

# SYLVIA VALADEZ

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## PROFESSIONAL SUMMARY

Thirty five years of Public Service experience

## SKILLS PROFILE

- Excellent communication skills.
- Effective interpersonal relationships with Officials, Department Heads, Staff, Community Members, and Residents.
- Excellent in analyzing facts and solving problems. No impulsive decisions.
- Effectively executes Legislative powers.

## EMPLOYMENT HISTORY

Supervisor, State of Illinois Department Of Employment Security (IDES) 3/15/2012 — Current  
*Grayslake, Illinois*

- Plans, directs, and supervises professional employees engaged in provision of Employment Security Programs.
- Establishes and maintains a system to monitor section performance against office goals and objectives.
- Collaborates with managers and other supervisors for the evaluation of department programs and services.
- May act in place of the Consolidated Office Manager

Employment Security Program Representative, State of Illinois 1/15/1978 — 3/14/2012  
Department of Employment Security (IDES) Grayslake, Illinois

- Extensive knowledge of employment and unemployment programs, practices, and procedures.
- Ability to effectively communicate with employers, community agencies and partners,
- Facilitates employment and unemployment workshops
- Extensive knowledge of client and employer rights and obligations to provide determination of noncomplex unemployment insurance claims benefit issues.

Village Trustee 4/12/2007 — current  
*Round Lake Beach, Illinois*

- Exercise all executive, administrative, and legislative powers.
- Chairman of Economic Development Department.
- Supervise and monitors the activities which impact the village.
- Approve ordinances, resolutions, policies and procedures ,and budgets.
- May act a Mayor Pro Temp.

Village Clerk  
Round Lake Beach, Illinois

4/9/2001-4/9/2007

- Retained custody of the corporate seal and documents
- Attend corporate meetings and keep a full record of board proceedings in the form of minutes.
- Administrate oaths of office and possess local election authority.
- Managed, plan, organize, and provided oversight to the village clerk office and its associates.
- Prepare and participate in the budget process.

#### ACTIVITIES

- Commissioner /Volunteer, Lake County Housing Authority
- Member, State of Illinois Hispanic Association
- Advisory Board Member, Mano a Mano Resource Center
- Member, Round Lake Chamber