

**Fred Moody**

---

**Objective:** *To serve as a member of the South Stickney Sanitary District.*

**Work Experience:**

**Clerk of the Circuit Court of Cook County**                      **1/95 – Present**

***Associate Clerk of Records and Facilities Management***

- 1). *Managed up to 300 employees.*
- 2). *Instituted uniform cross training procedures.*
- 3). *Established standardized operations procedure.*
- 4). *Implemented electronic docket for the Probate Division.*
- 5). *Streamlined duplicitous departments and work processes resulting in cost savings and improved efficiency.*
- 6). *Responsible for managing all major capital renovations.*
- 7). *Responsible for the storage, maintenance, and retrieval of all court records.*

**Cook County Treasurer's Office**

**4/94 – 1/95**

***Assistant Cook County Treasurer***

- 1). *Created and managed new department that was responsible in facilitating the collection of millions in delinquent taxes.*
- 2). *Developed process to identify and locate delinquent tax payers.*
- 3). *Efforts enabled the county to collect millions in property taxes.*

**Cook County Recorder of Deeds, Chicago, IL**

**2/'93 – 4/'94**

***Director of Customer Service:***

- 1). *Supervised all customer service functions.*
- 2). *Developed and implemented initiatives to ensure compliance with Americans with Disabilities Act.*
- 3). *Established customer service call center and special service functions.*

**Community Service**

1992 - 1994 served on the West lawn Community Advisory Panel.

2007 – 2012 Chicago Board of Local Improvements Board Member.

2012 – 2014 Chicago Building Board of Appeals Board Member.

2015 – Member Chicago Ridge Lions Club.