

10/12/2022

RECEIVED  
OCT 12 2022  
BY: Dylan G.  
@ 4:32pm

RE: Eligibility for Appointment

I **Shenika Carter** would like to submit a request for consideration of appointment and confirm by this sworn statement that I meet the following criteria.

I am a citizen of The United States of America, I am also over the age of 18 and I have been a resident of the city of Commerce City for 3 years.

I proudly submit this request for consideration of the appointment based on meeting the above listed eligibility requirements.

Regards,

Shenika Carter



## SMALL BUSINESS OWNER - COMMUNITY LEADER | EXECUTIVE DIRECTOR

### Effectively Leading and Organizing Nonprofits Committed to Social Change and Workforce Development Through CDL Driver Education Training

Qualified leader with 20+ years' experience as a Small Business Owner and 5+ years in senior management offering sound judgment, proven problem-solving skills, enthusiasm, and the capability for developing and advancing racial equity and human rights through public policy and advocacy. Strong familiarity with the federal judicial process, local political environments and the impact of legislation on program areas and populations. Proven track record of successful fundraising, grant portfolio management and strategy, donor satisfaction, and implementation of mission objectives and initiatives. Additional expertise in corporate accounting offering expert-level data analytics support and financial accountability, high-quality interactions, and clear and consistent communication.

#### SKILLS AND STRENGTHS

- Legislative Procedures/Processes
- Strong Analytic Skills
- Skilled Communicator
- Highly Organized/Detail-Oriented
- Public Speaking/Presentations
- Grant Management/Compliance
- Special Program Development
- Proactive Leadership
- Deadline/Results-Driven
- Collaborative Team Player
- Nonprofit Fund Raising
- Accurate Budget Monitoring
- Project Management
- Effective Verbal/Written Skills
- Flexible Work/Travel Schedule

Technology: High Proficiency in Microsoft (MS) Office Suite (Word, Excel, PowerPoint, Outlook), and G-Suite (Docs, Drive, Sheets, Forms), Experienced in iPhone and Android Telecommunications, and Cloud Based Software: Oracle 11+, Peachtree, SAP, SmartStream, ProSystem FX (CCH), Softax, Lacerte Tax Systems, Drake Tax Solutions

#### CAREER HISTORY

##### CARTER TRUCK DRIVING ACADEMY, COMMERCE CITY, CO CHIEF FINANCIAL OFFICER

May 2021 - Present

*Small Business started to diversify the trucking industry and recruit more women and people of color in trucking. Currently the 1<sup>st</sup> Black Owned Truck Driving School in the Nation that Offers CDL Prep, Job Placement and Testing.*

Founded in 2021, Carter Truck Driving Academy has gained National Attention for its recruitment efforts to diversify the trucking industry. With more than 50 local partners around the state of Colorado, CTDA has trained more students in a year and placed them all in careers earning salaries of an averages of \$70K. CTDA also employs a staff of 10 who work daily to impact lives positively with economic access to livable wages.

##### KEY ACCOMPLISHMENTS

- Actively recruited and training more than 200 students within a year and placed in CDL Truck Driving Careers
- Nominated for the Governor's Minority Business Award
- Awarded the Community Partner and Training Award from the organization CrossPurpose

##### URBAN LEAGUE OF METROPOLITAN DENVER, DENVER, CO PRESIDENT & CEO

May 2021 - Present

*National 501(c)(3) that help all marginalized communities achieve their highest true social parity, economic self-reliance, power, and civil rights. The League promotes economic empowerment through education and job training, housing and community development, workforce development, entrepreneurship, health, and quality of life.*

The National Urban League is a historic civil rights organization dedicated to economic empowerment, equality, and social justice. Founded in 1910 and headquartered in New York City, the Urban League collaborates at the national and local levels with community leaders, policymakers, and corporate partners to elevate the standards of living for African Americans and other historically underserved groups. With 90 affiliates serving 300 communities in 37 states and the District of Columbia, the Urban League spearheads the development of social programs and authoritative public policy research, and advocate for policies and services that close the equality gap. At the community level, the National Urban League and its affiliates provide direct services that improve the lives of more than two million people annually.

