To: Matt Cherry, President and Members of City Council
From: Wade Kapszukiewicz, Mayor
Subject: Appointment to the Administrative Board of Zoning and Appeal
11/22/2023

I Recommend the Following Appointment to the Administrative Board of Zoning and Appeals

Appointee	Appointee Replaced	Proposed Term of Office	Section 61 waiver as a special engagement	Reserved Slot / Type	Recommended by (if applicable)	Attendance Record	Resume attached
DeVon J. Overton II	James Mossing	12-Apr-27	No		Mayor		Yes

Wade Kapszukiewicz
Mayor

DeVon J. Overton II
4424 Pennfield Rd. Toledo, Ohio 43612
Tel: 419-514-9489 Email: Djeanoverton@gmail.com

PROFESSIONAL SUMMARY

Visionary, creative, pragmatic, and results-oriented data strategist and executive leader with broad expertise evaluating and updating legacy systems. Keen instincts in data analytics to increase productivity, train team members, and advise leadership on business development initiatives to meet revenue and business goals.

- Excellent research and investigative skills in business administration, business analytics, data management, office management, methodologies, business administration, process improvement, training & development, query development, stakeholder relationships, and technical support.

- Natural leader and strategic coordinator with strong interpersonal, decision making, and problem-solving skills to complete complex projects and clearly convey complex technical information for all clients and team members to understand.

PROFESSIONAL EXPERIENCE

Vice President, Results & Analytics, United Way of Greater Toledo   **Jan. 2021-Present**
Facilitated communications as a visionary leader and conduit within the community to unite with residents, business leaders, and academic professionals. Forged partnerships and developed resources to address community concerns through a fresh vision, resilience, and critical thinking.

- Increased department funding by $500K (1100%) over two years. Built working environment centered on open communication, integrity, empowerment, creativity, and flexibility to achieve objectives and strategic goals.
- Trained/coached 200+ service providers across academia, government, and industry sectors to use and understand relevant reporting methodologies and protocols.
- Joined Digital Strategy & Data Analytics committee, comprised of Board Members, Directors, and executives from industry, government, and academia, to govern desired outcomes.
- Ensured compliance with federal, organizational, and community metrics to streamline operations and achieve desired outcomes for 100K+ community members each year.
- Partnered with health and human service agencies and representatives to collectively impact community programs.
- Created, led, and hosted the Diversity, Equity & Inclusion (DEI) Committee to join internal team members with partner organizations in symbiotic activities.
- Engaged in fundraising activities and secured multi-year departmental/organizational funding

Sr. Director, Community Analytics & Research, United Way of Greater Toledo   **Aug. 2016-Jan. 2021**
Anticipated community approaches, priorities, and goals to proactively implement effective analytics operations, boost project performance, and surpass UWGT goals. Coordinated the transition of team members from temporary to permanent full-time positions.

- Led, mentored, and motivated team members to build a collaborative, high-achievement work environment and to meet all UWGT goals and mission requirements.
- Analyzed, cleaned, and merged quantitative datasets. Created variables, conducted descriptive analysis, and carried out multivariate regression and additional analysis models.

- Evaluated/updated legacy systems, developed quality improvements, defined community metrics and KPIs, and created Results Based Accountability™ plans.
- Defined analytical plans, methodologies, and data collection instruments for projects. Drafted analytical approaches for both expert and lay audiences to understand.
- Served as key contact with government, academic, community consultants, and support providers.
- Negotiated successful agreements with nonprofit groups, vendors, and government units to lower service costs by 75%, execute partnership Memorandums of Understanding, and reconnect multiple abandoned partnerships.
- Generated supporting documentation for measurement methodologies, algorithms, data sources, and reporting protocols.

Database Manager, United Way of Washtenaw County   **Jan.2018 – Sept. 2018**
Directed research projects and oversaw database research methodologies, application/system integration, data modeling, management reporting, and data visualization.

- Adapted the department hierarchy and accelerated the transition to Proof of Concept through detailed clarification. Facilitated implementation of the new department structure during the trial period.
- Migrated legacy Helix – Andar 360 databases to Linux –Salesforce
- Generated reports and dashboards to facilitate data-driven inquiry across cross-functional units and executive offices.
- Streamlined the availability of performance reports, sources, and analytical insights to effectively advise leadership.
- Applied qualitative/quantitative data analysis to track progress, forecast trends, and gain insights regarding performance.
- Integrated internal databases with third party applications to support the integrity of analytics and communications.
- Securely stored data on UWWC servers based on best business practices, industry standards, and regulatory compliance involving confidential data.

Research Coordinator, Lucas County Juvenile Court   **Dec. 2017 - Sept. 2018**
Coordinated and defined standard operating procedures involving data collection, data management, documentation, reporting, team member training, and technical assistance to ensure precise programmatic data.

- Built cooperative partnerships with administrators and program teams to meet grant data and reporting requirements.
- Acted as a subject matter expert to interpret report information/analysis and communicate program compliance to administrators and community constituents.
- Coordinated program requirements and court research findings to comply with evidence-based reporting standards.

