

RESUME

CHIQUITA J. BURKS



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AREAS OF EXPERTISE

PROBLEM SOLVING

ORGANIZING & PLANNING

CUSTOMER SERVICE

TEAM BUILDING

MICROSOFT OFFICE

TIME MANAGEMENT

CUSTOMER RELATIONS

PUBLIC SPEAKING

EDUCATION

2019-2022

Texas A&M University, Texarkana, TX – MBA in Business

Administration, Concentration: Management (3.3 GPA)

2013-2018

Texas A&M University, Texarkana, TX – BA in Business Management (3.0 GPA) *Mentor Local Youth

President's List (3 times).

1996 - 1997

Texarkana College, TX –

Cosmetology Course (Honor Graduate) *Top 20%

PROFILE

Results-Driven and well-developed Management Executive with extensive experience in orchestrating all aspects of business operations while demonstrating attuned communication and diplomacy qualities. Astute knowledge of Business Management, Operations, and Policies & Procedures. Actively pursuing a management position in an operational environment that will effectively utilize acquired skills and abilities while demonstrating leadership experience.

WORK EXPERIENCE

8/26/2024 – Present | City of Texarkana, Texas

Assistant City Secretary

Perform high-level administrative, clerical, and technical work, prepare City Council Agendas and Agenda packets, manage records, plan meals & special occasions for City Council members, maintain city records, process public records request, and assists with codifying ordinances, responds to inquiries from citizens, staff, and officials, coordinate with boards and commissions and assists with special projects, attend City Council meetings, community events and meetings.

8/23/2022 – 8/25/2024 | City of Texarkana, Texas

City Management Fellow

Assisted the City Manager with strategic initiatives, conducted research and policy analysis on municipal issues, prepared briefing materials, reports, and presentations for leadership, collected and interpreted data to support decision making, attended City Council meetings and workshops, attended community events.

1999 – Present | C & C Attitudes

Cosmetologist: Owner/Business Manager

Managing workers' activities, training, and evaluating new employees. Ensuring workers have the resources available to be successful at their job. Perform human resources activities, such as performance evaluations, hiring, and employee discipline. Managing the finance operations and ensuring the company is on track to meet its financial goal.

ADDITIONAL INFORMATION

2020 MODEL: Excellence in Leadership Award (Jack and Jill of America, Inc.) 2019 Certificate of Completion: Policing Experience (Texarkana, TX Police Department)

2018 'Uplift' Citizen of the Year Award (Omega Psi Phi Fraternity, Inc.) Nominated for the 2017 Wilbur Award

2010 Dr. Calvin Rolark Business & Economic Award (NAACP)

2008 The Madam CJ Walker Award (Phi Beta Sigma Fraternity, Inc./Zeta Phi Beta Sorority, Inc.)

2007 Ice Ball Award of Honor (G.B. Ministries)