

David Oakes

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Professional Highlights

Professional working in nonprofit supporting locally owned businesses, other nonprofit organizations, and community organizations for the past six years. Developed and managed the Special Service Area to become more cost effective through sustainable practices, cultivated a public art program, and established a long-term plan for crumbling infrastructure of a twenty-year-old streetscape. Have been part of a small and wonderful team that celebrated accolades such as the 2nd best neighborhood in the world, 1st in the nation, which included programming Clark Street composts with WasteNot Compost, a program that I developed.

Work Experience

Director of Business Services and District Manager

Andersonville Chamber of Commerce, Chicago IL

August 2017 to Present

- Managing, building, and sustaining 450 members and membership renewals
- Providing referrals and consultations for both members and nonmembers
- Create and maintain a schedule for networking events, round tables, and Masterclass that reflect a variety of business needs.
- Execute NBDC contracts through EMC and work with various City Departments
- Work with local Governmental official offices including three Alderpersons offices.
- Maintain and update ChamberMaster/Growth Zone
- Create and execute membership payments and invoices.
- Created new events to support local businesses and community organizations
- Supported and organized annual large events that bring in 85K folks
- Maintained, organized, and supported a network of local non profits, block clubs, and community organizations to be active in our organization.
- Cultivate business development at every stage from vendor to 125 old businesses
- Knowledge of permitting and licensing processes with the city and state.
- Economic Development

Manager/HR Representative

Defloured: a gluten free bakery

November 2017-Present

- Manage back of house operations including baking, stock, employee training, pars
- Provide an HR resources for employees
- Make sure that defloured is up to date on being compliant with any new law or ordinance
- Product R&D
- Customer Service

Proficient in: Word, Microsoft Excel, QuickBooks, Google Suite, ChamberMaster, and learning Canva

Certifications: Sexual Harassment Prevention & Civility Training for both City and State, Bassett, CPR, and Registered Notary