

Application Form

Profile

James

First Name

Abbott

Last Name

144 NW Lawton Road

Home Address

Port Saint Lucie

City

FL

State

34986

Postal Code

jeacpaf@comcast.net

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Home: (772) 777-2502

Primary Phone

Mobile: (206) 909-9373

Alternate Phone

Retired?

Yes No

NAES Corporation

Employer

Indirect Taxes - Property Tax

Job Title

Tax Manager

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

My background in Finance and IT would be of service to the city and community. Also, I am interested in learning more about how decisions are made as well as budgets and capital improvements. As a citizen, I would like to help our city grow and make good decisions for all.

Why do you think you are qualified to serve on this board or committee?

I am a CPA (in WA state) and I have a strong background in finance, budgeting, and financial planning. Also, I retired from Microsoft where I worked with the Financial Planning and Analysis group as part of my work performing the world-wide close and consolidation of the books.

Brief description of Education & Experience

B.S. in Accounting, Masters in Data Analytics. 20 years at Microsoft working in IT, Accounting, and Tax. Partner at a local CPA firm in WA managing small business financials and consulting.

[ResumeJAbbott.pdf](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

8+ years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

James E. Abbott, CPA, CMA, CGMA

144 NW Lawton Rd.

Port Saint Lucie, FL 34986

Phone (206) 909-9373

Email: jeacpa@gmail.com

Executive Profile

Results driven, detail orientated CPA/CMA with experience in accounting, finance, tax, auditing, data analytics. Areas of strength include Accounting, Tax, Audit, Financial Analysis, Foreign Currency Accounting, Intercompany Accounting, Close and Consolidations. Microsoft products (including server products such as SQL Server and Power BI), Python, R, SAS, Alteryx, KNIME, and a strong knowledge of SAP/FI, ECCS. Often called up on to work with various finance teams on integration projects, upgrades, and functionality requirements. Key strength in working between Finance and IT.

Professional Experience

NAES Corporation. July 2021 to present

Indirect Taxes for Bay4 (subsidiary) managed contracts. Preparing state and local sales tax returns for Bay4 clients related to solar energy.

Property tax returns for Bay4 managed contracts.

Process automation using Python, R, SQL, Power BI, and Alteryx

Microsoft Corporation,

July 2015 to April 2021

Group Manager, Finance Business Intelligence

- Special projects as called upon including changes in business processes (intercompany accounting, consolidations, account reconciliations, foreign currencies, SAP upgrades, acquisitions, and systems integration)
- Reports data analysis development for the Tax Department as needed.
- Ensure SAP configurations conform to business needs of Finance and Tax
- AI and RPA projects related to account reconciliations.
- Data Analysis

May 2007 to June 2015

General Ledger Group Manager

- Management of World-Wide Close and Consolidations team for Microsoft's worldwide SAP general ledger
- Responsible for SOX controls related to journal entries and balance sheet account reconciliations
- Foreign currency gain/loss analysis working closely with the Treasury Controllers' Group.
- Maintain relationships with Microsoft Regional Operating Centers and subsidiaries
- Key achievements include, Integration of Nokia financial systems into Microsoft's financial systems, Enablement of Group Currency in SAP/FI. CFO award winner for reduction of taxes related to foreign currencies, integration of Nokia and Skype acquisitions; reduction of G/L close process from 5 days to 4; and Quest for Excellence award winner for work on foreign currency project to help reduce fluctuations in currency gains and losses.

November 2005 to May 2007

- Excise and Property Tax Manager
- Responsible for Canadian Sales & Use tax and audits; US property taxes and audits
- Key achievements include successful closures of Canadian audits, and reclaim of Canadian taxes paid on goods and services

Facchina Global Services, LLC. February 2005 to November 2005

Controller for a government contractor dealing in intelligence and security related programs. Specific areas include the Accounting and Tax Department. Assisted on installation of Timberline accounting software.

Microsoft Corp., July 2001 to February, 2005

Senior, Tax Analyst for Excise Tax, Program Management and Product Management for the Tax Data Warehouse (TDW) – at the time, Microsoft's 2nd largest SQL database. Data Analysis for Accounting, Tax, and Treasury.

Education

B.S. - Accounting, cum laude, Central Washington University, Ellensburg, Washington, August 1993

M.S. - Data Analytics, WGU, May 2021

Accreditation & Honors

Passed CPA exam on first sitting. Placed sixth in Washington, November 1993. Placed in the top 150 in the nation (out of 74,000) resulting in Elijah Watt Sells Award. Dale Carnegie graduate and winner of the "Highest Award for Achievement". Received Certificate of Appreciation from Washington Employment Security Department for

assistance in improving tax reporting for Washington state businesses. Paul Harris Award from Everett Rotary Club.
Member of AICPA, WSCPA, and IMA.

Application Form

Profile

Michelot
First Name

Benjamin
Last Name

5965 NW Baylor Avenue
Home Address

Port St Lucie
City

FL
State

34986
Postal Code

michelotbenjamin2@aol.com
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Home: (772) 237-2035
Primary Phone

Home: (772) 801-9457
Alternate Phone

Retired?

Yes No

URENCO USA
Employer

Manager Employee Concerns
HR
Job Title

Nuclear Compliance
Occupation

Which Boards would you like to apply for?

Construction Board of Appeals: Submitted
Affordable Housing Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

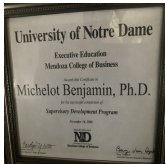
I am PhD in Business Management and worked in many committees I. The Utility Sector fir over 40 years. Once retired I decided to teach at IRSC.

Why do you think you are qualified to serve on this board or committee?

I have a in Think Think Group for years and have resolved complicated matters that brought resolved to one of the largest utility company in the US.

Brief description of Education & Experience

BS GS @ St Francis College, NY MA in BM -HR @ Central Michigan U, MI PhD in BA Management Studies @ MSU, Notre Dame U in IN and NYU Communications



Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

19 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

University of Notre Dame

Executive Education
Mendoza College of Business

Awards this Certificate to

Michelot Benjamin, Ph.D.

for the successful completion of

Supervisory Development Program

November 14, 2000



Carolyn Y. Woo
Carolyn Y. Woo
Dean, Mendoza College of Business

Barry Van Dyck
Barry Van Dyck
Associate Director, Executive Education

Application Form

Profile

Michael _____ D _____ Bernard _____
First Name Middle Initial Last Name

244 SW Dalton Circle _____
Home Address

Port St. Lucie _____ FL _____ 34983 _____
City State Postal Code

mbernard@irsc.edu _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Mobile: (772) 236-8550 _____ Home: (772) 979-4123 _____
Primary Phone Alternate Phone

Retired?

Yes No

Indian River State College _____ Business Analyst _____ Business Consultant _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

If Yes, by whom?

Mayor

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I believe that my years of experience as a business consultant will allow me to make decisions related to budgetary, finance, and other areas that can help benefit the city government. I also have been serving on the Citizens Advisory Committee for several years and believe that I can continue to help the city grow and thrive.

Why do you think you are qualified to serve on this board or committee?

As stated above, I have served on the Citizens Advisory Committee for several years. I am thoroughly qualified to handle questions and problems related to city government based on my years of experience in financial management and control.

Brief description of Education & Experience

BS degree in Industrial Engineering and a minor in Computer Systems. 10 years experience working for several international accounting firms. Owned 2 small business companies related to computer exports and another for Internet web hosting company. Founded and owned a local Management Consulting firm on the treasure Coast for 10 years before I retired. I am currently working for the SBDC@IRSC as a Certified Business Consultant.

[Michael D. Bernard -
Business Biography 2023.docx](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

08/04/1945

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

If Yes, please list:

Citizens Advisory Committee

Are you a registered voter?

Yes No

How long have you been a City resident?

23 Years - Since 2000

Michael D Bernard

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

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I Agree

Michael D. Bernard

Mike Bernard was born and raised in South Florida and has lived on the Treasure Coast since 2000. Mr. Bernard received his B.S. Degree in Industrial Engineering and a Minor in Computer Systems from the University of Miami. He spent the first 10 years of his consulting experience with several international accounting firms in their Management Consulting Services Division, working with Fortune 500 companies throughout the United States. Mr. Bernard has also worked for several local and regional Accounting Firms as a Manager and Principle in charge of their Consulting Operations in the South Florida area before opening his own Management Consulting Firm in Miami, FL.

