



C. Coliér McNair

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OBJECTIVE

To obtain a position in business, education or community work where my experiences, talents and skills are blended together and demonstrated in a curriculum form of study.

WORK HISTORY

2006 - Present

Lead Pastor of Zion City International Church Ministries, Inc.

Duties: Leading a progressive congregation of approximately 100 adherents and growing. Responsibilities include weekly preparation of messages, spiritual edification; established F.R.U.I.T.S.[™] Classes (Fortifying Relationships, Understanding Issues and Training for Services[™] which involves instruction via workshops, seminars, conferences, small/large groups, etc. My volunteer staff includes both Executive and General Advisory Board members totaling approximately 16 people.

2005 - Present

Contract Compliance Monitor/Targeted Business Enterprise

Duties: Manages information submittal from contractors concerning payroll and pay request; Provides prevailing wage monitoring and enforcement for City-financed projects covered by Madison General Ordinance 4.23; Supervises Prevailing Wage On-site Monitor. Also, I've served as the primary manager and certifying agent for over 100+ Targeted and Disadvantaged Businesses including Minority, Women and Small Businesses for the City of Madison.

1998 - 2008

Chairman of Board; Musician, Vessels Of Praise/Arbor Covenant Church Inc.

VOP Duties: Administration and facilitating of board meetings. Preparing agendas, documents for meetings. Leading meetings and managing several church auxiliaries and committees.

Record keeping and filing of important documents. Monitoring spending and church accounts.

AC Duties: Assisting/leading in worship band rehearsals; performance.

1985 - 2005

Professional Music Director and Coordinator, The M.C.N.A.I.R., Inc./Founder & CPO (1997 officially incorporated)

Duties: Production, arrangement and performance of music and arts entertainment packages and product (e.g., CDs, cassettes, etc.); preparation, organization of related business documents; proper instruction, direction and communication of materials to various members, clients and audiences. Special Accomplishments: Gospel CD #1 in Minneapolis (3 Weeks).

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1998 - 1999

FT Counselor, Minneapolis Urban League, Minneapolis, MN

Duties: Manage daily group home task related to juvenile-criminally challenged youth such as: supervise/coordinate youth programs (e.g., life skills program, discussion groups, computer literacy courses), monitor behavior, enforce group home rules of conduct, discipline youth according to group home codes, administrate medicines when/where appropriate, network and develop positive relationships with outside agencies to help facilitate and fortify youth programming, contact and communicate with schools of resident administrators and teachers to assure proper student conduct and education, plan extracurricular outings, transport students when necessary.

1998 - 1999

FT Asst. Manager, Sam Goody—Brooklyn Center/Brookdale Shopping Center in Minneapolis, MN

Duties: Perform monetary transactions, customer service and sales, supervise staff, receive shipments of company products, record data, price and distribute all product for proper placement, prepare P.O.P. (Point of purchase) displays, open and close store, manage all drawer accounts, calculate store profits, prepare documents for deposits, handle cash bags, and successfully deposit bags into security safe. Outstanding Accomplishments: Sold 60 Replays in 6 months—more than the store sold the entire year before my arrival.

EDUCATION

1991 - 1997 (I graduated in 1997 but may be listed under the 1999 class due to discrepancy in financial arrangements)

B.S. in Business with double emphasis in Marketing and Management, Edgewood College, Madison, WI

1993 - 1994

Media Certification in Recording Engineering and Technology, Madison Media Institute, Madison, WI

QUALIFICATIONS

As a member of your team, I would be a definite asset through my organizational skills, tactful leadership and supervisory capabilities and dependability. I create a great rapport with others and work productively independently or as a team player. Moreover, I am a self-motivated and self-actualized individual. Most of my accomplishments are a direct result of my ability to work without supervision and constant guidance (although I am always open to guidance), and my analytical skills and experience in leadership are on par with those of other quality and seasoned leaders.

REFERENCES

Available Upon Request

1317 Applegate Road • Madison, Wisconsin 53713 • 608.230.5122 • www.zioncitychurch.org
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