great Recession beginning late 2007. | Supervisor: Dr. Jack Dustin

RESEARCH INTERESTS

Computational Social Science, Biosocial Criminology, Meta-Cognitive Analysis, Constitutional Law, Trauma Informed Social Policy and the Long Term Emotional Impact, Critical Race Theory, Racial Informed Policy, Social Identity Theory, Civil Law, , Learning and Mental Models, Clinical Psychology, Cross Cultural Psychology Education, Housing Equity, Social Capital and Equity, Thorndike Theory, Computer Science

RESEARCH EXPERIENCE Program Development

Cultural Adaptations | Dayton Public Schools | Spring 2017 - 2018

Cross-Cultural Interactive Design, Qualitative Analysis

- Designed eight-week curriculum, chose text, and prepared course materials for classes for 15 students (sixth-eighth grade) including law enforcement
- Created pre and post surveys for both students and law enforcement to measure outcomes
- Held office hours and provided weekly support for all participants

Research Assistant

Qualitative Analysis | Community Police Relations | 2015 - 2018

Research Supervisor – Steven Kniffley Psy D., MPA, ABPP, City of Dayton

Human Relations Council | Spring/Summer 2018

- Transcribed focus group discussions, emergent themes
- Assisted with creating supporting materials and focus group design
- Assisted with numerical-based statistics and percentages

Program Development

Hospital Violence Intervention Program | 2017 – 2018

- Assisted with creating supporting materials
- Assisted with developing methods addressing gun-violence via mental health

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PROFESSIONAL EXPERIENCE Social Media Manager | Southwestern Ohio Cares Circle | 2021

- Develop fundraising strategies in coordination with volunteer team members.
- Developed a cross-channel social media platform to engage different customer segments on Facebook, Instagram, Twitter
- Moderated user content to ensure all engagement with our brand was appropriate and amplified our message
- Used Photoshop to create compelling visualizations to generate engagement

- Curated content calendars across all brands and social media platforms and grew the organic following
- Communicate with clients either to request or to provide information
- Utilize professional judgement to determine which potential borrowers represent good risk opportunities for the organization
- Performs other duties as may be assigned
- Draft and review grant applications on a regular basis.
- Produce flyers and informational materials for fundraising events in collaboration with printing production team.

Mortgage Loan Processor | Fifth Third Bank National Association | 2020

- Evaluate credit worthiness by processing loan applications and documentation within specified limits
- Determine all applicable ratios and metrics and set up debt payment plans
- Review active loan files each day to determine if any documents are missing or what can be done to help the process along
- Identify and recommend products that meets the customer's needs and the organization's lending guidelines
- Communicate with clients either to request or to provide information
- Utilize professional judgement to determine which potential borrowers represent good risk opportunities for the organization
- Performed other duties as assigned
- Ensures loans are processed in accordance with established guidelines and Truth and Lending rules/regulations
- Coordinates mortgage loan closings
- Prepares opening packages and disclosures in a timely fashion
- After settlement, reviews and audits property loans, ensuring final title policy and endorsement is received and lien is correct
- Order title insurance, flood and tax certificates and surveys, reviewing for problems upon receipt
- Ensures accurate printing of preliminary real estate loan documents

Assistant Project Manager | Katalyst | 2019 - 2020

- Build and maintain strong, long-lasting client relationships
- Negotiate contracts and close agreements to maximize profits
- Develop trusted advisor relationships with key accounts, customer stakeholders and executive sponsors
- Ensure the timely and successful delivery of our solutions according to customer needs and objectives
- Clearly communicate the progress of monthly/quarterly initiatives to internal and external stakeholders

Partnership Specialist | U.S. Census Bureau | 2018 – 2019

- Plan, develop, and coordinate the partnership agreements to ensure activities all levels are carried out, resolve problems encountered, and determines the need for renegotiation.
- Address questions, concerns and issues related to current and potential partners and stakeholders.
- Establish partnership agreements with federal/tribal/state/local governments, and/or local businesses and community groups to develop specific strategies to eliminate enumeration barriers in specific regions in support of the Decennial Census.

- Develop presentations, give briefings, conduct meetings and promote partnerships with various governments, local businesses and community groups.
- Provide group and individual training; monitor daily assignments; and provide advice and guidance to subordinate staff.
- Establishes an effective working relationship with traditionally hard to enumerate populations or with specific populations indigenous to the area within the office boundaries, which incumbent is responsible for, including those with unique cultural community, religious, or other characteristic.
- Ensures that specific levels of quality and progress of field operations are being met through analysis of various computer generated reports and observation.
- Review and analyze cost, quality, and progress reports to ensure operations are conducted within prescribed time allocation, quality and cost efficient standards.

Equity Research Associate | Community Matters | 2018 – 2019

- Collaborated with the local government administrative offices, community health center, and school districts within the urban community to develop and implement youth programming
- Collected and evaluated qualitative and quantitative data to assess project impact and effectiveness
- Persuasively communicated public health ideas to people of diverse cultures
- Researched legislation in different states and proposed legislation
- Coordinated meetings, created and presented all reports and visual aids
- Consistent attention to representation of office, discretion and professional comportment
- Drafted and edited policy recommendations, statements, questions for hearings, and memos
- Managed database systems such with Word, Excel, Access, PowerPoint
- Designed, implemented, and maintained websites
- Planned and implemented Volunteer Recognition Events, parties and special events.
- Coordinated marketing, fundraising, and volunteer recruitment events