Mr. Bernard has vast experience working with all types and sizes of businesses. His industry expertise includes Manufacturing, Distribution, Agriculture, Trucking, Construction, and Healthcare. In addition, he currently specializes in helping both small and midsize companies (SMEs) who want to expand their business and increase their profits. These areas of specialization include: Operational & Financial Analysis, Cost Reduction, Pay for Performance, Strategic Visioning & Business Process Re-Engineering & Continuous Process Improvement.

During his many years of conducting consulting projects, he has also owned several of his own businesses. He was the CEO of a computer company that assembled and exported PCs and computer components to Latin America. He was also the President/Owner of one of the first web hosting sites in South Florida, helping clients sell their merchandise over the Internet.

Mr. Bernard has been with the FSBDC since 2013. He has earned several certifications, including Certified Economic Development Finance Professional (CEDFP), Certified Profit Mastery Facilitator, and a Certified Business Analyst. In addition, he belongs to several local & civic organizations and boards in St. Lucie County.

Application Form

Profile

Joel _____ L _____ Bernstein _____
First Name Middle Initial Last Name

1034 SW London Lane _____
Home Address

PORT SAINT LUCIE, FL _____ FL _____ 34953 _____
City State Postal Code

joel_b_07740@yahoo.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Retired?

Yes No

AT&T _____ Director _____ Physicist _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted
 Infrastructure Surtax Citizens Oversight Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am interested in assisting on projects throughout the City.

Why do you think you are qualified to serve on this board or committee?

Am energetic, educated and have the time. Would enjoy serving the community

Brief description of Education & Experience

Advanced degrees in Physics Taught physics at IRSC

[Joel_Bernstein.docx](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

15 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Joel Bernstein's assets : Nov. 2013

| | | |
|-----------------|-----------|----------|
| Pension | \$19,000 | |
| Social security | \$20,400 | |
| House | \$60,000 | |
| Ira's | \$130,000 | |
| Stocks | \$30,000 | |
| Cash | \$50,000 | |
| Tax Free Bond | \$9,600 | |
| Total | | \$279600 |

Application Form

Profile

Kimberly M Byrne
First Name Middle Initial Last Name

[Redacted]
Home Address

[Redacted]
City

[Redacted]
State

[Redacted]
Postal Code

[Redacted]
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

Retired?

Yes No

Pinnacle Foot and Ankle Centers Podiatrist - CEO Podiatrist
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

As a physician in this community, I have many conversations with my patients regarding the pros and cons of living in Port St Lucie and I would like to be a part of the decision making process as well as be a voice for the community members at large.

Why do you think you are qualified to serve on this board or committee?

I have held numerous managerial positions throughout my career and enjoy working as a team.

Brief description of Education & Experience

I have 4 years of undergraduate education, 4 years of medical school training, 3 years of surgical residency. I now have a doctorate and see patients of our community daily. I was also head of marketing at my last practice.

[CV_with_references_1_.docx](#)

Upload a Resume

Demographics

Ethnicity

[Redacted]

Gender

[Redacted]

[Redacted]

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

3 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Dr. Kimberly Woodard, DPM

CAREER DEVELOPMENT

Pinnacle Foot and Ankle Centers, Port Saint Lucie, FL, beginning August 2020

A new podiatric medicine and surgical facility providing quality foot and ankle care to the residents of the Treasure Coast.

- Owner and partner
- 1801 SE Hillmoor Dr, #A103

Family Foot Center, Cookeville, TN, May 2016 - Present

A busy 4-office practice in based in Cookeville, Crossville, Jamestown and Livingston, TN

- Primary physician at the Cookeville, Crossville and Jamestown locations
- Privileges and on-call coverage at 2 area hospitals
- Over 400 surgical procedures

Advanced Foot Care Centers, Chattanooga, TN, June 2013- May 2016

A 6-office podiatry practice based in Chattanooga, TN and North GA dedicated to providing quality foot care with a focus on patient care and customer service.

- Primary physician at St. Elmo and Dalton office locations
- Privileges and on-call coverage at 5 area hospitals
- Estimated total revenue generated: \$750,000
- Over 125 surgical procedures July 2013 - May 2016
- Active participant in multiple community outreach projects including local wellness clinics

EXPERTISE

Medplace, July 2020-Present

Nationwide network of doctors in their respective specialties for case and peer review as well as expert witness testimony

Claims Eval, July 2020-Present

National team of independent board certified physicians providing expertise in all areas of case review

Medical Review Institute of America, July 2020-Present

Clinical and utilization review board

Medical Consultants Network, July 2020-Present

URAC-accredited Independent Review Organization, MCN completes evidence-based medical peer reviews for a wide array of clients in the healthcare and insurance markets

Kepro, July 2020-Present

Physician reviews enhancing quality outcomes for government sponsored healthcare programs

EDUCATION

Memorial Regional Hospital Hollywood, FL 2010- June 2013

PMSR with Rearfoot Certification

- Chief Resident
- This residency is a five hospital system with two surgery centers. It was heavily intensive in surgery and rounding with several different types of inpatient and outpatient settings. With a large amount of clinical exposure through private practices as well as a weekly rotation through a resident run indigent clinic. This residency has a total affiliation of >40 podiatric physicians. Includes exposure to both forefoot and rearfoot surgical procedures.

Barry University Miami Shores, FL 2005-2010

Doctorate of Podiatric Medicine

- Podiatric Merit Scholarship
- PICA Group Scholarship recipient
- Scholarly Development Award
- GPA 3.97

Florida State University Tallahassee, FL 2001-2005

Bachelors of Science in Physiology

- Magna Cum Laude

Certifications and Licensures

- October 2019 Diplomat of the American Board of Podiatric Medicine
- October 2019 Fellow of the American College of Podiatric Medicine
- September 2013-August 2020 ABFAS Board Qualified
- 2008-present Basic Life Support
- 2008-present Advanced Cardiac Life Support

Professional Memberships

- 2010-present American College of Foot & Ankle Orthopedics
- 2013-present Tennessee Podiatric Medical Association
- 2005-present American Podiatric Medical Association
- 2008-2010 American Society of Forensic Podiatrists (Student Member)
- 2006-2007 Executive Board, Class of 2010, Fundraising Chairman

Research

- 2011 Effects of H-Wave Therapy on Wound Healing.
Monitored the effects of low frequency electrical stimulation on wound healing progression.
- 2010 Malignant Fibrous Histiocytoma Associated with Implant Hardware
Awarded runner-up in annual AGNES Scientific Seminar Poster Competition

Teaching Experience

- 2006-2007 Teaching Assistant to Dr. Ramjeet Pemsingh, Gross Anatomy and Lower Extremity Lab

Publications and Presentations

- August 2014 Featured in *Ideal Health and Beauty*
- October 2013 Featured in *Blush Magazine* - Q&A Session
- June 2012 Mobile Pediatric Van - Provided foot exams for indigent children in the Hollywood, FL area
- June 2011 FPMA Meeting - Presented a case review on Popliteal Artery Aneurysms
- March 2011 ACFAS Annual Scientific Conference - attendee
- October 2010 Step Out to Fight Diabetes - Provided complimentary foot screening
- March 2008 Pompano Rescue Mission - Provided palliative foot care at local homeless shelter

References

- 1) Ira Kraus, DPM
Village Podiatry Centers
900 Circle 75 Parkway (Suite 900)
Atlanta, GE 30339
(423) 605-3668
- 2) Danielle Green-Watson, DPM
Georgia Blue Foot and Ankle
3387 Highway 5 (Suite H)
Douglasville, GA 30135

(407) 844-4499

Application Form

Profile

Immacula _____
First Name

Carpentier _____
Last Name

172 SW Exora Ter _____
Home Address

Port St Lucie _____ FL _____ 34953
City State Postal Code

icarpentier2010@gmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Retired?

Yes No

Prestige Estates Property Management _____ Regularly update space availability on Costar, and company website _____ Director Lease Administration _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted
 Construction Board of Appeals: Submitted
 Affordable Housing Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

Serving on a board or committee is a way serve and get involved in the community that I'm leaving.

Why do you think you are qualified to serve on this board or committee?

I have been serving a nonprofit organization Association for the Development of L'Azile (ADA) for the past 6 years. I started as secretary for the Miami branch and now I got elected as the Director. I think my qualifications and my experience make me qualified to serve the board or committee.

Brief description of Education & Experience

Please attached a copy of my resume

[Immacula_Resume_10.05.2023.pdf](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

2 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Immacula Carpentier

172 SW Exora Ter, Port St Lucie, FL 34953 📠 Mobile: (305)901-9846 📠 icarpentier2010@gmail.com

SUMMARY OF QUALIFICATION

- Motivated and bilingual professional with 10+ years of experience in accounting and management with proficiency in administering corporate HR initiatives, providing a broad level of employee relations, and handling complex situations with professionalism and confidentiality
- Maintain employee files and records, inputs and processes new hire paperwork, updates employee data in the human resources information system, and assists employees with forms and procedures
- Strong command of employment benefits plan.