##### KEY ACCOMPLISHMENTS

- Assist more than 2 million families and small businesses nationally with access to Funding, Housing, Healthcare and economic opportunities to thrive.

**CARAVAN FOR RACIAL JUSTICE, DENVER, CO**  
**FOUNDER/EXECUTIVE DIRECTOR**

July 2020 - Present

*Nonprofit committed to growing nationwide racial justice awareness and education, while empowering citizens to become civically minded and involved in the fight to eliminate systemic racism.*

Mission-guided to install temporary teams into various communities with the goal of connecting people experiencing trauma with advocacy services.

- Develops and maintains a strong strategic fundraising program, meeting with and cultivating individual and corporate donors at all levels, and maintains effective fund-raising efforts to support on-going missions
- Creates activism through nationwide rallies, voter registration trainings and drives, food bank creation, and community round tables for at risk citizens
- Navigated, founded, and directs all aspects of organization including submitting and managing 501(c)(3) paperwork and public filings for official nonprofit status, monitoring financial health of the company while overseeing a team of internal volunteers
- Provides ongoing research, background information, and analytical support for program mission management. Supports the direction of new and emerging projects including drafting proposals, scheduling meetings, and writing briefs

**KEY ACCOMPLISHMENTS**

- Deployed a team to The Community Gardens in Washington, D.C. to help grow, cultivate, store, and distribute produce to inner city food deserts
- Organized round table in Louisville, KY with key community leaders and the President of Simmons College to help raise awareness, and provide unity and support to families within the community affected by the murder of Breonna Taylor
- Fundraised \$50K within the first 30 days and produced 2 major fundraising events within the first 60 days
- Assisted students on how to create a city-wide rally to raise awareness against racial profiling within Adams County school districts

**NATIVITY LUTHERAN CHURCH FOOD BANK, COMMERCE CITY, CO**  
**PROGRAM MANAGER/EXECUTIVE DIRECTOR (Interim)**

June 2020 - Present

*Food Bank providing temporary relief to the community during the COVID-19 pandemic.*

Hired for a 6-month period to build a program from the ground up to serve underrepresented residents within Commerce City by expanding mission and presence through community outreach, program development, grant funding and collaborative innovation and engagement.

- Facilitates distribution and maintain 6-month fiscal management of \$48K city grant while and maintaining compliance with federal, state, and local labor and business laws and requirements
- Organizes and manages a rotating support base of 25-30 monthly volunteers, 3 permanent lead volunteers, and an external coalition of 3 support churches within the community. Works with teams to develop and maintain the quality of the program and compliance with requirements, procedures and standards
- Leads and directs the day-to-day development, implementation, and administration of Food Bank resources and mission while effectively managing and balancing administrative responsibilities with capacity to deliver against goals and objectives
- Executes financial and accounting operations, assuring timely account payables, and providing accurate quarterly financial and performance reports to head of church and Commerce City Council

**KEY ACCOMPLISHMENTS**

- Fundraised an additional \$10K within the first 30 days of operation

**CARTER CAMPAIGN COMPLIANCE GROUP, DENVER, CO**

March 2018 - June 2020

*FEC and IRS Campaign Compliance Group that assisted with a wide range of clients including candidates, political action committees, and major donors in compliance with complex campaign rules.*

**COLORADO US SENATE CAMPAIGN MANAGER, DENVER, CO (April 2019 - June 2020)**

Point person in charge of the Colorado US Senate campaign for Stephany Rose Spalding.

