

City of Memphis



MYRON LOWERY
Mayor Pro Tem

TENNESSEE

August 13, 2009

The Honorable Shea Flinn
Chairman
Personnel, Intergovernmental & Annexation Committee
City Hall - Room 514

Dear Chairman Flinn:

Subject to Council approval, it is my recommendation that:

Karla Davis

be appointed to the City Beautiful Commission with a term expiring June 30, 2011.

I have attached biographical information.

Sincerely,

A handwritten signature in black ink that reads "Myron Lowery". The signature is fluid and cursive, written over the printed name and title.

Myron Lowery
Mayor Pro Tem

ML:rb

c: Council Members

KARLA O. DAVIS

9097 N. Wilderwood Ln ▪ Memphis, TN 38016 ▪ 901-275-0478 ▪ karla.davis@usmemphishope.org

Highly motivated professional with extensive management, planning, and coordinating experience. Proven performer with an award-winning track record for developing, marketing, and implementing programs. Demonstrated success in team management and the development and cultivation of customer /stakeholder relationships. Skilled trainer/presenter with the ability to interact with and relate to all audiences. Proficient writer with experience in writing/developing training materials, presentations, congressional correspondence, newsletters, and business documents. Combination of engineering and marketing training results in my ability to work effectively in both technical and creative environments. Reputation for practical thinking, creative problem-solving, and providing consistent, outstanding results.

CORE COMPETENCIES

- Project Management
 - Team Leadership/Management
 - Non-profit Management
 - Financial/Budget Management
 - Research/Analysis
 - Problem-solving
 - Skilled Trainer/Presenter/Writer
 - Consensus Building
 - Policy Development
 - Marketing/Communications
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PROFESSIONAL EXPERIENCE

Senior Project Manager

Urban Strategies Memphis Hope, Memphis, TN

December 2006 – Present

- Manage the Community and Supportive Services Program for two HUD HOPE VI public housing redevelopment projects and two HUD ROSS Grant projects granted to the Memphis Housing Authority (MHA).
- Develop and implement innovative approaches to moving families out of poverty and toward self-sufficiency. Focus is on building the community by helping the whole family manage the challenges of life in poverty and access the skills and resources needed to improve their lives and move out of poverty.

Specific Project Examples

- Manage \$1.4 million annual budget with fiscal oversight of Memphis HOPE income and expenditures, ensuring compliance with all pertinent regulations, local and federal. Monitor the performance and effectiveness of contracted services. Participate in all budget reviews and audits. Coordinate the preparation of reports for HUD, MHA, WFGM and Memphis foundations on program benchmarks and outcomes.
- Lead and coordinate activities of task teams that provide results-oriented self-sufficiency services to over 700 low-income households.
- Oversee 12 member senior social work staff that trains, supervises, tracks, and reports results-oriented case management program.
- Lead staff in meeting all of the goals and commitments established in the Community and Supportive Services Work Plans as required by the Department of Housing and Urban Development in conjunction with the HOPE VI revitalization programs.
- Develop plans to identify and nurture collaborative partnerships with corporations, non-profit organizations, and public agencies to provide opportunities for children and adults to improve their lives and move toward self-sufficiency.
- Support the \$7.3M Memphis HOPE fundraising campaign led by the Women's Foundation for a Greater Memphis (WFGM)
- Coordinate the preparation of Requests for Proposals and develop Memoranda of Understanding with agencies proposing to provide program services. Identify grant opportunities and submit grant proposals.

Program Manager

U.S. Environmental Protection Agency, Region 5, Chicago, IL

September 1995-December 2006

- Region-wide manager of the federal Environmental Justice program covering six States.
- Served as lead regional expert and spokesperson representing regional views and opinions to external stakeholders; including federal, state and local government agencies, business and industry, members of Congress, and community groups. Established partnerships with these groups.
- Focused on environmental and human health improvements and community revitalization in distressed urban areas.

Specific Project Examples

- Developed and marketed new tools for increasing integration of the program into Agency activities.
- Designed and wrote communications materials; including fact sheets and educational materials. Developed and conducted training/educational programs for regional staff, state agency personnel, and community groups.
- Advised senior and middle managers on key issues/concerns and provided recommendations and strategies on how to address them. Coordinated a 10-member middle and senior manager team and managed a 12-member staff level team.
- Provided oversight and management of multiple projects, including policy development and implementation, strategic planning, budgeting, and partnership development.

Deputy Director, Office of Strategic Environmental Analysis

U.S. Environmental Protection Agency, Region 5, Chicago, IL

October 2003- April 2004

- In cooperation with the Director, planned, organized, directed, managed, and coordinated activities to ensure the office's mission and goals were met.
- Managed human resources and promoted quality management processes to improve organizational performance and increase job satisfaction and productivity. Ensured management integrity systems were in place to manage the organization's administrative, financial, and programmatic activities.