KEY SKILLS

- Ability to meet deadlines, excellent product quality and attention to detail
- Computer proficiency in MS Office (Outlook, Word, Excel and PowerPoint)
- Ability to work independently while maintain confidentiality and professionalism
- Good communication and comprehensive skills
- Possess knowledge about section 8 process
- Great customer service
- Collaboration & vendor relations

EDUCATION

Nova Southeastern University (NSU)

Master of Business Administration

Concentration: Human Resources Management

Served on Nova Southeastern University Hall of Fame 2015-2016

Served on Nova Southeastern University panel pursuit of accreditation

Fort Lauderdale, FL

May 2016

DeVry College of New York

Bachelor of Professional Studies in Technical Management

Concentration: Operations Management

New York, NY

June 2010

CERTIFICATIONS

Gold Coast School

Pre-license Community Association Manager (CAM)

Fort Lauderdale, FL

October/2017

Certificate in Professional studies, Event and Wedding Planner

QC Event Planning School

Certificate in Professional studies, Travel Consultant

QC Travel School

RELEVANT COURSES

Project Management | Principle of Management | Operation Research | Data Analysis | Probability & Statistics| Organization Behavior| Human Resources Management| Introductory Marketing| Legal, Ethical, and Social Values of Business

MANAGEMENT & ACCOUNTING EXPERIENCE

Prestige Estates Property Management (680 Units) Residential

North Miami, FL

DIRECTOR LEASE ADMINISTRATION

October 2018-Present

- Schedule and conduct tours of the property with prospective Tenants.
- Prepare and submit proposals for prospective Tenants.
- Guide prospective Tenants through the Lease process by reviewing Lease requirements and negotiating lease terms.
- Prepare Lease agreements for new and renewing Tenants.
- Walk property grounds to ensure available units are in move-in ready condition per company standards
- Update weekly leasing activity and daily prospect tracking reports.
- Regularly update space availability on Costar, and company website
- Promote positive and proactive tenants relations through effective communication.
- Meet the current Tenants to discuss renewal options.
- Coordinate with the Property Manager and General Contractor to ensure Tenant improvements are completed on time.

Prestige Estates Property Management (680 Units) Residential

North Miami, FL

ASSISTANT PROPERTY MANAGER

February 2018-October 2018

- Assist manager in the supervision of maintenance staff, including building maintenance manager, maintenance supervisor and any contract workers.
- Operate computers programmed with Appfolio to record, store and analyze information.
- Assist in the lease transactions by typing leases, gathering applicant's history and credit approval.
- Accept rental payments and post to the computer.
- Renew all Residential leases, organize and file all applicable reports, leases, and paperwork.
- Accept service requests from residents and routes to maintenance for prompt processing.
- In charge of Property Insurance for Commercial tenants as requested per their lease.
- Manage and handle a variety of projects in the office including Handle correspondence, telephone contacts, and incoming mail, including confidential materials, in a professional and expedient manner
- Prepare monthly bank Reconciliations.
- Ensure the apartment is ready for residents to move-in on an agreed date.
- Assist in preparation of advertising and marketing programs.

Continental Fidelity Corporation

Commercial/Residential

Miami Beach, FL

ASSISTANT LEASING MANAGER

May 2013-February 2018

- Imported leases, annual increase letters, certificate of insurance, renewal letters, lease extension, amendment to lease and addendum to lease into MRI.
- Prepared lease extension and amendment for our current tenants.
- Updated required reports concerning the City violation, activity on a daily basis and provided information to the property manager.
- Handled all the violations and make sure the building is in compliance with the City code.
- Helped with AR.
- Renewed all REO leases, organized and file all applicable reports, leases, and paperwork
- Accepted service requests from residents and routes to maintenance for prompt processing
- In charged of Property Insurance for Commercial Tenants as requested per their lease.
- Managed and handled a variety of projects in the office including Handle correspondence, telephone contacts, and incoming mail, including confidential materials, in a professional and expedient manner
- Prepared yearly CAM Reconciliations to consolidate Tenants account

Graduate Business Student Association (GBSA)

Davie, FL

DIRECTOR of HUMAN RESOURCES

November 2014-May 2016

- Managed human resources operations by recruiting, selecting, orienting, training, coaching, planning, monitoring, appraising reviewing staff job contributions, resolving problems; implementing change.
- Accomplished special project results by identifying and clarifying issues and priorities.
- Annually reviews and makes recommendations to the executive board for improvement of the organization's policies.
- Supervised the human resource department.
- Participated on committees and special projects and seeks additional responsibilities.
- Prepared reports and recommended procedures to reduce absenteeism.
- Managed the recruitment and selection process
- Recruited, interviewed, and selected member to fill vacant positions
- Planned and conducted new member orientation to foster positive attitude toward organization goals
- Advised executive board in appropriate resolution of member relation issues.

Graduate Business Student Association (GBSA)

Davie, FL

DIRECTOR of EVENTS

March 2015-May 2016

- Worked with committees to develop a program for events including speakers, topics, and timing and communicated with speakers regarding their commitment to the event and their needs related to attending the event.
- Submitted contract to appropriate individuals for approval.
- Managed and worked with appropriate members to evaluate all events, ensuring continual improvement and quality guest service.
- Responsible for packing and overseeing shipping of materials needed for events and ensuring their prompt arrival.
- Negotiated contracts and evaluated options with a variety of vendors for events and arranged for all related services with vendors, such as decorators, audio-visual needs, entertainment, etc.

The Federated Companies

Miami, FL

ACCOUNTING STAFFING

February 2013- May 2013

- Processed accounts payable and accounts receivable while maintaining attention to details
- Managed bank and general ledger reconciliations, as well as payroll processing
- Prepared the trial balance, performed month-end closings, matching, batching, coding and entering invoices, posted and reconciling batches.
- Implemented QuickBooks System, created Company files and export the file from Yardi into QuickBooks
- Created vendor accounts and related files into QuickBooks System, performed monthly bank reconciliation for over 20 different accounts.

Manhattan Valley Management Co.

New York, NY

BOOKKEEPER

May 2009-December 2012

- Analyzed and reviewed employees' time card and process bi-weekly payroll using the Paychex online platform, responsible for all personnel files-including leave & sick time for all employees, kept track of employee's time off
- Employee orientation, development, and training; policy development and documentation
- In charged of AR/AP account and general ledger reconciliation, processed daily receivables
- Performed monthly bank reconciliation for over 25 different accounts
- Supervised and trained employees during Yardi system training session, created vendor accounts and related files into Yardi system, generated new tenants files into the Yardi system
- Assisted Controller with annual budget preparation and other intercompany, prepared monthly financial progress reports to measure company
- Analyzed various tenant files for recertification, assessed tenants for HUD section 8, Nycha and Sries approval

Seminole Hard Rock Hotel

Hollywood, FL

SUPERVISOR

May 2004-November 2008

- Controlled and managed a high volume cash transaction
- Prepared and submitted cash journals to appropriate departments
- Assisted customer with inquiries and ensured they were satisfied
- Provided satisfactory solutions to related customer problems, and performed duties as assigned
- Analyzed and reconciled inter-departments cash register to main safe
- Verified that all the vault deposits are accurate and recorded accordingly

COMPUTER SKILLS

Windows XP, MS Office, PowerPoint, Database, Excel, Project, Champion, CMP, New Wave, Paychex PC Payroll, Yardi System Voyager Property Management/Accounting, QuickBooks, CYMA, MRI, Appfolio. Fluent in English, Creole and French.

Application Form

Profile

Raquel _____ A _____ Class Feliciano _____
First Name Middle Initial Last Name

3625 SW Margela St _____
Home Address

Port st Lucie _____ FL _____ 34953 _____
City State Postal Code

rqlfeliciano@yahoo.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Home: (772) 777-9012 _____
Primary Phone Alternate Phone

Retired?

Yes No

Henderson Behavioral Health _____ Therapist _____ MSW Social Workers _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

If Yes, by whom?

My Adult Children

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I have lived in Port, Saint Lucie for almost 25 years and watched its growth and development. I care very deeply about the city because I raised all four of my children here and four out of the six grandkids I have are now going to school here.

Why do you think you are qualified to serve on this board or committee?

