

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by 3:00pm on **Monday**.

All fields must be completed.

Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: **September 2, 2014**

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. **Title:** *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

To approve the Mayoral appointment of Sudan Muhammad to the Denver African American Commission for a term effective immediately and expiring on September 26, 2015 or until a successor is duly appointed.

3. **Requesting Agency:** Mayor's Office

4. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

5. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

[Insert general description here.]

****Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. **Contract Control Number:**
- b. **Duration:** Terms effective immediately and expire on September 26, 2015
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Costs:**

7. **Is there any controversy surrounding this ordinance?** *(Groups or individuals who may have concerns about it?) Please explain.*

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

Sudan I. Muhammad, M.B.A.
1160 Colorado Blvd. #22 Denver, CO 80203

P: (720) 288-8970
E: sudan.ibn@gmail.com

Operations Manager, Strategic Planner, Business Development Professional
Consultative Solutions • Client Relationship Management • Project Administration

Strategic thinker who can develop established business initiatives to support corporate and small-mid-sized business objectives. A results-oriented professional with proven abilities in strategic planning, managing projects, improving efficiency of operations, particularly strong relationship management, team building, and general business acumen; detailing project information to determine effective processes for operations. Very Ambitious, assertive and intensely focused on bottom-line results.

Areas of Expertise

*Business Development • Client Relations • Consulting • Presentations • Strategic Planning • Social Media
• Negotiations • StartUps / Project Restructure • Vendor Relations • Project Management*

EXPERIENCE AND ACCOMPLISHMENTS

► **SIMRAE SOLUTIONS, LLC** Denver, Colorado 2011 – Current
Simrae Solutions provides event planning promotions and event management to small –medium sized businesses, helping with event creation and management. The company is three years old and has been involved in 4 large events.

Operations/Strategic Director

Leveraged successful partnerships with the City and County of Denver, strong community partners; strategically develop and organize events for community and social endeavors

- Proactively work with organizations in developing a plan of execution for solid annual events
- Manage staff of 4 - 100 depending on event.
- Actively work with all advertising channels and social media outlets to ensure events are effectively and efficiently marketed
- Successful in creating and implementing strategic plans, setting and administering budgets, and developing improved processes to meet short and long term objectives.
- Oversee operations to ensure requirements are met within established budget and design plans for improvements to meet production goals and to provide superior customer service

► **ALL PRO SPORTS & ENTERTAINMENT, LLC** Denver, CO 2013
APSE is a Sports Agency manages professional athletes in the NFL, NBA and MLB. The organization offers consulting, strategic planning and business recommendations to individuals with incomes of 500k-3.5 M. Participating in a lucrative internship for my MBA program complemented all aspects of Operations Management.

Operations/Project Management (Intern/1 Semester)

- Dramatically improved quality and quantity of spread sheet maintenance for potential client statistics
- Actively contributed to the effectiveness of output with Sports agents to increase and execute operational projects; recruitment, event management and marketing
- Updated computers with current standards including OS and Adobe Photoshop
- Developed events for the APSE's charitable foundation; boosting attendance and donations by 22%

► **REGIS ENTREPRENEUR CLUB**

Denver, CO

2011-Current

The Regis Entrepreneur Club is a public organization dedicated to supporting students learn about and how to be entrepreneurs. The Club is run by Regis University students as a social enterprise to engage in live business projects that will provide immersive learning experiences.

Executive Director

Proactively participate and evaluate competitive activity and business operations and determine recommendations to restructure the organization and to improve the company brand

- Oversee learning experiences for students of Regis University on what it means to be an entrepreneur through monthly programs; Business Strategy Sessions, Entrepreneur Expeditions, Networking events, competitions and business projects
- Coach, Mentor, and groom students in providing feedback and solutions to existing business owners who are facing challenges which hinders growth and stability
- Coordinate strategies as a team to increase student membership and build potential entrepreneurs' awareness of business ownership
- Significantly improved by 35%, budgetary and financial concerns to enhance execution and consistency of the Entrepreneur Club

► **SUCO ENTERPRISE, INC.**

Denver, CO

2004-2010

A privately owned business, 8+ year old business, encompassing three subsidiaries; Blackberries Ice Cream & Coffee Lounge, Dynasty Night Club, and Blackberries Bar & Grill

Operations Manager

Directly trained and managed 3 managers, 5 supervisors; oversaw a total staff of 30 employees throughout the three businesses. Doors closed due to 2010 economic downturn.

- Demonstrated persuasive negotiations interfacing with vendors, suppliers, adjacent departments and recruiting agencies to secure cost effective practices
- Developed and implemented a change program when a new business was added and with the collaboration with *Expo Entertainment, LLC*
- Constructed a change program to incorporate employees from *SEI* and Expo; building synergy to bridge projects with the *Dynasty Night Club*
- Developed an incentive program for managers and employees, increasing overall morale

EDUCATION

Masters of Business Administration, Operations Management, Regis University, Denver, CO

Bachelor of Science, Business Administration, University of Northern Colorado, Greeley, CO

Certificate, Project Management, Regis University, Denver, CO

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Publisher, MS Project Expert

PROFESSIONAL AFFILIATIONS

Project Management Institution (PMI)

Professional References Available Upon Request