

OBJECTIVE

A generalist with the goal of obtaining a challenging professional management position with a local government that can benefit from my skills, education, and professional experiences.

EDUCATION

Masters Degree Public Administration
University of Central Florida
May 2003

Bachelor of Arts Public Administration
University of Central Florida
May 2000

SUMMARY

A public service professional with a demonstrated ability to work with diverse groups of people. Project management with organizational, analytical and communication skills focusing on a customer oriented approach, with organizational vision and goals as the desired outcome. Fluent in English/Spanish, computer literate, and a consensus builder with experience and expertise in the following areas:

- Grant Writing and Administration
- Economic Redevelopment/Development
- Human Resources
- Finance and Budget
- Project and Operations Management
- Strategic Planning

RELEVANT GOVERNMENT EXPERIENCE**Redevelopment Director, City of Flagler Beach****2006 to present**

Executive, professional and administrative position responsible for managing the City's designated Community Redevelopment Area (CRA). Responsibilities include planning, initiating, and directing programs and projects for the CRA's physical and economic improvement, including capital projects, marketing efforts, budgeting and committee work. Maintain effective working relationships with City, County, State and Federal public officials and the private sector. Responsible for effectively and efficiently developing and managing a \$6 million budget. Grants Administrator for the CRA and city-wide efforts. Successfully obtained \$600,000 in grants in 2008 and \$4.9 million in 2009. Implemented and coordinated \$8 million in projects in 2007 through 2010. Coordinate and implement economic development efforts within the City, liaison to other governmental agencies including State and Federal. Responsible for business recruitment and retention within the CRA boundaries and administration of the Tax Increment Financing revenues received by the Agency.

Consulting Project Manager, City of Bunnell**2008 to 2009**

Executive and professional consulting services for the City in the capacity of Project Manager. Focus of work is on straightening out their Community Redevelopment Agency (CRA) and bringing the Redevelopment Plan forward after 2 years of no activity. Resolving complex legal and statutory issues related to the CRA as well as establishing goals and objectives for Plan implementation in the future. Implementing programs that will spur and encourage redevelopment and infill as well as new development city-wide. Liaison to Washington D.C. related to grants and possible funding sources. Responsible for business recruitment and retention within the CRA boundaries and administration of the Tax Increment Financing revenues received by the Agency.

Community Development Director, City of Bunnell**2004 to 2006**

A highly responsible professional and administrative position under the direction of the City Manager responsible for the daily coordination and operation of all facets of Community Development to include Planning, Zoning, Building, Occupational Licensing, Inspections, Economic Development, and Code Enforcement for the City of Bunnell. Project development and coordination, extensive contact with new developers coming into the City, annexations and Comprehensive Plan updates. The City is in the forefront of rapid growth and part of the fastest growing County in Florida. Work with two Charter Schools as well as multi-million dollar development projects. Establishment of City's first Community Redevelopment Agency (CRA) and administration of the future Downtown Overlay District

Interim Assistant City Manager, City of Holly Hill**2004**

Filled in for Assistant City Manager who was called up to active duty in the U.S. Air Force Reserves. Responsible for grant writing and implementation, projects coordination, annexations, intergovernmental public information, economic development and CRA issues. Performed contract management and negotiations as well as special project implementation. Responsible for logistics coordination during three

hurricanes in 2004, as well as assigned PIO. All work performed under the direct supervision and direction of the City Manager.

Contracted Management Analyst for the City of New Smyrna Beach

2003-2004

Responsible professional liaison and administrative staff work assisting the City Manager in administering policy and programs. Provided direct staff assistance and analysis for special projects, grant activities, policy formulation, special events, and other crucial projects. Work was performed under the executive direction of the City Manager who outlined broad areas of responsibility. Responsible for the writing, editing and printing of program plans for special projects. Consulted with and advised the City Manager on community, economic, social, intergovernmental, and city administrative matters. Functioned as liaison with departments, citizens, the business community, civic groups, and other local governments. Served as project manager or coordinator for special activities as assigned by the City Manager.

Other Local Government Experience

2000- Present

Provided Consulting Services for several governments:

Town of Ponce Inlet

City of New Smyrna Beach

City of Orange City

Lake County Board of County Commissioners

Human Resources

Management

Finance/Administrative/Budget

Human Resources/Risk Management

Specific accomplishments are as follows:

- Implementation and project completion of CDBG and FRDAP Grants previously set aside due to lack of resources. Securing over \$600,000 in grants for stormwater and beach services. Securing \$3.5 million in Federal and State Funding for downtown redevelopment.
- Creating special venues and events for the downtown Community Redevelopment Agency. Creating partnerships with private, local, State and Federal agencies for the advancement and implementation of the Master Plan and CRA Plan.
- Instrumental in the annexation of approximately 100,000 acres into the City of Bunnell, and future Economic Development opportunities for City growth in a 50 year projected window.
- Establishing the City's first CRA and Downtown Overlay District for the City of Bunnell.
- Grant writing and administration in various cities. Secured a total of \$4,993,000 in grant funding during fiscal year 2008-2009 for the City of Flagler Beach.
- Developed Safety and Drug/Alcohol training manuals; developed departmental Emergency Management Plans; Strategic Planning and Program Evaluation Contract negotiation and administration in various cities. Acted as a liaison to citizen groups, County, State and Federal agencies. Researched, created, and implemented a new City Gas Utility Tax in Orange City.
- Financial Policies and Procedures, Budget document design, analysis, and production; Pay Plan/Classification, Employee Cost analysis; EEOC compliance; employee benefits coordination, implementation and conflict resolution; Employee Manual production and analysis for several cities.
- Assisted various City Managers in various research assignments, trend analysis, and other operational issues with regard to Public Policy, Economic Development, and annexations.
- Developed analyses for productivity improvement and departmental reorganization.

ADDITIONAL EXPERIENCE

Extensive customer service, supervisory and management experience related to various private industries: served as a Sales Representative for Pitney Bowes Corp (two years), Assistant Accounts Receivable Manager, Michael Business Machines (two years), and Customer Service Supervisor for Flight Safety International (5 years).

AFFILIATIONS

Current member Florida City and County Managers Association

Current member Florida Redevelopment Association

Former member International City/County Management Association

ACADEMIC AND PROFESSIONAL ACCOMPLISHMENTS

Florida City/County Managers Association 2004 "If You Can You Do" Award
Presidents and Deans List throughout College career, Achievement of Excellence Award,
Student Diversity Council Award

VOLUNTEER EXPERIENCE (10 years)

- Coordinator of volunteers for the Orange County Public Schools (two years)
- Coordinated volunteer activities for Apopka Middle School and Zellwood Elementary (nine years)
- Volunteered at a homeless shelter in many capacities for two years.

REFERENCES

CARYN S. MILLER

Michael Booker City Manager, Daytona Beach Shores	386-763-5373
William Whitson City Manager, East Ridge, Tennessee	423-867-7711
Armando Martinez City Manager, City of Bunnell	386-437-7508
Joseph Forte Seminole County Acting County Manager Former City of Holly Hill Manager	407-665-7212
Kassandra Esposito Blissett Assistant City Manager, Debary	386-668-2040
Kenneth Parker City Manager, Port Orange	386-506-5500
Catherine Robinson Mayor, Bunnell	386-503-8837
Joanne King Former Mayor, Bunnell	386-517-8762

Additional references available if requested