

Michelle Irizarry

3595 Bridle Brook Dr. Auburn, GA 30011 – 678-618-6266 – michelleirizarry75@yahoo.com

Experience

City Administrator

City of Statham – Statham, Ga

August 2017 – Present

- Daily management of City of Statham with service to Mayor, City Council and citizens
- Oversight and Maintenance of 5 Departments and Department Directors (Police, Public Works, Water/Sewer, Finance and Building)
- Management of Financial Policies and Procedures
- Human Resources Management
- Management of Tax, Utility Billing, Elections
- Representation of City at public functions
- Economic Development

Accounting Manager

Northeast Georgia Regional Commission- Executive Office, Athens, GA

March, 2017 – July 2017

- Oversight, management, maintenance of general ledger accounts and adjustments, payroll, AP, AR
- Knowledge of GAAP, GASB, Investments, Cost Accounting and Fund Accounting
- Provide and present financial analysis statements and reports including monthly balance sheets, income statements, cash flows statement and actual to budget including variance analysis
- Liaison with Banking industry to ensure direct deposit, ACH transfers and positive pay is complete
- Collect and provide information for audit inquiries and assistance to auditors

Financial Analyst – Fiscal Analysis Business Unit

Gwinnett County Financial Services- Budget and Grants Division, Lawrenceville, GA

December, 2014 – March 2017

- Provide support to county departments solving financially related problems and review of internal controls
- Resolution of complex reconciliation and financial analysis problems through in depth research
- Analyze, audit, reconcile, and validate complex financial data through records, databases, fixed assets and logs
- Preparation and presentation of financial analysis, communications, schedules, tables and/or statements to and from internal departments, financial institutions and external agencies
- Development and implementation of financial procedures and analysis of legislation

Mobility Manager

Gwinnett County Community Services- Senior Services, Lawrenceville, GA

July, 2013- December, 2014

- Coordination with Department of Transportation, MARTA and Atlanta Regional Commission for mobility services for seniors and Gwinnett County Senior Services
- Supervision of Staff including management and prioritization of work, performance appraisals, training, hiring, and disciplinary actions
- Financial work with Federal, State and County funding

Program Analyst II

Gwinnett County Department of Transportation, Lawrenceville, GA

October, 2012- July, 2013

- Coordination and administration of Capital budget, history, preparation, projection and revisions
- Liaison to County Community Improvement Districts and Cities
- Monitoring Capital Project Management, Contracts and Procurement through finalization
- Preparation of Agenda items, Change Orders and County Administrator items

Business Officer**Gwinnett County Community Services**, Lawrenceville, GA

January, 2010- October, 2012

- Coordination and administration of Capital budget, history, projection and revisions
- Monitoring Capital Project Management, Contracts and Procurement
- Development and maintenance of fixed assets
- Supervision of Staff: performance appraisals, training, hiring, firing and disciplinary actions

Business Associate**Gwinnett County Community Services**, Lawrenceville, GA

March, 2008- January, 2010

- Procurement card supervision, approval, and sign off(WORKS)
- G/L accounting and reconciliation of accounts for Senior Services (SAP)
- Grant and General fund budget preparation and maintenance, Balanced Scorecard measures
- A/P, Payment of temporary personnel, Vendor Payments (SAP)
- Purchase orders(SRM)

Michelle Irizarry, Inc. Auburn, GA

March, 2006- December, 2007

- Served as a liaison and consultant for part time employment to off duty police officers
- Payroll and salary negotiations
- Project Management
- Complete ownership and operation including all financial duties
- Consulting

Accounting**Gwinnett County Tax Commissioner/ Property Tax**, Lawrenceville, GA

July, 1996- November, 2001

- Coordination and preparation of daily deposits totaling 300 million dollars during peak tax season
- Knowledge in Federal, State, and County tax laws
- Knowledge and skill in processing returned checks and collection

Education**Bachelor of Science, Business Management**

Shorter University, Lawrenceville, GA

December, 2008

B.S. degree prepared me for leadership roles in the business and corporate world. Hands-on training with broad understanding of business organizations, administrative duties, financial responsibilities

Professional Memberships and Community Involvement

Member of GCCMA-Georgia City County Managers Association, GGFOA-Georgia Government Finance Officers Association and Barrow Chamber of Commerce

Church involvement at Snellville United Methodist Church; served as Assistant Nursery Director from November, 2001- August, 2004. Participation with the Meals on Wheels program for Gwinnett County Senior Services

CITY OF BUNNELL, FLORIDA

APPLICATION FOR EMPLOYMENT

PO Box 756

Bunnell, FL 32110-0756

Telephone: 386-437-7500

Fax: 386-437-7503

Received by: C. Hancock

Date Received: 7/23/18 4:49 PM

Important Instructions: Hand-print or type neatly in black ink only. Fill in every blank line or box. If a blank line or box doesn't apply, enter "NA," or if you have no comment, enter "NC." A resume may be submitted with your completely filled-out Application for Employment form. Do not write "See Resume" in any of the blank lines or boxes.