Legislative Aide | City of Dayton | 2015 - 2018

- Collaborated with the local government administrative offices, community health center, and school districts within the urban community to develop and implement youth and adult programming
- Collected and evaluated qualitative and quantitative data to assess project impact and effectiveness
- Persuasively communicated public health ideas to people of diverse cultures
- Assisted with design and implementation of President Obama's My Brothers' Keeper Initiative
- Assisted and developed city-wide education based economic strategies
- Authored several memorandum of understanding agreements with community partners
- Researched legislation in different states and proposed legislation
- Coordinated meetings, created and presented all reports and visual aids
- Consistent attention to representation of office, discretion and professional comportment
- Drafted and edited policy recommendations, statements, questions for hearings, and memos
- Managed database systems such with Word, Excel, Access, PowerPoint,
- Designed, implemented, and maintained websites
- Planned and implemented Volunteer Recognition Events, parties and special events.
- Coordinated marketing, fundraising, and volunteer recruitment events
- Researched and discovered grant eligibility for multiple community initiatives

Economic Support Specialist | Montgomery County Jobs & Family Services | 2015

- Determines, re-determines, reopens and authorizes Supportive Services for eligible applicants
- Processes changes to assure that customer has ongoing services available to the family without interruption

- Assists customers in locating and/or obtaining Child Care providers, provides customers with detailed explanations of services available
- Processes denials and case closings for those deemed ineligible for Supportive Services
- Processes changes based on employment status or other changes of customer, validates and/or investigates verification documents and resources

The Kroger Company | 2008 – 2015 Pharmacy Technician

- Measure amounts of medication for prescriptions
- Organize inventory and alert pharmacists to any shortages of medications or supplies
- Accept payment for prescriptions and process insurance claims
- Confidential correspondence & data entry
- Arrange for customers to speak with pharmacists if customers have questions about medications or health matters

Store Management Trainee | Garnes/Ward Internship

- Assisted with managing several retail departments
- Stocked and replenished groceries and other merchandise
- Adhere to safety standards in handling and processing stocks
- Receive, processed, and distributed merchandize stocking to internal and external customers. • Assisted with replenish orders, receipts and inventory adjustments as required
- Performed and assisted with price changes.

Floor Supervisor

- Managed and enhance the production of employees, traffic flow of customers
- Immediate problem solver
- Administered department in managers absence
- Assistant in training new team members
- Actively attended to customer needs Managed and organized celebrity appearances and special engagements within various stores

Customer Service Specialist

- Provides optimum customer satisfaction through effective management and leadership of personnel.
- Mediator between store management, employees, and customers
- Handled customer issues directly
- Audited sales book, Cataloged Western Unions, Money orders, and Lottery tickets, etc.
- Managed Cashiers and Courtesy Clerks
- Central information access point for entire store

File Maintenance

- Assisted in price changes
- Assisted in inventory control
- Assisted in maintaining accurate pricing

Stock and Inventory

- Stocked and replenished groceries and other merchandise
- Adhere to safety standards in handling and processing stocks
- Receive, processed, and distributed merchandize stocking to internal and external customers. • Assisted with replenish orders, receipts and inventory adjustments as required
- Performed and assisted with price changes.

LEADERSHIP Wright State University Student Government Association | 2012-2013 Associate Chief Justice | Student Elections Committee | Coordinator Refereed

- The student government's main purpose is to provide programs, services, and activities for the student body. It also serves as the official representative for students, and advocate on their behalf to campus officials.
- The student elections committee governs each student government election. It also enforces rules and ethics involving how each election is ran.

B.M.O.T.M. (Black Men On The Move) V.P./Treasurer 2012 - 2014

- B.M.O.T.M. is a student organization tasked with leadership, community service, and strengthen the relationship between African-American community and campus officials. This organization mentors high school students through its own Renaissance Men Program and raises scholarship money on their behalf.
- It serves all students on campus with program initiatives encompassing academic, professional, and social events.

Conduct Review Board

- The Review Board hears cases involving violations of student conduct policies in which accused students does not claim responsibility.
- The panel consists of both campus officials and students.

The Association of Black Business Students Public Relations & Community Outreach Coordinator

- The Association of Black Business Students serves all students with program initiatives encompassing academic, professional, and social events.
- This organization also provides networking opportunities, professional development, and major specific job-shadowing opportunities

Supply Chain Student Affiliate President

- The Supply Chain Student Affiliate is a student organization that connects students to professionals in the logistics/operations industry. It also serves a platform for students to improve their knowledge, skills, and overall ability in any professional setting.

Other Interests Essential Skills – basket weaving City of Dayton HRC (Human Relations Council)

- Assisted with grant writing and grant research opportunities
- Assisted with verifying minority worker utilization
- Assisted and directed small businesses to alternative funding opportunities

Standard Register Market Research Assistant

- Team Based Organization
- Create graphics for reports to convey conceptual analysis and quantitative findings
- Marketing Research and Developed Connections
- Network Analysis

Interests | Now Learning

- Communicate thoughts, ideas, information, and messages in writing and create documents such as letters, directions, manuals, reports
- Polite and Professional in attitude, dress, and demeanor

- Self-assertive – (essential skills) take pride in attitude, dedicated team player and leader in workplace Dependable team player and self-starter leader in the workplace
- Ability to learn quickly – arrogance in factual language
- People skills; outreach, creating dialogue
- Discernment, keen analytical capacity; analyze and focus
- Ability to prioritize and remain focused on the essence of an issue
- Take pride in dress and demeanor
- Novice level programming languages and frameworks (Rust, JavaScript, Kotlin/Java, Go, Julia, Python, Node.js, Django, SQL, V