I have both the city and the peoples interests at heart. This is a very clean and beautiful city it started out and was made that way by the people.

Brief description of Education & Experience

I have a BSW and an MSW and clinical social work. I serve this community as a social worker for almost 20 years in both case management services with DCF, and the LTC program with Medicaid for the elderly. I presently now work within the court system message forensic therapist helping those who have been deemed incompetent to proceed to have their competency restored so they can face their criminal charges. I have also worked as a hospice social worker, and worked with many of the families of this community. Well, their families were dying.

[Personal Resume.docx](#)

Upload a Resume

Demographics

Ethnicity

Other

Gender

Female

06/19/1972

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

24 uears

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Experience

CHAPTERS HEALTH HOSPICE 5/26/20-PRESENT

Bio psychosocial's, plan of cares, daily notes. Relevant referrals for proper agencies needed, monitoring of patient's needs, coping and support systems. Providing assistance with funeral home information final arrangements, Veterans Affairs, and discussing DNR's and LivingWell 's.

IPU MSW SOCIAL WORKER, TREASURE COAST HOSPICE — 2017-2020

doing initial social work visits with families have been admitted either GIP level of care routine level of care. Assisting families with relevant plan of cares, grief and bereavement services and working with chaplain to provide spiritual needs.. also assisting families who may need placement for long-term care or any other relevant services through any other agencies that may be appropriate to assist families. Veteran patients as well as assisting the families of patients who are United States Veterans in terms of what their benefits are and how to facilitate the commencement of their benefits.

:

UNTIED HEALTH CARE GROUP

June 2013 to December 2014 Care Coordinator

- Managed a caseload of up to 50 members in the Medicaid Long Term Care population within St. Lucie, Martin, Palm Beach, Stuart, Fort Pierce, and Okeechobee Counties
- Conducted 701B assessments and face to face visits with members in their homes and nursing facilities
- Reviewed care plans and managed medication reconciliations quarterly
- Managed day to day operations of medium to high risk cases, co-assisted in palatine care cases to ensure compliance with ACHA regulations, and collaborated with the Utilization Management team • Communicated telephonically with clients and providers monthly
- Performed as a preceptor of new employees and trained them how to conduct initial assessments, monitored the effectiveness of services in place to ensure level of care to clients and interventions conducted for members defined to be at risk
-

AETNA- October 31 2017-Present Care Manager, Region 9

Conducting 701B Assessments, 3008 Forms, Quarterly Review and Monthly Contacts with Mixed Case Load of SF, Home and Community. Care Coordination of services with new enrollees, ensuring HIPPA, FOC and ensuring members are educated on rights and responsibility, the Medicaid Appeals and Fair Hearing Process, how to report Abuse and Neglect and that member s have the right to choose their providers. Also ensuring Members have

personal emergency plans and documenting such. Other responsibilities include participation in ACHA Chart Audits, ensuring the Member's emergency contact information is up to date and performing Home like events, medication events, placement events, and condition management events. As a CM, I also ensure, visitation notes are done in accordance with ACHA guidelines of 48 hours, POC and POC Summaries are provided to PCP's and Providers within 10 days and members are also educated on the PDO program. Other responsibilities include covering caseloads for other Care Managers on leave.

STUART WELLNESS DETOX CENTER January 2017 to present Primary Therapist

- Conduct initial sessions that assess biomedical conditions, barriers to treatment, history of suicidal and homicidal ideations, intensity of acute withdrawal symptoms, triggers, and consequences of patient's addictive behaviors
- Duties also include Bio-Psychosocial Assessments, Treatment Plans, Suicidal Risk Assessments, Behavioral Contracts, Safety Contracts, ASAMS, Discharge Summaries, Daily Support and Exit Sessions, Client Satisfaction Surveys, AMA Blocking, and Group Sessions

G4S

July 2016 to January 2017 Substance Abuse Counselor

- Responsibilities included ASAMS, Individual and Family Therapy, Discharge Planning, Multi-Staff Meetings, Discharge Summaries, Group Sessions, Chart Audits, and Peer Reviews

Department of Children and Family Services 2009 to 2012

Social Worker

- Implemented intervention methods in cases involving domestic violence, abuse (sexual and physical) and substance abuse
- Mediated and provided conflict resolution, detailed court reports and case notes, financial assessments, and case recommendations as well as protective supervision of children and their families, in addition to case advocacy
- Facilitated Palliative Care for terminally ill clients

Choices Recovery Center 2008 to 2009

Executive Director

- Supervised staff encompassing the Clinical Director, Executive and Administrative Assistant, four clinical therapists, 10 mental health technicians, and 50 patients
- Gave detailed clinicals including Multi Axis Diagnosis and Medication Reconciliation with insurance

companies, maintenance of JHACO accreditation and DCF standards, quarterly reports of budgetary expense, employee reviews, liaison between CEO, clinical staff and community, and Court Liaison

- Conducted public awareness lectures and activities educating the community on substance abuse, depression, and dual diagnosis and provided information to seek assistance while promoting abstinence

Port St. Lucie Hospital, Behavioral and Substance Abuse Treatment Center
2008

Therapist - Dual Diagnosis Unit

- Supervised care and treatment of 15-18 patients for inpatient services and collaboration with staff (3 RN's, LPN's, 3 Mental Health Techs and 1 Discharge Planner)

- Coordinated and provided individualized case management, group therapy, and bio-psychosocial assessment services

- Facilitated process-oriented individual, group, and family intense psychotherapy

- Coordinated patient therapy with doctors and staff

United for Families

2005 to 2008

Department Case Manager

- Managed a case load of 55 Families

Skills

701 B certified, Spanish speaking

EDUCATION-

Florida Atlantic University -BSW 2005

BARRY UNIVERSITY, MSW 2007

Application Form

Profile

Zana

First Name

Cutler

Last Name

1852 SW Erie Street

Home Address

Port St Lucie

City

FL

State

34953

Postal Code

zana.cutler@cbrealty.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Mobile: (772) 224-6309

Primary Phone

Alternate Phone

Retired?

Yes No

Coldwell Banker Realty

Employer

Sales Support Admin

Job Title

Office Manager

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am in my mid 50's and I feel like it is time for me to get involved. I have lived in Port St Lucie since 1985.

Why do you think you are qualified to serve on this board or committee?

I am not really sure what qualifications you are looking for. I know how to keep my household budget balanced. I make good decisions. I manage 118 real estate agents. I am good with time management. I do what I say I will do, I don't pass the buck and if I make a mistake I own it. If I don't meet the qualifications for this committee, maybe there is another one I can assist.

Brief description of Education & Experience

Some college. Real Estate License, EMT License, served on the PTA back in the day. Raised a son on my own while being a small business owner.

[Zana_CBR_Resume.doc](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

03/31/1967

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

38 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

ZANA K. CUTLER

Cell: 772.224.6309 | Email: cutlerzana@gmail.com
1852 SW Erie Street | Port St. Lucie, FL 34953

High energy take-charge individual with strong verbal and written skills, entrepreneur orientation, resourceful self-starter able to handle multiple projects, work with people at all levels within an organization, professional, integrity and absolute commitment to quality. Administrative qualities with over 20 years of experience.

EMPLOYMENT HISTORY

Coldwell Banker Realty Jan 2015 - present

- Sales Support Specialist for 3 Corporate Real Estate office locations and over 300 independent Licensed Real Estate contractors.
- Processed documentation required by federal, state, and corporate compliance in regards to residential and commercial real estate transactions.
- Produced and distributed a monthly print and digital newsletter.
- Trained independent contractors on corporate platforms designed to assist in driving independent contractor business.
- Scheduled daily, weekly, and monthly sales meetings between management and independent contractors.
- Processed payroll / commission checks and balanced AP/AR with independent contractors to assure quick and accurate closure of real estate transactions.
- Produced a weekly podcast to update independent contractors on market trends, business opportunities, and new corporate initiatives.
- Designed print, digital, and social media advertising and marketing materials for independent contractors.

Zana's Business Service □ Freelance Assistant Jan 2009 - Dec 2014

- Freelance personal assistant to real estate professionals.
- Ad design for real estate magazines and newspapers; design custom color flyers and postcards; EDDM postcards and marketing campaigns; client databases and online marketing campaigns in Constant Contact; design PowerPoint presentations.
- Assisted with creating Employee Manual, Standard Operating Procedures, and Quality Assurance System for a previous employer.
- Managed three strip centers; positive track record with tenant relations; knowledge of property-level budget and expense practices; generated monthly management reports; implemented policy and procedures; lease administration; coordinated tenant relation events; accounts payable and receivable.

