

MARY COYLE SULLIVAN

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PROFESSIONAL EXPERIENCE

City of Darien, Illinois

Aldersperson Ward 5, 2019-present

- Represent the citizens of Darien Ward 5 as an elected city official serving on the City Council, Administrative/Finance Committee Chairperson, and serve as liaison to Economic Development.

Emerald Marketing/Neighbors Magazine, Batavia, IL

Writer & Editor, 2008 – 2016

- Coordinate and develop the editorial content for a community magazine that is published bi-monthly with a focus on local stories and events.
- Plan the contents of publication utilizing collaborative tools to organize flow and submissions.
- Write and edit copy, and supervise others' work.

Smith Bucklin & Associates, Chicago, IL

Director of Education, Oct 1992 – Jun 2003

- Responsible for various aspects of the education and professional services areas of several technology non-profit associations.
- Organized professional conference content, marketing & communications, speaker coordination and financial planning for a multitude of events each year.

EDUCATION

Bradley University, Peoria, IL

Bachelor of Science in Business Management with a minor concentration in Political Science

ADDITIONAL SKILLS

- Exceptional communication skills, both written and in person.
- Extremely organized and very conscientious of the quality of work product.
- Hard working, loyal and supportive team player.
- Very knowledgeable of local educational outlets, services and resources.
- Well versed in community outreach and communication channels.
- Outside of professional accolades, many years of volunteer experience working with local community organizations, charities and clubs. Major responsibilities have been to serve as the Marketing & Communications Chairperson preparing press releases and handling publicity. Has extensive expertise in fundraising and community engagement.

COMMUNITY OUTREACH

- Extensive work and leadership roles in numerous community and charitable organizations: Darien Historical Society, Darien Woman's Club, Our Lady of Mt. Carmel Food Pantry, Hinsdale South Boosters Club, Cass District 63 Foundation for Excellence, District 86 Save Our School Campaign, District 86 Caucus.