Position applied for: City Manager

APPLICANT'S FULL NAME: Michelle Irizarry

Desired wage/salary: \$80,000

Date you can start: 2 WEEKS FROM OFFER

Have you ever used a different first name, last name, or any nickname? Yes No

If yes, please list names used: Michelle Hutson

Applicant's mailing address: 3595 Bridle Brook Drive

City: Auburn State: GA Zip Code: 30011

Daytime Phone number: (678) 618-6266 Other Phone number: _____

How did you learn of this job opening? floridaleagueofcities.com

- Are you 18 years old, or older?..... Yes No
- Can you legally hold a job in the USA?..... Yes No
- Are you currently employed?..... Yes No
- If not currently employed, were you laid off and/or subject to re-call?..... Yes No
- May we ask information about you from your current employer?..... Yes No
- Have you ever worked for the City of Bunnell before?..... Yes No

Have you ever been arrested?..... Yes No

If yes, please provide details below or attach detailed documentation including date(s), crime(s), disposition(s), probation(s), and location(s):

N/A

Job Applicant's full name: Michelle Irizarry

DRIVERS LICENSE

Do you have a valid Florida Drivers License?..... Yes No

What type of drivers license is it? Hardship Operator CDL Class D C B A

Do you have less than six violation points charged against your license? Yes No

Has your drivers license ever been suspended or revoked? Yes No

If yes, give reason(s) and the month and year of each: Georgia Drivers License

MILITARY SERVICE

Have you ever served in the US Army Air Force Navy Marines Coast Guard or National Guard ? Are you now in the National Guard or Reserve? Yes No

What was your discharge? Honorable Dishonorable Other than honorable

What rank/grade did you achieve (E-3, O-2, etc.)? N/A

What was your rating (communications, infantry, supply, medic, etc.)? N/A

Are you claiming veteran's preference (attach DD Form 214)? Yes No

EDUCATION

Level	Name of School City & State	# of Years	Diploma/ Degree	Type of Degree or Major discipline
High School	<u>Simon Kenton High School</u> <u>Independence, KY</u>	<u>1</u>	<u>Diploma</u>	<u>College Prep</u>
College	<u>Shorter University</u> <u>Rome, GA</u>	<u>4</u>	<u>BSM</u>	<u>Management</u>
Voc-Ed	_____	_____	_____	_____

PROFESSIONAL / VOCATIONAL CERTIFICATION(S) / LICENSE(S)

1. Certified Local Finance Officer - University of Georgia - Carl Vinson Institute of Government

2. _____

SPECIAL SKILLS

List all, such as word-processing speed, operate front-end loader, mechanical, pipe laying, computer programs you're proficient at, electrical, operate tractor mower, crime investigation, construction inspection, HazMat training, conflict resolution, administration, etc.

Job Applicant's full name: Michelle Irizarry

REFERENCES

Do not list former employers, people related to you, or people you have known less than one year.

Name	City/State of Residence	Telephone	Years
<u>David Tucker</u>	<u>Lawrenceville, GA</u>	<u>(404) 697-7896</u>	<u>6</u>
<u>Dr. Jim Fatzinger</u>	<u>Islamorada, FL</u>	<u>(305) 469-9465</u>	<u>3</u>
<u>Russell Royal</u>	<u>Lawrenceville, GA</u>	<u>(770) 822-8724</u>	<u>6</u>

RESUMES

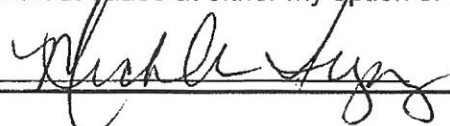
I have a resume which I have attached for the City's consideration..... Yes No

OTHER PERTINENT COMMENTS OR REMARKS

Be all-inclusive. You may refer to attached/included documents. Include social as well as work matters.
 Memberships:
 GCCMA-Georgia City County Managers Association
 GGFOA-Georgia Government Finance Officers Association
 Barrow Chamber of Commerce
 GMA - Georgia Municipal Association

AFFIRMATION OF APPLICANT

I certify that all information in this Application for Employment, including all attachments, is true and complete; and, I understand that if any false information, omissions, or misrepresentations are discovered I may be rejected from potential employment, and if employed this is grounds for termination. In consideration of the employment applied for, I agree to conform to the City's rules, regulations and policies. I understand that Florida is a "right to work" state; and, therefore, my employment and compensation can be terminated with or without cause at either my option or the City's option.