TECHNICAL SKILLS

Adobe CS3 (Photoshop, Illustrator, InDesign), Adobe Acrobat, PageMaker 7, Epson & Konica Scanners, UniBind, Microsoft Office (Word, Excel, PowerPoint, Publisher), Office 365 and Outlook Express.

REFERENCES UPON REQUEST

Application Form

Profile

Donna

First Name

M

Middle Initial

Cyrus

Last Name

184 SE Osprey Ridge

Home Address

Port St Lucie

City

FL

State

34984

Postal Code

dmariecyrus@hotmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Mobile: (305) 432-0336

Primary Phone

Alternate Phone

Retired?

Yes No

Federal Communications
Commission

Employer

Senior Attorney

Job Title

Attorney

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am interested in serving on the Citizens Advisory Committee because the continued improvement and positive growth of my community is important to me. Citizens should utilize every opportunity to participate in public service because important policy decisions impact their daily lives. I believe the opportunity to serve my community and to help foster goals of a healthy, flourishing community is an honor and a privilege.

Why do you think you are qualified to serve on this board or committee?

As an attorney and public servant with 23 years in Federal service and 2 years with the State of Florida, I believe that my legal and government knowledge and experience would be an asset to this committee. Furthermore, I currently manage the FCC's Intergovernmental Advisory Committee. I believe that this direct advisory committee experience, along with my team-building, interpersonal and leadership skills, makes me very qualified for the position.

Brief description of Education & Experience

I am an attorney and a graduate of the Florida State University College of Law (1996), licensed to practice in Florida. I have worked as a Senior Attorney at the Federal Communications Commission (FCC) for the past 23 years, where I have held several positions, including enforcing the FCC's rules and statutes. I currently manage the FCC's Intergovernmental Advisory Committee (IAC), which is comprised of 30 state, local, and Tribal elected officials. The business of the IAC is to advise the FCC on telecommunications matters, such as broadband availability, digital equity and emergency preparedness and response. Please see the attached resume.



Upload a Resume

Demographics

Ethnicity

African American

Gender

Female

08/31/1965

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

Donna M Cyrus

How long have you been a City resident?

3 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Donna M. Cyrus, ESQ.

184 SE Osprey Ridge
Port St. Lucie, FL 34984
(305) 432-0336 (mobile)
Email: dmariecyrus@hotmail.com

PROFESSIONAL SUMMARY

Telecommunications Law Attorney with experience managing two advisory boards and over 25 years in public service seeks volunteer opportunities to utilize my knowledge and experience in serving the community.

EDUCATION

| | |
|---|--|
| Juris Doctorate | Florida State University College of Law, Tallahassee, FL Graduated 5/1996 (with Honors), Member, Florida Bar 1996 |
| Bachelor Business Administration | Temple University, Philadelphia, PA Graduated 5/1992 (concentration in Human Resources) |
| Liberal Arts Studies | Rollins College, Winter Park, FL Attended 9/1983 to 5/1985 |
| High School Diploma | Philadelphia High School for Girls, Philadelphia, PA Graduated 6/1983 |

PROFESSIONAL EXPERIENCE

SENIOR ATTORNEY

Federal Communications Commission (FCC or Commission), Washington, D.C.
7/2000 to Present

Office of Intergovernmental Affairs, Consumer & Governmental Affairs Bureau

- **Chief Liaison.** Manage, coordinate and direct all activities of the FCC's Intergovernmental Advisory Committee (IAC). The IAC is an advisory board comprised of state, local and Tribal elected or appointed officials whose mission is to aid the Commission regarding many telecommunications issues, including broadband availability and deployment, digital equity, and emergency preparedness and response.
- **Designated Federal Officer.** Managed, coordinated and directed all activities of the FCC's Hospital Robocall Protection Group (HRPG) as the Designated Federal Officer of this Federal Advisory Committee. The HRPG, whose establishment was directed by Congress to combat robocalls to hospitals, was comprised of voice service providers that serve hospitals, companies that focused on mitigating unlawful robocalls, consumer advocacy organizations, and providers of one-way voice over internet protocol services.

Telecommunications Consumers Division, Enforcement Bureau

- Conducted investigations into the practices of telecommunications carriers for apparent violations of FCC rules and applicable statutes and prepared Consent Decrees, Notices of Apparent Liability, and Forfeiture Orders.

Senior Attorney/ Attorney Florida Public Service Commission (FPSC), Tallahassee, FL
6/1996 to 6/1997 and 3/1999 to 6/2000

- Practiced telecommunications law and managed cases involving interconnection agreements, unbundling, resale, collocation, cramming, slamming, service standards, and pay telephone operations.

Application Form

Profile

Robert

First Name

Schwerdel

Last Name

12019 SW Vano Way

Home Address

Port St Lucie

City

FL

State

34987

Postal Code

rgskayak@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Retired?

Yes No

Bank of New York Mellon/retired

Employer

Managing Director / Retired 2018

Job Title

Wealth Management

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

My wife and I have made Port St Lucie our full time home since 2022 after purchasing a home here in 2021. I intend to spend the rest of my years in PSL and have an interest in doing what I can to ensure PSL succeeds in serving the interests of all its citizens.

Why do you think you are qualified to serve on this board or committee?

I have extensive experience in business leadership roles and as a trustee and Treasurer of one of Long Island NY's largest social service non profit organizations. I believe my experience running significant businesses within a large Wall St bank and as Treasurer of a non-profit with an annual budget in excess of \$20M affords me a degree of experience and expertise which could be valuable as a member of the Citizens Advisory Committee.

Brief description of Education & Experience

B. S. Business Administration from University at Albany MBA Finance from Adelphi University 36 year career in banking and wealth management. Responsible for starting and leading the Family Wealth Division for The Bank of New York and later leading and managing the Wealth Management business for the firm in the suburban NY, CT and NJ markets. All of my roles required development of annual revenue and expense budgets. My non profit experience included 10 years as treasurer of one of Long Island's largest social service non profit organizations.

[Resume_2.pdf](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

2 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Robert G. Schwerdel

(M) 516.662.6958 - rgs kayak@gmail.com

Summary of Qualifications:

Extensive wealth management experience with demonstrated ability to lead growth and change. Proven team and relationship building and presentations skills. Successful strategic leader with a focus on growing revenue, increasing efficiency, improving client experience and attracting and developing talent.

Professional Experience:

**Bank of New York Mellon
BNY Mellon Wealth Management**

2013 - 2018

Regional Managing Director - Connecticut, Westchester and Long Island Markets

- Led staff of 36 wealth management professionals in four offices (Greenwich, Westport, White Plains, Garden City) to effective execution on strategic priorities and growth strategies
- Responsible for relationship management, portfolio management and fiduciary administration for 1,000 client relationships with over \$6Bn in AUM generating over \$55Mil in annual fees
- Recipient of the CEO of Wealth Management's Revenue Leader award in 2017 for exceeding plan in both net new business and pre-tax income
- Recruited several professionals from Managing Director level to Associates to achieve year end 2017 staffing targets

**Bank of New York Mellon
BNY Mellon Wealth Management**

2006 - 2012

Managing Director - Market Executive for Long Island

- Responsible for investment management, trust, sales and private banking professionals in Long Island market
- Repositioned the firm and upgraded talent on Long Island after sale of commercial and retail business to Chase
- Grew AUM from less than \$1Bn to over \$1.6Bn

**Bank of New York
The Private Bank**

2001 - 2005

Managing Director - Head of Family Wealth

- Built a start up division focused on UHNW market
- Developed and delivered BNY's first private client open architecture solution
- Leveraged the firm's strong institutional custody and reporting platform to deliver Family Office custody solution
- Developed partnerships with philanthropic advisors, UHNW insurance providers, family governance experts and concierge services to compliment the firm's offering to this segment

Bank of New York

The Private Bank Managing Director - VP Team Leader

1990 - 2000

- Managed the mid town NYC group of private banking teams in 3 offices
- Managed the Wall Street private banking office and built lending programs with partners at top investment firms
- Managed a midtown private banking office

Bank of New York

1982-1989

- Retail District Manager responsible for 18 branches
- Branch Manager / Management trainee / Credit training program

Education:

Masters of Business Administration 1986

*Finance and Banking
Adelphi University*

Bachelor of Science 1982

*Business Administration
The University at Albany*

Trustee and Treasurer of Family and Children's Association - Mineola, NY

Past Advisory Board Member of Adelphi University's School of Business - Garden City, NY

Application Form

Profile

Jeff _____ L _____ Devine _____
First Name Middle Initial Last Name

11599 SW Rowena Street _____
Home Address

Port St. Lucie _____ FL _____ 34987 _____
City State Postal Code

jeffreyldevine@aol.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Home: (772) 345-8553 _____ Mobile: (812) 760-4239 _____
Primary Phone Alternate Phone

Retired?