Pre-analytic Training Technician, ProMedica Laboratories   **March 2014 - Feb. 2017**
Evaluated legacy systems and developed/revised training resources, manuals, and materials to efficiently train lab professionals at every job level from entry to licensed professionals.

- Oversaw 60+ Processors creating medical testing resources in Microbiology, Hematology, Chemistry, Coagulation, Cytometry, Cytology, Electrophoresis, Immunology, and Virology
- Simplified highly technical manuals and standardized training resources. Trained new team members and senior leaders through detailed product knowledge regarding product development, technical requirements, and procedure launches.
- Successfully directed numerous process improvement projects to update legacy protocols and established procedures to meet forthcoming government and medical regulations.

Coordinator, Brinks Cash Logistics   **May 2010 - Sept. 2014**
Achieved a 400% reduction in processing time involving interactions for major clients including PNC, Fifth Third,
Key Bank, First Federal Huntington, National City Bank, Bank of America, and Chase Bank.

- Assess individual training and development needs against federal guidelines and regulations.
- Minimized discrepancies and complied with asset protection guidelines while reconciling bank inventories valued up to $100B in cash and assets.
- Collaborated with Sales and Marketing teams at The Federal Reserve to formulate project strategies and customized banking solutions to meet client requirements.

Business Analytics Administrator, Back and Neck Relief Center   **Mar. 2007 - Jul. 2011**
Scheduled 200+ patients daily. Facilitated quality office operations and patient care through precise timelines,
accurate billing, and specification guidelines. Aligned daily clinic activities with the strategic plan of the
organization.

- Coordinate marketing and advertising research activities to reach potential patients and determine price increases by evaluating competitive care facilities.
- Supervised office in the absence of the Chiropractor. Arranged schedules for substitute Chiropractors and Massage Therapists to maintain consistent care.
- Recruited and interviewed office employees. Onboarded new team members regarding office policies, patient care standards, patient prep, and at home care instructions.

EDUCATION

PhD Geography, Michigan State University   Exp 2023
  ➤ Study Emphasis: Geographic Methods
  ➤ Includes coursework in agent-based models, advanced methods, and GIS programming
  ➤ Research: Policy analysis, geographic methodical bias, spatial resource allocation, resource redlining

PhD Administration and Leadership Studies, Indiana University of Pennsylvania   Exp 2023
  ➤ Study Emphasis: Quantitative Methods
  ➤ Includes coursework in social data analysis, mixed methods, economics and program evaluation
  ➤ Research: implicit bias in social data analysis, intersections of data science and social data analysis, ethics in analysis, bias in algorithms, and compiling analytic methods.

Master of Business Administration, Herzing University   2017
  ➤ Study Emphasis: Human Resource Management
  ➤ Includes coursework in business integration, strategic planning, research methods and project management
  ➤ Master's thesis: Analyzing training and development systems ("A comprehensive analysis of training and development and how it improves organizations").

Bachelor of Science (Business Management), Herzing University   2016
  ➤ Study Emphasis: Human Resource Development
  ➤ Includes coursework in training and development, strategic staffing and professional development
  ➤ Capstone Project: Diversity in the American Workplace ("A study of diversity in workplaces across America")

VOLUNTEER EXPERIENCE

Positive Choices, Instructor - Development and implement positive choices curriculum
Equality Ohio, Community Organizer - Organize events and recruit volunteers
Equality Toledo, Board of Directors – Guide, oversee and govern organization policies, procedures.
City of Toledo Reapportionment Board, Board Chair – Collect and analyze community member data and geographic data to redraw district boundaries according to local, state and federal ordinances.
Sofia Quintero Arts & Cultural Center, Board Member – Govern organization strategy and activities. Oversaw successful acquisition of partner organization and transfer programming, funding and mandated licensing.
Toledo Lucas County Homelessness Board, Mayoral Appointed Board Member – Governance of HUD and HMIS activities and services for agency. Continuum of Care (CoC) Homelessness population representative
United Way of Greater Toledo, DEI Committee- Oversight and implementation of organizational DEI plan

MEMBERSHIPS

African American Leadership Council	American Association of Geographers (AAG)
Emerging Leaders	Toastmasters International
Harvard ManageMentor® – Corporate Learning	Women's Initiative Affinity Group
American Evaluation Association (AEA)	

SOFTWARE

Andar, CRM Fundraising and Curriculum Software
- Collect and organize donor or corporate data to develop training and curriculum
- Create and Analyze program logic models and partner organization strategies
- Assess system performance and usage data

Microsoft Suite: Excel, PowerPoint, Access, SharePoint, Vizio
- Collect, organize, analyze and present data

Clear Impact, Performance Management Software
- Measure Progress against strategic local and global goals
- Improve Performance through needs assessment and action plan

Podio, Project Management and Collaboration Software
- Create focus and clarity around organization goals and related training and development needs/progress
- Clearly define roles and deliverables in projects and tasks

ArcGIS, Geographic Information System Software
- Collect and organize geographic data and stratify for various research, community and business decisions
- Test and assess software automated methodologies

Python, Spyder Environment
- Deploy agent-based modeling techniques to experiment on spatially scientific phenomena
- Knowledge of web framework, artificial intelligence and machine learning, Pandas