- Assisted in planning, development, implementation and management of campaign strategies, goals, policies, procedures, and performance measures with position statements, fact sheets, letters, testimony, and other written documentation
- Supervised and coordinated all aspects of campaign including: hired staff, solicited volunteers, organized multiple rallies, traveled across the state, started phone banking system, and arranged town halls

**KEY ACCOMPLISHMENTS**

- Mobilized over 1,000 community-wide volunteers and successfully fundraised and managed \$1M in campaign finances

**CAMPAIGN COMPLIANCE AND FUNDRAISING VOLUNTEER, DENVER, CO (December 2018 - November 2019)**

- Committed volunteer for the Denver and Aurora 2018 Mayoral campaigns for Lisa Calderon and Omar Montgomery

**CANDIDATE FOR DOUGLAS COUNTY ASSESSOR, DOUGLAS COUNTY, CO (March 2018 - November 2018)**

- Successfully captured 40% of the vote as the first Democratic candidate in 8 years

**PREVIOUS EXPERIENCE**

**SENIOR CORPORATE ACCOUNTANT/ACCOUNTING MANAGER**  
**VARIOUS ASSIGNMENTS, COLORADO AND GEORGIA**

2007 - 2018

Served as a senior accountant and account manager for small, mid, and large sized companies. Specialized in IT billing and corporate accounting. Performed with a high degree of confidentiality, professionalism, and attention to detail in fast paced demanding environments.

- Managed HR objectives, priorities, and yearly goals
- Maintained financial objectives by forecasting requirements, preparing annual budgets and scheduling expenditures, handled all bookkeeping, payroll and tax related services, and monthly and quarterly accounts receivable (AR) analysis

#### EDUCATION AND CERTIFICATIONS

**Bachelor of Science (BS): Accounting**, Strayer University, Washington, D.C. (2010)

**CLLARO (Colorado Latino Leadership, Advocacy, and Research Organization)**, CO (2020)

Education Policy Advocacy Training

**Emerge Colorado**, Denver, CO (2019)

Political Candidate and Campaign Management Training

**Kaplan Real Estate Education**, Denver, CO (2019)

#### VOLUNTEERING

**Truth & Conciliation Commission**, (June 2020 - Present) Board Member; **Women's Lobby of Colorado**, (October 2020 - Present) Board Member, **Urban League of Metropolitan Denver**, (May 2021 - Present) President & Board Member.

10/12/2022

RE: Consideration for Appointment to the Council for Commerce City, CO.

Good day Mayor Husemen, Mayor Pro Tem Councilmember Allen-Thomas, Councilmember Madera, Councilmember Davis, Councilmember Noble, Councilmember Douglas, Councilmember Hurst, and Councilmember Ford, it is with great honor and gratitude that I submit this letter for consideration of appointment to the vacant seat on City Council.

My name is Shenika Carter, I'm a mom of 3, co-owner with my husband Matthew Carter of the first black owned Truck Driving School right here in Commerce City. It would be an honor to be appointed to the Council because I've listened to our community for years and can apply that knowledge with support of policies that uplift and prioritize prosperity in all aspects for residents in Commerce City from environment, jobs, housing, and public safety.

Currently as a small business owner of a Trade School and the Executive Director of the Urban League of Metropolitan Denver, I bring the experience of creating policy and programming for education, housing, public health, and workforce development. I've dedicated my entire life to public service that incorporates Diversity, Equity and Inclusion and for the last 35 years have consistently done the work necessary to create a thriving and vibrant place to live and work in all communities.

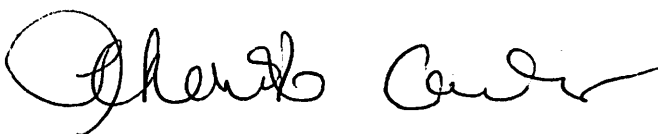
I'm applying for this vacancy because I recognize that Commerce City is the center of the Metro Area Business District as a current business owner who not only work in our city but live in our city. I want to be that beacon of hope and encourage other aspiring entrepreneurs and attract other businesses to do the same thing. Commerce City is the backbone of our state's economy and with my experience in advocacy and passion for education and training programs, I know my voice would add great value along with the current Council.

One community and one City that is the mission and the goal. I would love to introduce my ideas to bridge the gap and unify North Commerce City and Core Commerce City as we are one. There are so many talents right here in our city and we are all more alike than we are different. The concerns of Core Commerce City matter to me as much as the concerns of those on the Northern Range and I believe that working with a coalition builder like myself is how we get it done. Everyone should have access to adequate food, housing, transportation and feel safe in our community no matter where they reside, and I will work to be the champion of that unification.

