

June 16, 2020

Mr. David Brummel  
RE: Bicyclist and Pedestrian Advisory Commission (BPAC)

Dear Mr. Brummel:

I am writing to express my interest in the open position on the Bicyclist and Pedestrian Advisory Commission (BPAC) which I have seen advertised via Warrenville's social media pages. As a resident of Warrenville since 2015, and an avid runner and cyclist, the issues which BPAC concerns itself are very important to me, and I feel that my experience could be an asset to the Commission.

I have, per request, attached my resume to this email as well. I have experience in leadership, managing strong teams, and communicating vision and plans effectively.

If you have any questions regarding my skills and/or experience, please do not hesitate to contact me.

Sincerely,

*Kirk W. Tate*

Kirk W. Tate

████████████████████  
Warrenville, IL 60555

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# Kirk Warren Tate

Warrenville, IL 60555

## SUMMARY

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- A highly motivated individual who is passionate about helping others achieve their very best.
- A grass roots leader experienced in recruiting, training, equipping, and overseeing successful team projects.
- An innovative thinker with powerful communication skills successful in vision casting and team building.

## HIGHLIGHTS

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- Superior Customer Service
- Skilled Communicator
- Highly Relational
- Marketing Savvy
- Conflict Resolution Techniques
- Team Management
- Persuasive
- Talent Development/Coaching

## EXPERIENCE

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### **Converge Cornerstone Fund**, Arlington Heights, Illinois

*Associate Director of Church Lending*, July 2018- Present

- Portfolio management of ~175 Commercial Mortgage Loans
- Source, Develop, Qualify, and Underwrite all Loan Requests
- Train/Lead/Educate Teams on Commercial Mortgage Practices
- Draft/Review all Loan Documentation
- Review/Underwrite Construction Draw and Escrow Process
- Oversee all aspects of Lead Development

### **Sky Business Credit**, Downers Grove, Illinois

*Business Development Officer*, January 2016- June 2018

- Oversee all aspects of Business Development for Sky Business Credit.
- Build a strong network of Referral Partners and uphold strong Business Relationships to ensure ongoing Lead Generation.
- Train/Lead/Educate Business Leaders in the benefits of Accounts Receivable Funding.
- Generate Leads, Identify Opportunities, Negotiate Terms, and Close Sales

### **Glen Ellyn Bible Church**, Glen Ellyn, Illinois

*Adult Ministries Pastor*, August 2014- October 2015

- Preaching/Teaching as requested by the Sr. Pastor.
- Coaching/Training of over 50 Ministry Leaders.
- Lead Ministries by recruiting, training, equipping, and overseeing nearly 100+ volunteers.
- Creatively cast vision and implement 8+ ministries involving more than 300 participants.
- Oversee budget and strategize using this budget to effectively reach yearly goals.

*Senior High Ministries Director, September 2011 – July 2014*

- Lead all aspects of Senior High Ministries at GEBC.
- Coaching/Training of over 20 Ministry Leaders
- Planning/Implementing large initiatives and events.
- Oversee budget and strategize this budget to effectively reach yearly goals.
- Networking with local Senior High Ministries for collaboration.

**First Presbyterian Church of Goldsboro, Goldsboro, North Carolina**

*Student Ministries Director, July 2010 – August 2011*

- Lead all aspects of Student Ministries at FPC Goldsboro.
- Coaching/Training of over 10 Ministry Leaders.
- Oversee budget and strategize this budget to effectively reach yearly goals.

**Bibby Financial Services, Downers Grove, Illinois**

*Account Executive, January 2009 – June 2010*

- Manage an account portfolio of 25+ small businesses with nearly \$2 million in yearly sales.
- Coach small business clients on best use of resources to meet their financial goals.
- Oversee a team of 6 individuals to best care for and manage the portfolio.
- Make lending decisions that both benefits the client but protects the organization.

**Southport Baptist Church, Southport, North Carolina**

*Associate Pastor for Students and Family Life, September 2006 – May 2008*

- Lead all aspects of Student Ministries at Southport Baptist Church.
- Coaching/Training of over 10 Ministry Leaders.
- Planning/Implementing large initiatives and events.
- Oversee budget and strategize this budget to effectively reach yearly goals.

## EDUCATION

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**M. Div.,** 2+ years completed

Southeastern Baptist Theological Seminary; Wake Forest, North Carolina

**B.A. Christian Ministries,** May 2006

Anderson University; Anderson, South Carolina