Remedial Project Manager

U.S. Environmental Protection Agency, Region 5, Chicago, IL

April 1990- September 1995

- Responsible for overseeing the cleanup of Superfund hazardous waste sites in accordance with Federal laws and regulations.
- Directed the technical scope and focus of projects which included administering federal environmental laws, evaluating technical soundness of activities, identifying and resolving complex issues, and managing progress.
- Conducted community outreach activities, including hosting public meetings and dealing with the media.
- Provided oversight and evaluation of contractor work plans, budgets, performance, and technical field activities.

SELECTED HONORS AND AWARDS

Bronze Medal for Commendable Service – 1998, 1999, 2005
Community-Based Environmental Protection Champion Award – 1996
Regional Administrator's Award for Excellence – 1995
Special Act or Service Award – 1994, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004.
Superior Performance Award – 1993, 1994, 1999, 2000, 2001.

EDUCATION/TRAINING

University of Illinois at Chicago, Bachelor of Science in Bioengineering, 1990
University of Chicago, Integrated Marketing Certificate, 2002
Fundraising for Non-Profits
Team Building / Team Leader
Operational Effectiveness, Group Effectiveness, and Personal Effectiveness by Stephen Covey
Dealing with the Media
Bridges out of Poverty
Proficient in Microsoft Word, Excel, PowerPoint, and Publisher.

CIVIC & SOCIAL AFFILIATIONS

Leadership Memphis, Class of 2009
Leadership Academy, Class of April 2010
Member, 2007-2008 and 2008-2009 Annual Grants Committee, Women's Foundation for a Greater Memphis
Member, First Works, Inc. Board of Directors
Member, Shelby County Families First Advisory Council
Member, Tennessee Local Workforce Investment Area 13 Youth Council
Member, Alpha Kappa Alpha Sorority, Inc.

**MEMPHIS CITY BEAUTIFUL COMMISSION
35 MEMBER BOARD
2 YEAR TERM**

Members		Address	Term Expires
City			City
Acuff, Virginia 'Ginger'	F/W	2252 Jefferson Avenue Memphis, TN 38104	June 30, 2010
Allen, Jake Jr.	M/B	2639 Central Ave. #Y4 Memphis, TN 38104	June 30, 2010
Bari, Jonas	M/W	1634 Smokehouse Drive Memphis, TN 38016	June 30, 2011
Blair, Shericka L.	F/B	2816 Garden Park Dr. Memphis, TN 38016	June 30, 2010
Conway, Jack	M/W	261 W.Chickasaw Pkwy. Memphis, TN 38111	June 30, 2010
Davis, Karla	F/W	9097 N Wilderwood Ln Memphis, TN 38016	June 30, 20011
Davis, Christian D.	M/B	3125 Clearbrook St. Memphis, TN 38118	June 30, 2010
Denton-Tate, Keiaire	F/B	1898 Shadowlawn Blvd. Memphis, TN 38106	June 30, 2010
Dixon, Brian	M/W	2037 Nelson Memphis, TN 38104	June 30, 2011
Gibson, LeAndre 'Andre'	M/B	314 Clower Road Memphis, TN 38109	June 30, 2011
Green, Charles M.	M/B	7694 October Rose Dr. Memphis, TN 38119	June 30, 2010
Hayes, Sutton Mora	F/W	2027 Walker Ave. Memphis, TN 38104	June 30, 2010
Henley, Suzanne	F/W	2195 Monroe Ave. Memphis, TN 38104	June 30, 2011
Herrington, Brandon	F/B	721 Litty Court #303 Memphis, TN 38104	June 30, 2011
Johnson, Valesa S.	F/B	3483 Southland Dr. Memphis, TN 38109	June 30, 2010
Littlejohn, Jennifer	F/B	3378 Spottswood Ave. Memphis, TN 38111	June 30, 2011
Magallon-Puljic, Cynthia	F/W	710 Shotwell St. Memphis, TN 38111	June 30, 2010
Mallory, Carol A.	F/W	2240 Jefferson Memphis, TN 38104	June 30, 2011
Mayhue-Greer, Estella	F/B	2270 N. Parkway Memphis, TN 38112	June 30, 2010
McLaughlin, Frederick	M/W	441 Avon Rd. Memphis, TN 38117	June 30, 2010
Milton, Reginald	M/B	1534 Marjorie Ave. Memphis, TN 38106	June 30, 2010
Nelson, Yvonne	F/B	3519 McCorkle Rd. Memphis, TN 38116	June 30, 2010

Nolan, Thomas	M/B	768 Velma St. Memphis, TN 38104	June 30, 2010
Owen, Peggy	F/W	1827 York Memphis, TN 38104	June 30, 2011
Reilly, Carr Deni	F/W	40 Nottoway Blvd. Memphis, TN 38103	June 30, 2011
Robbins, James N.	M/W	3200 Garrison Park Circle Memphis, TN 38119	June 30, 2011
Stanley, Martina	F/W	224 Sussex Lane South #8 Memphis, TN 38018	June 30, 2011
Upchurch, Sandra	F/B	9 North Fendwick Road Memphis, TN 38111	June 30, 2011
Virgilio, Damone	W/W	3911 Lytle Circle Memphis, TN 38122	June 30, 2011
Waring, Anne, C.	F/W	112 Goodwyn Memphis, TN 38111	June 30, 2011
VACANT			