As a current appointee on the BREDAC committee, I would like to continue my service in attracting small businesses, big businesses, and other opportunities to keep the commerce in Commerce City. With the rising cost of inflation, hurting the pockets of our families, a working family champion like myself can make sure that no one is left behind. We all deserve to move forward and if appointed I will make sure that I operate from a place that leaves no person behind.

I appreciate you all taking the time to read my letter for consideration, and I look forward in the future for serving alongside if selected for the vacancy.

Shenika Carter

A handwritten signature in black ink, appearing to read "Shenika Carter". The signature is fluid and cursive, with a large initial "S" and "C".

## EXHIBIT A: Council Vacancy Application Questions

### 1. Why are you applying to be on the City Council?

I'm applying for this vacancy because I recognize that Commerce City is the center of the Metro Area Business District as a current business owner who not only work in our city but live in our city. I want to be that beacon of hope and encourage other aspiring entrepreneurs and attract other businesses to do the same thing. Commerce City is the backbone of our state's economy and with my experience in advocacy and passion for education and training programs, I know my voice would add great value along with the current Council.

### 2. How is your experience and background relevant to being on the City Council?

Currently as a small business owner of a Trade School and the Executive Director of the Urban League of Metropolitan Denver, I bring the experience of creating policy and programming for education, housing, public health, and workforce development. I've dedicated my entire life to public service that incorporates Diversity, Equity and Inclusion and for the last 35 years have consistently done the work necessary to create a thriving and vibrant place to live and work in all communities.

### 3. What are your thoughts on the relationship between the Historic City and the Northern Range?

One community and one City that is the mission and the goal. I would love to introduce my ideas to bridge the gap and unify North Commerce City and Core Commerce City as we are one. There are so many talents right here in our city and we are all more alike than we are different. The concerns of Core Commerce City matter to me as much as the concerns of those on the Northern Range and I believe that working with a coalition builder like myself is how we get it done. Everyone should have access to adequate food, housing, transportation and feel safe in our community no matter where they reside, and I will work to be the champion of that unification.

### 4. What do you believe to be the three most pressing challenges or concerns in the Commerce City community?

I believe that we must focus on our environment wholistically. That would include access to jobs, housing, clean air and water and adequate public safety. I believe this is how we attract new families, and our city continues to thrive with the growth of folks looking for affordable and safe places to raise a family.

### 5. What do you see as the three biggest opportunities for Commerce City right now?

Commerce City in comparison to our sister cities offer some of the most affordable housing, conveniently located and accessible parks and is easy accessibility to one of the fastest growing airports in the nation. We are the place to live and the world is recognizing the power this city holds. Moving to this city was one of the best decisions I could've ever made, and I want other families to have this same access as well.

6. What concerns, if any, do you have about serving on the City Council?

I don't have many concerns at this time, as I understand that it takes someone who can work with folks of different backgrounds and different perspectives and as a Community Leader I want to ensure that all views and concerns are heard and that I believe in a solution to every problem.

7. What does Quality Community for a Lifetime mean to you? A quality of life is a quality of community. Access to housing, healthcare, food, education, jobs, and clean air and water is how we thrive.

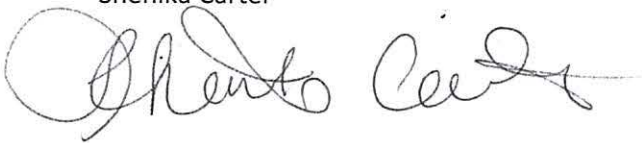
8. What local government or non-profit boards or commissions have you served on? BREDAC (Commerce City), Urban League of Metro Denver and Truth and Conciliation Commission.

9. Have you participated in the Commerce City Civics Academy? Not at this time.

10. How long have you resided in Commerce City? 3 Years!

11. What is your favorite place in Commerce City? Carter Truck Driving Academy of course 😊 where I spend most of my time and we love to eat at Ted's Place... I believe they know my entire family by first name now.

Shenika Carter

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