

SHAWN M. HAMILTON

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CAREER SUMMARY

Accomplished executive with significant administrative, management, public relations, local government, and community service experience. Proven track record of taking orders, building, coaching, and managing a cohesive team. Expert in building, managing, and reducing budgets. Able to interact effectively with elected officials, citizens, regulatory agencies, employees, and executives at all levels of the organization. High energy, hard working, focused, and a highly motivated individual.

PROFESSIONAL EXPERIENCE

GRUNDY COUNTY, Morris, Illinois

2011 - present

County Administrator

Advised, supported, and acted as agent for the County Board through administration of departments and partnerships with the public and elected officials.

- Directed day-to-day operations of County functions under the jurisdiction of the County Board
- Supported County Board in their mission through attendance at Board Meetings, over 20 monthly committee meetings, and additional community events
- Supported employees and departments in their functions and increased their accountability
- Provided historical and future analysis of budget and financial situations the Board had never seen
- Facilitated the strategic planning process for the County Health Department
- Created methods for increased communication with Board members, employees, and the public
- Partnered with local agencies to promote economic development
- Negotiated agreements with local bargaining units (health department, teamsters, sheriff deputies)
- Negotiated agreements with local industry to promote job and assessment growth

CENTER FOR PROFESSIONAL DEVELOPMENT, Oakland, California

2007 - 2011

Business Manager

Managed day to day operations of a multi million dollar global management consulting company. Responsibilities include logistical support, operations streamline initiatives, revenue enhancements, and program development.

- Interacted weekly with federal government on programs, contract initiatives, and procurement opportunities.
- Completed formal responses for government business opportunities utilizing company initiatives.
- Managed company database with program information, contacts, and financial information.
- Analyzed revenue and expenditures for company to increase profit by reducing operations costs.
- Managed preparation of financial forecast documents.
- Trained employees on levels of leadership, collaboration, and communication.
- Prepared executive and government summaries for particular programs based upon program feedback surveys.
- Maintained program and contact information on company web site to increase transparency.
- Provided world wide logistical support to consultants facilitating programs in various locations.

U.S. BANK, Aurora, Illinois

2003 - 2007

Lead Manager

Managed day to day operations and retail sales for up to twelve branches in Chicago and Cleveland areas. Responsible for attainment of numerous sales goals, profitability goals, and employee development opportunities.

- Evaluated employee performance, including hiring and firing of employees, including other branch managers.
- Facilitated employee coaching meetings and individual development plans.
- Developed business for branch by meeting with business and commercial clients.

- Daily analysis of balance sheet and income statement results for branch, district, region, and division.
- Completed annual budget for district including monthly progress monitoring reports to senior management.
- Monthly reporting of pro forma profitability targets to district manager.
- Instructed courses on understanding financial statements and time management at annual company sales meeting.
- Emphasis on weekly coaching sessions with staff regarding personal professional development and sales results.
- Facilitated training and coaching sessions on various banking topics within district for numerous employees.
- Responsible for development of small business and commercial products with business banking officer.
- Participated in weekly conference calls with senior executives regarding product pricing and economic events.
- Maintained all weekly and monthly branch audits, passing with an A score.

FEDERAL HOME LOAN BANK OF CHICAGO, Chicago, Illinois

2000 - 2003

Senior Financial Analyst

Senior Analyst for \$80 billion government sponsored entity. Responsible for coordinating, analyzing, and completing various reports for president, senior management, and board of directors. Worked within a team of five analysts to protect bank's assets, minimize risk, and increase profitability.

- Coordinated various department level projects.
- Monthly reporting and analysis of banks net interest margin and risk based capital.
- Preparation of monthly credit reports on \$90 billion mortgage portfolio.
- Statistical benchmarking and reporting of mortgage portfolio versus national market.
- Created mortgage model used by senior management to benchmark and predict mortgage payoff and foreclosure.
- Monthly preparation and analysis of financial statements for 12 Home Loan districts.
- Sold reporting and analysis services to other banks within the home loan bank system.
- Quarterly analysis of statistics from government organizations relating to the mortgage market.
- Monthly analysis of interest rate spreads, net interest margin, and risks for treasury department.
- Assisted in completion of annual budget plan and future income statement predictions.
- Resource for member financial institutions about rate, historical financial information, and mortgage program.
- Updated senior management on incentive compensation and budget targets.
- Maintained documentation on all systematic reports at sufficient levels to attain a satisfactory audit rating.

COLE TAYLOR BANK, Wheeling, Illinois

1999 - 2000

Customer Service Manager (Assistant Vice President)

Responsible for the day to day operations of branch network. Assisted Branch Manager with the preparation and analysis of income statements and financial reports for branch and holding company.

- Maintained all weekly and monthly branch audits.
- Increased knowledge of income potential and back room operations of commercial bank.
- Implemented practices to eliminate costs and increase branch profitability.
- Prepared monthly summary reports for senior management on operations status and ledger balances.
- Performed as part of the senior management team to change and update operational practices.
- Worked closely with loss prevention to eliminate any branch or bank losses.

Additional Historical Employment:

KFS Bank / Invest Financial Services, Kankakee, Illinois

1999

Investment Representative

TCF NATIONAL BANK, Burr Ridge, Illinois

1997 - 1999

Branch Manager/Investment Sales Manager

LICENSE & CERTIFICATIONS

Adjunct Professor	Joliet Junior College	Business Department since 2003
Real Estate Broker	State of Illinois	licensed since March 1997
Insurance Producer	State of Illinois	licensed since April 2004
Professional Certification	National Retail Federation	September 30, 2007

LOCAL BOARD & PROFESSIONAL MEMBERSHIPS

Board Member	Coal City Unit #1 Board of Education <ul style="list-style-type: none"> • Board President • Focus on increased government transparency • Numerous Committees and Outreach 	Coal City, IL	elected April 2001 elected May 2007
Board Member	Grundy Area Vocational Center	Morris, IL	appointed May 2007
Board Member	Grundy County Special Ed Cooperative	Morris, IL	appointed May 2009
Board Member	Grundy Economic Development Council <ul style="list-style-type: none"> • Finance Committee rep • Strategic Planning subcommittee rep 	Morris, IL	appointed January 2009 appointed May 2008
Commissioner	Grundy County Housing Authority	Morris, IL	appointed April 2009
Member	Delta Mu Delta National Honors Society		
Member	Grundy County Chamber of Commerce	Morris, IL	
Member	Three Rivers Association of Realtors <ul style="list-style-type: none"> • Professional Development Committee 	Joliet, IL	2007 - 2008
Member	Assumption Catholic Church <ul style="list-style-type: none"> • Past Parish Council Administration Commission • Past Parish Council Secretary 	Coal City, IL	
Member	Knights of Columbus	Braidwood, IL	

EDUCATION

Master of Science	Training & Development	University of St. Francis, Joliet, IL	August 2006
Master of Science	Business Administration	University of St. Francis, Joliet, IL	December 1999
Bachelor of Arts	Economics	University of Illinois, Urbana, IL	May 1996