

# Jessie Knight, Sr. Sample Resume

100 Glen Drive Macon, Georgia 31201

(478) 871-8111

jessieknight@yahoo.com

## QUALIFICATIONS SUMMARY

- Successful planning, implementation, and management of programs, special projects, events, and daily business operations
- Excellent organizational skills, effective, creative oral and written communications, diplomatic interpersonal techniques
- Working knowledge of Microsoft Windows XP and earlier versions, Microsoft Office Suite, and Internet Applications
- Strong problem solving skills; Excellent oral and written communication skills

## EDUCATION

**Master of Business Administration**, Middle Georgia State University      May 2017      GPA: 3.6/4.0  
**B. S., Business and Information Technology**, Macon State College      May 2013      GPA: 3.4/4.0

## SPECIALIZED TRAINING

- Leadership South Carolina      2014
- Leadership Strategies      2013
- International Economic Development Council, Technology-led Economic Development      2013

## PROFESSIONAL EXPERIENCE

### **Superintendent**

City of Atlanta, Atlanta, GA

Jan 2018-Present

- Manages \$122 million plus annual budget for 12 counties
- Supervises 1100+ employees, overseeing resolution of issues and providing daily oversight
- Plans, develops, and manages five year 5 million dollar Capital Improvement Program
- Establishes policies and objectives of departmental functions in accordance with objectives of the city
- Coordinates strategic alliances with City of Atlanta to plan and develop department objectives

### **Accomplishments include:**

- Developed the ED101 Course, designed to give members of the community insight into the economic development process
- Contacted prospects and consultants through written correspondence, proposals, and site visits.
- Created various databases to track prospect activity, financing proposals, and community information
- Developed a business-to-business directory, in electronic and print format, to aid local industries

## AFFILIATIONS

Board of Directors Habitat for Humanity

2014-Present

Board of Trustees United Way of Central Georgia

2013-2014

## HONORS/SPECIAL ACTIVITIES

2015 Great Leader Award

2006 Savannah Top 5 Under 40