Yes No

STS Aviation Group _____ General Counsel & Dir of HR _____ Corporate Attorney and Executive _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

To be involved in the community and to help advise our elected leaders in the pulse of the citizens as PSL grows.

Jeff L Devine

Why do you think you are qualified to serve on this board or committee?

I've been involved on community boards back in Indiana where I'm originally from. In addition I'm a corporate executive and attorney so bring a business perspective to a committee. I'm also involved in my church, Christ Fellowship, in Marriage and Student ministry so bring also perspective of being a servant leader.

Brief description of Education & Experience

B.S. - History & Political Science, University of Southern Indiana MBA - University of Southern Indiana
Juris Doctorate - St. Louis University School of Law Law Practitioner & Business Owner - 1992-2004
Corporate Attorney & HR Director - 2004- present

[jeffrey_devine_2020_CV.docx](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

03/11/1966

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

7.5 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

HUMAN RESOURCES DIRECTOR & CORPORATE ATTORNEY

Strategic and innovative HR Executive and corporate attorney who translates business vision into HR initiatives that improve performance, profitability, growth, and employee engagement. Empowering leader who supports the company and top executives with a unique perspective and appreciation that human capital is every organization's greatest asset. Adept at balancing the needs of the organization with conscientious consideration of employee expectations and human resource regulations and legal requirements. Exceptional at communication, business acumen, strategic thinking, problem solving and analysis, personal effectiveness and credibility, diversity and inclusion and collaborating and partnering with all levels of an organizational structure to build a cohesive and effective environment that accomplishes organizational goals, provides customer service with an attitude of servant leadership and fosters an atmosphere of openness and trust between management and employees. Genuine influencer who thrives on tough challenges and translates visions and strategies into actionable, value-added goals.

Signature HR/Legal Qualifications

HR Best Practices Organizational Development Change Management
Employee Relations and Diversity Employee Performance Improvement Workforce Planning & Development
Talent Acquisition Leadership Development M&A Strategies & Due Diligence
Staff Coaching & Mentoring HR Policy, Process & System Design Organization-Wide Consensus Building
Corporate Law Regulatory Compliance Contracts Servant Leadership
Disciplined and flexible problem-solving approach that balances business goals and employee needs

PROFESSIONAL EXPERIENCE

STS AVIATION GROUP, LLC | Jensen Beach, Florida | 2016-Present

Founded in 1986. STS Aviation Group is a one stop service provider to the global aviation industry, including component sales and distribution, workforce management, aircraft engineering services, line maintenance, and aircraft repair and modifications with over 3000 employees worldwide.

Director of Human Resources & General Counsel

Manage the global human resource and legal function as a key member of the leadership team serving as a strategic business partner fostering employee engagement and mobilizing talent.

- **HR Organization Leadership:** Most senior HR Executive in STS, directing 15 HR and compliance professionals in staffing, recruitment, benefits, compensation, training, leadership development, succession planning, HRIS, and regulatory compliance. Heavy emphasis on leading STS through rapid organizational growth and change.
- **HRIS Technology:** Driving transition from outdated HR systems into a fully integrated HRIS platform, improving analysis, reporting and planning capabilities while streamlining daily HR functions.
- **Employee Relations:** Introduced proactive employee relations processes and communications and creating a more employee-centric focus of the HR organization.
- **M&A Due Diligence:** Contributed to senior level M&A decisions, supporting initial analysis through due diligence and subsequent integration. Enabled business growth by assessing HR cultural compatibility and talent impacts.
- **Post-Acquisition HR Integration:** Ensured strategic alignment of HR with new business objectives and minimized business interruptions through execution of workforce integration plans.

ONSITE OCCUPATIONAL HEALTH & SAFETY, INC. | Princeton, Indiana | 2013-2016

A private family owned company that provides healthcare through staffing and operation of clinical facilities on a global scale. Ranked by Inc. magazine in 2012/13 as one of the fastest growing healthcare companies in the United States and Indiana by revenue.

Director of Human Capital & Corporate Counsel

Managed the global human resource and legal function in the North America, Middle East, Africa and Europe regions, overseeing a staff of 4. Key member of the leadership team serving as a strategic partner, particularly from the perspective of the impact of people on the organizational goals.

- **Employment Law:** Managed to successful resolution litigation and regulatory matters, including a class action claim based upon FLSA and State wage claim of US employees working in Afghanistan, CMS regulatory investigation of CLIA certified laboratories, drug use and trafficking investigation of employees based in Afghanistan and New York based civil suit based upon contractual issues.
- **Compensation:** Developed a proactive and progressive compensation and benefits program to provide motivation, incentives and rewards for effective performance.
- **Onboarding:** Developed an on-boarding program that achieved efficient and timely completion of on-boarding process providing corporate savings and new hires with needed tools for success.
- **Accreditation:** Successfully managed and created processes that led to successful recertification of the company for Joint Commission Accreditation.
- **Employee Relations:** Developed a robust internal investigative process to ensure proper and consistent handling of employee relations and anonymous reporting processes, ensuring fairness and compliance with human resource, legal and risk management considerations.

FLORIDA RELIABILITY COORDINATING COUNCIL, INC. | Tampa, Florida | 2013

A not for profit corporation to ensure that the bulk power system in Peninsular Florida is reliable, adequate and secure. The FRCC serves as a regional entity with delegated authority from the North American Electric Reliability Corporation (NERC) for the purpose of proposing and enforcing reliability standards within the FRCC Region.

Manager, Human Resources/Corporate Secretary

Responsible for the development and oversight of corporate EEO and diversity programs and initiatives, corporate training programs, recruitment, hiring and retention of personnel, all aspects of employee relations, processing and maintaining of employee personnel files, on-boarding, human resource regulatory requirements and employee benefits administration and for development and administering the risk management, safety and workers compensation programs. Managed the Corporate Secretary function serving the Board of Directors, Managed the legal affairs of the company.

- **Culture Change:** Developed and began implementation of corporate culture change project to address employee involvement and communication with corporate leaders and to build an atmosphere of trust with employees, of impartiality and fairness of the executive team and the human resource role within the organization.
- **Policies and Processes:** Developed, reviewed, revised and implemented policy changes to provide more consistent and reasonable application of policies and procedures between the objectives and expectations of the organization and its employees.

Legal/HR Consulting | Evansville, Indiana | 2012-2013

Self employed consulting/Attorney

Human Resource Consultant/Employment Law/Corporate Attorney

Provided legal counsel and consultative services in the areas of corporate law and employment law, including, FLMA, ADA/ADAAA, FLSA, ADEA, PDA, PPACA, Title VII, USERRA, WARN, Workers Compensation and in human resource areas such as, recruiting, hiring, on-boarding, employee handbooks, benefits and compensation, employee relations, terminations, strategic planning.

INTEGRA BANK CORPORATION, INTEGRA BANK N.A. | Evansville, Indiana | 2004-2011

A \$3.2 billion dollar Bank and Bank Holding Company with branches located in Indiana, Kentucky, Illinois, Ohio and Tennessee, dating back to 1800's. Integra operated more than 80 locations, with over 1000 employees.

Senior Vice President, General Counsel and Human Resources Director, Corporate Secretary, 2010-2011; Senior Vice President, Corporate Counsel, Human Resource Business Partner, Assistant Corporate Secretary, 2007-2010; Vice President, Corporate Counsel, Human Resource Business Partner, 2004-2007

Managed the Legal and Human Resources Department as a member of the Senior Leadership team overseeing a staff of 6. Oversight of all company litigation, counseling the Compliance Department in regulative issues, including but not limited to dealing with FCPA, OFAC, Dodd-Frank, Sarbanes Oxley, and development and implementation of procedures required by regulatory agencies, directed legal function as it related to mergers. Managed the HR function including, recruitment, on-boarding, training, counseled the company on state and federal employment laws, including Title VII, FMLA, ADA, ADAAA, ADEA, FLSA, WARN, PDA, EEO, USERRA, workers compensation and employment related litigation.

