

IMANI CLAYTON

545 W Belden Ave Apt #1F, Chicago, IL 60614

iclayton0911@gmail.com · 703.402.5566

EDUCATION

Kendall College at National Louis University, Chicago, IL

April 2021 - June

2022

Candidate for Associate of Applied Science, Baking and Pastry

Relevant Coursework: Foundations of Baking, Nutritional Cooking, Fundamentals of Professional Cooking, Pastry Techniques, Foundation of Cakes, Artisan Breads, Chocolates and Confectionary, Breakfast Cookery, and Advanced Pastry: Desserts, Mousses, Doughs, Plating and Sauces

Saint Leo University, St. Leo, FL

May 2016

Bachelors of Arts, History

WORK EXPERIENCE

State of Illinois, Chicago, IL

January 2023-Present

Senior Executive Appointment Associate

- Coordinate the sending of appropriate candidate paperwork while maintaining accurate tracker of paperwork status and provide review of supporting documents as they are received
- Assist teams with identifying qualified candidates for vacant and expired seats
- Assist in drafting monthly, quarterly, biannual, and annual reports used for assessment and planning

JB Pritzker for Governor, Chicago, IL

June 2022-November 2022

Political Operations Manager

- Composed over 75 Political briefs for Governor Pritzker and Lieutenant Governor Stratton to prepare them for press conferences, events, and speaking engagements
- Liaised with policy, communications and other campaign staff to manage events that took place across the state
- Supervised daily political operations; including briefs, talking point edits, and budget management

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North Pond, Chicago, IL

April 2022-Present

Pastry Assistant

- Prepare pastry items according to recipe
- Decorate and plate pastry items
- Properly label and storage ingredients
- Clean and maintain work areas, utensils, and equipment, follow sanitation/ health regulations

Vanille, Chicago, IL

November 2021 - January 2022

Pastry Assistant

- Prepared pastry and cookie preparation and production for multiple locations, during the holiday season
- Assisted with production of macarons, gingerbread cookies, and cupcakes
- Assisted with decoration production of cupcakes and cakes

National Louis University, Chicago, IL

September 2021-April 2022

Social Media Associate

- Assisted in creating content for Kendall College's social media accounts
- Shot, edited, and produced videos for Kendall College's Tik Tok
- Shot, edited, and produced pictures for Kendall College's Instagram

Christian Sorensen for Mayor, Evanston, IL

July 2020 - September 2020

Campaign Manager

- Developed and managed a comprehensive campaign budget
- Established and oversaw fundraising budget plan
- Managed official campaign social media accounts

Metropolitan Water Reclamation District, Chicago, IL

December 2019 - January 2020

Director of Constituent Services and Outreach

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- Developed robust outreach strategies to engage local elected officials, environmental groups, nonprofit organizations, and schools across the Chicagoland area
- Increased awareness around water conversation, green infrastructure, and other MWRD functionality
- Spoke with constituents and local elected officials on behalf of the Commissioner

JB for Governor, Chicago, IL

Dec. 2018 – Nov. 2019

Regional Field Director, South Suburbs

- Managed a staff of nine field organizers to recruit, train, and manage hundreds of volunteers across nine townships in South Suburban Cook County
- Developed a comprehensive field plan for the South Suburbs, including key metrics such as: voter turnout numbers, volunteer recruitment goals, number of voters contacted via door knocking, phone banking and texting (Hustle)
- Coordinated weekly check-in meetings and staff trainings to assess leadership style, office efficiency, and team dynamics
- Created partnerships with local and statewide elected officials to expand the campaign's reach and elevate its messaging among voters

CERTIFICATIONS

ServSafe Food Protection Manager Certification

Expires October 2026

Illinois BASSET On-Premise Seller

Expires November 2025