Applicant's signature:  Date: 7/23/2018

Job Applicant's full name: Michelle Irizarry

EMPLOYMENT HISTORY

Start with your current, or most recent, job and list all former employers for the last ten years. If you need more space, photocopy the next page (page 5 of 6) before you fill it out.

Current or Most Recent Job

Name of Organization: City of Statham

Mailing Address: PO Box 28

City: Statham State: GA Zip Code: 30666

Job Title: City Administrator

Summarize the work you did/do: Management of the City of Statham

Please see resume for additional information

Name & Title of Supervisor: Mayor Robert Bridges

Telephone: (770) 725-5455 Fax Number: _____

Dates Worked (Mo/Yr): Started: 07/2018 Ended: _____

Final Wage/Salary: \$ _____ per _____. Hours worked per week: 40+

Reason for Leaving: Currently Employed - Looking to relocate

Next Most Recent Job

Name of Organization: Northeast Georgia Regional Commission

Mailing Address: 305 Research Drive

City: Athens State: GA Zip Code: 30506

Job Title: Accounting Manager

Summarize the work you did/do: Manager of Accounting for the Regional Commission - Please see resume for additional information

Name & Title of Supervisor: Jim Dove

Telephone: (706) 369-5650 Fax Number: _____

Dates Worked (Mo/Yr): Started: _____ Ended: _____

Final Wage/Salary: \$ _____ per _____. Hours worked per week: 37.5+

Reason for Leaving: Promotional Opportunity

Job Applicant's full name: Michelle Irizarry

CONTINUATION OF EMPLOYMENT HISTORY

Next Most Recent Job

Name of Organization: Gwinnett County Board of Commissioners

Mailing Address: 75 Langley Drive

City: Lawrenceville State: GA Zip Code: 30046

Job Title: Multiple job titles and multiple Departments

Summarize the work you did/do: Governmental services with emphasis on finance and human services. Please see resume for additional information

Name & Title of Supervisor: Russell Royal (most recent)

Telephone: (770) 822-8724 Fax Number: _____

Dates Worked (Mo/Yr): Started: 03/2008 Ended: 03/2017

Final Wage/Salary: \$ _____ per _____. Hours worked per week: 40+

Reason for Leaving: Promotional Opportunity

Next Most Recent Job

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Job Title: _____

Summarize the work you did/do: _____

Name & Title of Supervisor: _____

Telephone: _____ Fax Number: _____

Dates Worked (Mo/Yr): Started: _____ Ended: _____

Final Wage/Salary: \$ _____ per _____. Hours worked per week: _____

Reason for Leaving: _____

Job Applicant's full name: Michelle Irizarry

Applicant is not to type/write on this page.

Application:

Neat: Yes ___ No ___; Writing is easily read: Yes ___ No ___; Complete: Yes ___ No ___

Recommendation for Interview: Yes ___ Potentially ___ No ___

Reviewed by: _____ Title: _____

FIRST INTERVIEW: Date: _____ Structured: _____ Random: _____ Tour: _____

Interviewer: _____ Title: _____

Applicant was: Neat in appearance__ Articulate__ Confident__ Sincere__ Friendly__
Abrasive__ Evasive__ Not succinct__ Seemed to have good understanding of the job__
Other Comments:

Recommended for a second interview? Yes ___ No___

References checked: Yes ___ No ___ Result _____

Former Employees Checked: Yes ___ No ___ Result _____

SECOND INTERVIEW: Date: _____ Structured: _____ Random: _____ Tour: _____

Interviewer: _____ Title: _____

Applicant was: Neat in appearance__ Articulate__ Confident__ Sincere__ Friendly__
Abrasive__ Evasive__ Not succinct__ Seemed to have good understanding of the job__
Other Comments:

Recommended for Hiring by:

Name: _____ Title: _____

Signature: _____ Date: _____