- **Corporate Crisis Management:** Provided leadership to the HR function and communications with employee base as the company downsized and during period in which the Executive team was attempting to save the company from ultimate seizure by the FDIC during the Great Recession.
- **Investigations:** Uncovered and managed corporate bond claim against insurance carrier of a customer bank fraud scheme, that resulted in exposing a \$500 million Ponzi scheme based in Florida that resulted in conviction of the perpetrator and successful resolution of the bond claim.
- **HR Change Management:** Developed and instituted a culture change focus on HR and legal risk management, building a culture of buy in by employees in seeking out legal and HR advice in the beginning stages of issues to proactively preempt situations that had the potential to become HR/legal risk issues that would have resulted in expended time, financial costs and liability to the company.
- **Contracts and Insurance:** Managed, guided and negotiated contracts, settlements in litigation and insurance claims, oversaw outside counsel in activities regarding HR/legal issues and litigation, resulting in a reduction of litigation against the Company by 70-80%.
- **Budget Management:** Administered, forecasted and budgeted corporate legal expenses reducing by 70+% the legal spend of the Company from over \$3.5 million to under \$1 million within 3 years of joining the company.

DEVINE LAW OFFICE & WARRICK COUNTY CIRCUIT/SUPERIOR COURTS | Evansville and Boonville, Indiana | 1992-2003

A private practice law firm.

Attorney/Sole Proprietor/Public Defender

Represented and counseled clients in a variety of legal matters in areas of employment law, business law, family law, criminal defense, wills and estate, collections, civil litigation, bankruptcy, and in a variety of legal matters in court appointed cases involving felonies and misdemeanors, juvenile matters and in dissolution matters where clients qualified for indigent counsel.

EDUCATION AND PROFESSIONAL CREDENTIALS

Bachelor of Science, Political Science & Bachelor of Science, History, University of Southern Indiana
MBA, Human Resources, University of Southern Indiana
Juris Doctorate, St. Louis University Law School
Christ Fellowship Leadership College, Palm Beach Gardens
Global Professional Human Resources (GPHR), Human Resource Certification Institute
Senior Professional Human Resources (SPHR), Human Resource Certification Institute
Senior Professional Certification-Human Resources (SHRM-SPC) Society Human Resource Management
Florida Bar License, 0830522, Indiana Bar License, 16302-82, Kentucky Bar License, 85824

PROFESSIONAL AFFILIATIONS

Martin County Human Resources Association, Legislative Chair | St Lucie HR Association, Member | American Bar Association, Member of the ABA Section of Labor and Employment Law | Society for Human Resources Management, Professional Member
Florida State Bar Association | Indiana State Bar Association | Kentucky State Bar Association | Association of Corporate Counsel-South Florida Chapter

Application Form

Profile

Douglas

First Name

Diggle

Last Name

[Redacted]

Home Address

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Retired?

Yes No

GE Transportation

Employer

Executive

Job Title

Executive

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I would like to help make PSL a better place to live for all residents.

Why do you think you are qualified to serve on this board or committee?

I have served on Boards for a number of global companies.

Brief description of Education & Experience

Executive experience in various senior roles across the cruise shipping industry, offshore solutions, commercial, maritime, hospitality, travel retail, aviation, and travel innovation. I have a passion for creating, rebuilding, and growing businesses that deliver superior value to customers and stakeholders with full P&L responsibility. I have worked with over 60 leading institutions, dozens of Fortune 500 firms, and governments to see the world differently and discover revenue opportunities never imagined. I specialize in game-changing innovations, product development, and sales that connect diverse and complex markets and technologies. I have also built and led international teams that are highly trained, culturally agile, and customer-centric. By focusing on strong leadership, company culture, and business model innovation, I have consistently achieved exponential growth, customer satisfaction, and public earnings. Founder at Across Oceans Group and a senior executive at GE Transportation, Wabtec, where I lead a global provider of equipment, systems, digital solutions, and value-added services for the marine power, energy for (engine maintenance, repair, and overhaul), cruise ship, and U.S. government sectors.

[Resume.pdf](#)

Upload a Resume

Demographics

Ethnicity

[REDACTED]

Gender

[REDACTED]

[REDACTED]

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

3 years

Douglas Diggle

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

DOUGLAS S. DIGGLE, MBA

CURRICULUM VITAE



CONTACT

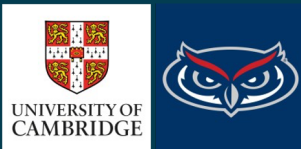


Mobile & Text:



EDUCATION

International MBA -2005
Florida Atlantic University &
University of Cambridge



Management BBA - 1999
University of Central Florida



Leadership Principles - 2020
Global Business - 2019
Disruptive Strategy - 2018
Negotiation Mastery - 2017



My passion is to re-create, re-build and grow international businesses, I take teams towards the vision, while leading with humbleness.

I am excited to broaden my mind by working in new extremely rapid-paced environments by pushing my leadership skills, knowledge of new technologies and ways of working. Attaining and capitalizing on economies of scale has been the recurring theme in my career.

My Professional Competences:

1.) International Leadership & Talent Development:

I've learned to build A-teams that are highly trained with a culture first attitude. By focusing on strong team leadership, company culture, and business model innovation, we saw exponential business growth when I was holding executive roles at Royal Caribbean Group, Siemens, Lufthansa and the Federal Reserve.

2.) Strategic Mind-Set:

Strategy building, through innovation and challenging paradigms, is my forte. In senior positions across the globe, I have learned to plan and pivot and to outperform the competition through solid strategic and tactical advantages.

Growth oriented executive with deep operating expertise and proven experience leading and scaling global businesses. Experienced P&L owner with a track record of delivering superior revenue and earnings growth, consistently high customer satisfaction and best-in-class employee engagement.

Executive leadership and operating experience in both private equity owned and publicly traded companies, including positioning and executing on private-to-private sale and initial public offering.

3.) Customer Minded:

Changing paradigms and innovating the customer value proposition has been the biggest advantage in the highly competitive global markets that I've worked in. I've learned that nailing the customer value proposition, challenging paradigms, setting the strategy, and moving the team forward in a high-impact and low-ego way is what counts.

4.) Personal Insights:

I specialize in game changing innovations, product development and sales connecting the cruise ship industry, hospitality, duty-free retail, offshore technology, commercial, maritime, aviation and guest travel innovation.

My perspective is global in managing diverse organizations, by having significant travel experience to 87 countries. I have helped 60 leading institutions, dozens of Fortune 500 companies and governments to see the world differently and discover revenue opportunities never imagined.



President & Senior Advisor

Across Oceans Group

2007 – Present · 16 years

Florida, United States

I am responsible for developing and executing the company's strategic vision, driving revenue growth, expanding the brand presence, and ensuring operational efficiency.

Consulting, Projects & Assignments

- Managed 60 partner relationships that drove significant transformational growth
- Created and executed the turn-around strategy plan for 20+ Fortune 500 Firms
- Managed internal & external employees from 10 up to 100+ in various time zones
- Panel Speaker at Cruise Connect Global in Philippines 2018 & Barcelona in 2019
- Panel Speaker as CIO for "Telecommunications & IT at Sea" for SeaTrade Global

- Installed Disney Cruise Lines e-mustering passenger bluetooth mesh technology
- Created Royal Caribbean's End-to-end baggage & NGB next generation boarding
- As CIO, I created new maritime & cruise ship-to-Shore satellites & beam-forming
- Expanded Cole Haan International Retail into Marine, Cruise & 30 new Countries

- Government Head, Cruise Ship MRO Black Swan: FBI, DHS, USCG, DoD & FEMA
- Awarded the Lufthansa Group "Best of Sales" for 4 cruise & global marine clients
- SVP, I created Media4Cruises at Siemens AG for Cruise Total Guest Solutions
- SVP at SISCO Gangway Technology for cruise ship industry, marine guest security

- Advisor for the QE2 for floating hotel project. Ports in Dubai, Oman & Abu Dhabi
- Advisor for InterGlobe working in India. Projects for Princess, Holland & Carnival
- Advisor for PPG Paints for Cruise Ship Industry PMC Protective Marine Coatings

Head of International & GM (Retail Sales, Travel, Cruise & 30 Countries)

This senior level role was a full-time Across Oceans Group consulting project

Cole Haan

2017 – 2021 · 4 years

- Growth of new business, new accounts, new targets & re-solicited past business
- Closed million-dollar deals, negotiated pricing, contact terms & support contracts
- Established renewal strategy & communication to both external & internal parties

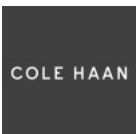
- Managed, developed, organized, sales, P&L activities of products in 30 countries
- Established new distribution channels & negotiated contracts with retail partners
- Coordinated launching the products from negotiation, R&D & up to introduction

