

**D. ETTA WILCOXON, J D**  
2040 West McNichols Road  
Detroit, Michigan 48203  
313-587-5683

## EDUCATION

- 1978      **Bachelor of Arts - University of Detroit - Political Science**
- 1980      **Master of Arts - University of Detroit - Public Administration**
- 1986      **Doctor of Jurisprudence - Cumberland School of Law - General Law**

## EMPLOYMENT

- 2003-Present      Founding Partner DEW's Consulting Agency:** Primarily professional grant writing and business plan development. **CEO, Publisher and Editor of the Renaissance Observer:** Complimentary, issue oriented newspaper.
- 2002-2003      Wilcoxon Enterprises, Inc.\*\*President & CEO** \*Continued previous development of Wilcoxon Enterprises, Inc., which included the addition of a broad-sheet newspaper; the Renaissance Observer and DEW's Consulting Agency.
- 11/99- 2002      Northend Community Development Corporation\*\*\*      Executive**  
**Director**
- \* Negotiated/acquired office space for Corporation; authored four (4) grant proposals, increasing corporate funding four fold; orchestrated: a senior/youth bonding/Christmas affair, a community JUNETEENTH Celebration, a voter registration drive, on-going assessments of housing needs, created a computer awareness program, expanded business capability for the North End and pursued on-going lobbying efforts for the total eradication of the social and economic ills of the neighborhood.
- 7/97 - 11/99      Wilcoxon Enterprises, Inc.\*\*      President & CEO**
- \* Continued development of Wilcoxon Enterprises Inc.\*\*\* which included: addition of Real Estate Consulting arm: Selling and listing commercial and residential properties, consulting on real estate values, financing, etc. Also, contracted with the Detroit Urban League for contract development services.
- 8/95 - 6/97      Wilcoxon Enterprises, Inc.\*\*      President & CEO**
- \* Contractor with City of Flint which included: authoring a government screening committee handbook, a board of directors' guidebook, researching

## Wilcoxon Cont'd 2

Statutory construction issues, developing press releases, newspaper advertisements, state application completion, drafting of by-laws and articles of incorporation. Primary player in the establishment of effective team development and operation of Enterprise Community application process. \*\*During same time frame, served as substitute teacher in Highland Park school district. Most rewarding assignment: teaching "learning disabled" students that they could and would, provided we worked together, become as bright as, if not brighter, than the "regular student population".

**7/94 - 8/95 Wayne County Neighborhood Legal Services Resource Development Officer**

\* Grant proposal development, supervision of research staff, established and maintained good rapport with evaluators, researchers, and funding sources.

**7/93 - 4/94 3M National Advertising Co. Public Service/Community Relations Manager**

\* Enhanced the corporate image relative to public service/community relations across the country.

**5/89 - 7/93 3M National Advertising Co. Government/Community Affairs Manager**

\* Hired and monitored lawyers and lobbyist, monitored legislation, negotiated property owner disputes, prepared and made variance presentations, sought out and maintained government contacts, responded to press inquiries, issued press releases, and maintained good relationships throughout the country.

**1/89 - 5/89 Wayne County Neighborhood Legal Services Administrative Asst. - Street Law Coordinator**

\* Adjunct Professor of Law - University of Detroit/Mercy  
Taught the Street Law course, assisted in the development, coordination and judging of mock trials, maintained public relations and saw to administrative matters.

**1986 - 1988 City of Detroit Legal Intern**

\* Legal research and writing and the participation in trials and mediation proceedings.

**1983 - 1986 City of Birmingham, AL City Magistrate**

\* Conducted preliminary examinations, issued warrants and engaged in legal research and writing.

## **Wilcoxon Cont'd 3**

**1980 - 1983 Alabama State University**

**Administrative Assistant to and  
Acting Director of Federal Relations**

\* Developed and coordinated the submission of federal and private grant proposals, supervised staff and promoted the institution's image. Taught in the College of Business Administration.

**1978 - 1979 City of Detroit Human Rights Department  
Unit/**

**Complaints**

**Southeast Michigan Council of Government's Scholarship**

\* Intake of complaints.

**1977 - 1978 City of Detroit - Common Council**

**Administrative Aide**

\* Assessed community based problems, addressed same and followed up on the elimination of said problems and advanced beliefs in good government.

## **ACTIVITIES**

- Former Board Member - American Society for Public Administration
- Member - International Law Society
- Member - Pi Sigma Alpha - The National Political Science Honor Society
- Former Board President and CEO - Art Center Music School
- Board Member- Erma L. Henderson Legacy Foundation
- Member-Southern Christian Leadership Conference (SCLC)
- CEO, Publisher and Editor-The Renaissance Observer, Inc.
- DEW's Consulting Agency – Founding Partner and Team Leader
- The Underground Railroad Families Historical Society
- Distinguished Women In International Service

## **HONORS**

- Municipal Government Book Award
- Proctor of Admiralty
- Earl Warren Legal Scholar
- Distinguished Service Award - United Negro College Fund
- Woodrow Wilson Fellow
- SEMCOG Scholar
- Who's Who Among American High School Students
- Multiple Million Dollar Real Estate Producer
- Disabled American Veterans-Commanders' Club -Bronze Leader
- Pioneer Award - 3M National Advertising Company

## Wilcoxon Cont'd 4

### Volunteer Undertakings

Rev. Dr. Oscar King Northwest Unity Missionary Baptist Church --- Lead person in development of Church Newspaper.

Fought to Preserve the Right Of Detroiters To Vote being lead person in raising several thousands of dollars through Keep The Vote No Take Over.

S.C.L.C. Southern Christian Leadership Conference.

Erma Henderson Legacy Foundation.

The Art Center Music School.

The Northend Community.