

# Priscilla E. Coggs-Jones

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Milwaukee, WI [REDACTED]

## Summary of Qualifications

- Effective planning, organizational skills detail-oriented, and deadline driven.
- Well-developed communication skills demonstrated through extensive customer service, answering multi-line phones, preparing reports and documentation, as well as achieving positive interaction with individuals at all levels.
- Work well independently and as part of a team; solid work ethic.
- Fast learner; quickly incorporate and implement new procedures.
- High energy, enthusiastic and dependable individual, who excels in challenging environments.

## Qualifications / Skills

Office Skills:	Office Management	Spreadsheets/Reports	Front-Desk Reception
	Records Management	Event Management	Executive Support
	Database Administration	Calendaring	Travel Coordination
Computer Skills:	Microsoft Suites	MS Outlook	WinTeam
	Windows	MS Publisher	My Staffing Pro
	US Bank Management	Laserfische Web Access	Fieldprint Fingerprinting

## Experience

Department of Workforce Development – Milwaukee, WI 12/2021 – Current  
Career Achievement Coach

Developing effective job coaching and employment plans.

- Communicating with clients to understand their goals and ambitions.
- Assisting clients to discover and overcome their personal barriers and set goals.
- Guide clients in learning to complete job tasks.
- Help in the development of motivation and skills.
- Provide coaching in effective job search techniques.

Milwaukee County Board of Supervisors- Milwaukee, WI 04/2021-Current  
10<sup>th</sup> District County Supervisors

- Board of Supervisors is the legislative branch of Milwaukee County government.
- Direct link to policy-making and oversight for everything from the airport to the zoo, from our world-class parks system to our world-famous MCTS bus operators, from everyday services like senior centers and housing assistance ...

Milwaukee Center for Independence – Milwaukee, WI 09/2019 – 12/2021  
Workshop Facilitator

- Facilitate various curriculum for members of ages 18-48.
- Providing professional development related to information consisting of resume writing, and interview assistance.
- Develop associates through coaching performance, completing goal setting and development planning for job readiness.
- Work on teams to assist with development of presenting activities and participant materials.
- Effectively present the learning material being delivered, working in collaboration with the instructional design team on improvements.

ResCare, Inc. – Milwaukee, WI 12/ 2018-09/2019  
Business Service Consultant \ Job Developer

- Develops a wide variety of job opportunities for candidates.
- Develops and maintains detailed knowledge of the local labor market.
- Establishes rapport with area businesses; maintains on-going relationships with businesses.
- Assists employers in recruiting, interviewing, and hiring qualified applicants.
- Maintains a current listing of local job opportunities.
- Keeps project staff apprised of local business needs and job placement opportunities.

- Works with case management staff to facilitate job placements.
- Enlists cooperation of community and business leaders to help increase awareness of available workforce services in the community.
- Maintains follow-up contact with employers to determine satisfaction with services and plan for quality improvement.
- Arranges for employers to speak to candidates about employment and employer expectations.
- Sets up job fairs and employer hiring events.

Randstad — Milwaukee, WI

08/2017 – 09/2018

Millipore Sigma Onsite Coordinator/Recruiter

- Conduct orientations and provide check-in support for new temporary employees as needed.
- Complete performance evaluations for temporary staff and coach and discipline as needed.
- Oversee, as well as perform, the interviewing, hiring, screening and placement of temporary employees.
- Maintain a database of qualified candidates for future placement.
- Fill and service client orders and communicate information on open positions to appropriate departments and management.
- Nurture, build, and maintain strong relationships between the client and our company.

Milwaukee Public Schools — Milwaukee, WI

09/2011- Current

Department of Recreation Community Services

Basketball Referee

- Ensures the game is played within the rules and regulations and prevents a team from taking unfair advantage.
- Ensures the safety of the players makes sure that no players is having or wearing any sharp or pointed objects or jewelry, which can cause injury to a player.
- Coaching elementary and middle school girls and boys on how to properly play basketball.
- Referee inspects all the relevant equipment (floor, basketball, hoops, scoreboard etc.) prior to the game.

Per Mar Security Services — Milwaukee, WI

11/2013-08/2018

Human Resources (*Branch Employment Coordinator*)

- Lead the creation of a recruiting and interviewing plan for each position.
- Review applicants to evaluate if they meet the position requirements.
- Assist in performing reference and background checks for potential employees
- Communicate with managers and employees regularly to establish rapport.
- Ensure that all items are invoiced and paid on time.
- Provide support to visitors, walk in applicants, and maintain a record of incoming phone calls.
- Assist employees with questions pertaining to health benefits and payroll concerns.
- Maintain uniform, and office supplies inventory.

BUYSEASONS, Inc. — Milwaukee, WI

09/2013-10/2013 (*Seasonal position*)

Seasonal Human Resource Assistant

- Answer incoming call and greet visitors.
- Sort and distribute incoming mail.
- Schedule lunch vendors.
- Enter time off requests onto payroll spreadsheets. Keep track of upcoming requests.
- Scan, fax and copy various materials for HR department.

City of Milwaukee — Milwaukee, WI

04/2012-08/2013 (*Contract position*)

Legislative Assistant Aide

- Office and personnel management.
- Effective written and oral communication skills.
- Knowledge of computer chart, graph and table formatting.
- Ability to research and analyze relevant constituent issues, to track legislation and prepare member briefings and materials.
- Familiarity with legislative, administrative and judicial systems and able to perform multiple tasks accurately and efficiently under time constraints.
- Ability to exercise professional judgment and maintain confidentiality.

## **Education**

Virginia State University  
St. Joan Antida High School

May 2007 Communications  
May 2000 High School Diploma

## **Volunteer & Affiliations**

Founder of Urban Grassroots INC. 10 years  
King Advisory Inc. Board Member -10 years  
Director of the Dr. Martin L. King, Jr. Back to school Festival  
Youth Stage Talent showcase-10 years  
City of Milwaukee Bronzeville Board Member-5 years

Coordinator of City of Milwaukee Fourth of July City Programs at  
the Dr. Martin L. King, Jr Park – 5 years  
Basketball Referee, Midwest Minority Association- 9 years  
Member of Holy Redeemer Institutional Church of God In  
Christ- 18 years

## **Links for your review regarding my community involvement**

<https://www.wisn.com/article/mlk-community-center-gives-away-1-500-turkeys/34778566>

<https://milwaukeecourieronline.com/index.php/2020/12/10/covid-19-has-pushed-more-women-into-survival-mode/>