Senior Vice President of Sales & Technology for Air/Sea & Cruise Ships

SpeedCast (Formerly TruePath & Harris CapRock Communications)

2012 – 2015 · 3 years

- VC Board reporting for strategic, operational performance & sales development
- Developed, Tested & POC technology for US Navy, Cruises & Oil Rigs from land
- Created white papers, provided trade show presentations & product marketing
- Developed Mobile & Networked MIMO (MN-MIMO) utilizing cutting edge radios
- TruePath was successfully acquired by CapRock who then sold it to SpeedCast



LEADERSHIP EXPERIENCE



Senior Vice President of Technology Sales (Aviation, Maritime & Cruises)

Siemens AG

2010 – 2012 · 2 years

Hamburg, Germany

- Responsible for leadership & growth of Communications Media & Technology
- Created Media4Cruises, MOGIS4Cruises, Cabin Controls & Guest Mobile Apps
- Managed large teams in Vienna & Hamburg, Germany for Maritime & Shipping
- Transformed partner solutions enabling rapid, scalable, sales across products
- CMT was later absorbed into the Siemens Energy Global & Marine Department



Vice President & Head of Americas (IT Solutions, Hospitality & Cruises)

Lufthansa

2007 - 2010 · 3 years

Frankfurt, Hesse, Germany

- Awarded Lufthansa Best of Sales for adding 6 new logos for cruise & hospitality
- Developed a clear vision, market dynamics & the sales strategy for each region
- CIO Panel Speaker for "Telecommunications & IT at Sea" in 2008 for SeaTrade
- Managed P&L for smart cruise solutions, vessel support contracts and all sales
- Handled all industry PR Relations & represented EMEA, LATAM & APAC Markets
- Established new contracts with Celebrity, Disney, Royal, Meyer, Seabourn, AIDA



Head of Product Development (International Brand & Product Delivery)

Royal Caribbean International

2004 – 2007 · 3 years

Miami, Florida, United States

- Created the products for EU, Africa, Hawaii, Alaska, China, Asia & Brazil sailings
- Managed shoreside 1050 blg. operations teams & the shipboard hotel directors
- Led ship dry-docks, new build teams. Member of emergency response go-team
- Performed shipboard audits & Mr Bayley, CEO coined the name Inspector Diggle



Head of Information Technology (IT Strategy, Merger & Acquisitions)

Federal Reserve System

2002 – 2004 · 2 years

Doral, Florida, United States

- Led Strategy, Technology Vendors & Software Teams at Miami Federal Reserve
- Established Vision & Mission-Critical New Technology Strategies / SOUTHCOM
- Led Federal Government PHA & HUD Change Management Merger Acquisitions
- Built Government & software solutions for integration, productivity & innovation



Wealth Management Advisor (Managed 150 high-net worth clients)

Northern Trust Wealth Management

1999 – 2002 · 3 years

Miami, Florida, United States

- Led meetings developing income objectives, tax minimization & income objects
- Prepared materials for financial advisory presentations & internal presentations
- Managed 150 high-net worth client Investment decisions & stock presentations

Application Form

Profile

John _____ E _____ Doughney _____
First Name Middle Initial Last Name

409 s w juniper cove _____
Home Address

port st lucie _____ FL _____ 34986 _____
City State Postal Code

jdoughney@gmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Mobile: (561) 389-3980 _____
Primary Phone Alternate Phone

Retired?

Yes No

retired from City of Palm Beach _____ chief of staff supervised citys
 Gardens fa _____ Deputy City Manger _____ department heads
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

If Yes, by whom?

former mayor Orvack

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

Currently in my third four year term as a elected supervisor with st lucie west services district and i love serving the public in st Lucie west my current role is serving as the board chairman for past two years ,also i have served on this board since its reformulation in 2007 and have played a significant role introducing important initiatives to the city staff and fellow board members topics like mobilities fees which i developed in my city administrator role with PBG the first in south Florida city to pass this impact program i have enjoyed participating on this committee and feel i bring energy to the group and knowledge on the topics we review

Why do you think you are qualified to serve on this board or committee?

My over forty years of public service as a department head or greater role in city and county government in two of Florida premier municipalities spending 20 years with both coral springs and palm beach garden revieing the key to the city when retiring from both of these communities.in my last 20 years of public service i served as the deputy city manager and point of daily contact for the dept heads serving as chief of staff for our city manager has prepared me for all types of the boards assignments

Brief description of Education & Experience

Graduate of Florida International University in Miami Certified city manager with FCCMA Life time member Graduate of City University program and Also St lucie chamber of commerce Miami Certified program class 16 and graduate of st lucie county university program

[JD_CV_1_.pdf](#)

Upload a Resume

Demographics

Ethnicity

Other

Gender

Male

02/13/1950

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

If Yes, please list:

CAC

Are you a registered voter?

Yes No

How long have you been a City resident?

27 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

If Yes, please describe:

n a

If Yes, where were you convicted?

n a

If Yes, provide the date of conviction:

n a

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

I would like to continue to serve on the committee as I have experience working as deputy city manager for 18 years with city of palm beach gardens/ professionally worked with operation / supervision of city's multi million dollar contract /writings of bid/specs / oversite bid process/ contract negotiations /rate review recommendations to council/annual performance reviews with annually updates to council /I think I could assist in this process and have discussed my willingness to serve with your city manager recently/ ps . I would not like to give up my budget committee work. I feel I have been effective in introducing items like mobility program to our city staff and committee members last year in august 2000 as an alternative to road impact fees that was assigned by council to review to our committee this topic I was researching and implementing in my last job prior to retirement in spring 2018 completing after completing my 48 years in pubic service in south Florida municipalities. I would appreciate your consideration to serve .

Application Form

Profile

Linda M Drake
First Name Middle Initial Last Name

4081 SW Alice St
Home Address

Port St Lucie FL 34953
City State Postal Code

lindamdrake01@gmail.com
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Home: (305) 829-4833
Primary Phone Alternate Phone

Retired?

Yes No

WireSpring Technologies, Inc Accounting Manager Finance
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am interested in the Budget Process.

Why do you think you are qualified to serve on this board or committee?

I have a strong financial background and have approached the City Council on a number of issues.

Brief description of Education & Experience

Bachelor of Music Theory Masters of Finance

[LMD_Resume_10-06-23.pdf](#)

Upload a Resume

Demographics

Ethnicity

Other

Gender

Female

04/15/1956

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

7 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree



LINDA M. DRAKE

ACCOUNTANT

WORK EXPERIENCE

WireSpring Technologies, Inc. 2006-2022

Corporate Dissolution 02/2023

- GL, A/R, A/P both recurring and nonrecurring entries
- Financial Statements
- Inventory
- Payroll including Governmental Fed/State/Local Filings
- Employee Insurance – health, dental, vision, disability
- Royalties Submissions Microsoft, MPEG
- Common Area Maintenance - Auditing & Rebuttals
- Corporate Liability & Workman's Comp Insurance - Annual Audits
- Federal/State Income Taxes C Corp
- Intangible Tax, Personal Property Taxes in required states
- Set up Sam account in 2010, renewed 2020 & 2021

Operations Management:

- Sourcing, receiving, disbursement to Clients, tracking, receipt of units,
- Credit lines established with various vendors
- RMA process & warranty

Concord Camera Corporation 2004-2006

Corporate Dissolution 05/2009

- GL, A/R, A/P both recurring and nonrecurring entries
- Financial Statements
- Inventory
- Payroll
- Royalties Submissions Polaroid
- Foreign Exchange Transactions
- VAT Taxes Canadian Provinces
- Corporate Subsidiaries & Audits

Berger, Epstein & Garber P.A. 2003-2004

Acquired by KPMG 2007

- Federal & States Income Taxes C Corp, 1120S Corp, Partnership 1065, Trust 1041
- Sales Taxes: 49 states – Intangible/Personal Property Taxes/State Income Taxes
- Receivables Factoring and audits

PROFILE

Flexible & Experienced Accountant with substantial history across various industries

CONTACT

PHONE:
305-829-4833

EMAIL:
Lindamdake01@gmail.com

EDUCATION

Masters of Finance, FAU
Bachelor of Music Theory, FSU

TOOLS

QBO
QB Desktop
TurboTax
SAP
Great Plains
Creative Solutions
Peachtree, Google/MS Suites
Excel – NPV/IRR/Waterfall/Vlookup
Google & MS Suites
Zoom
Slack
Chat Programs/DOS

References Available

Application Form

Profile

Danielle M Eber
First Name Middle Initial Last Name

618 Northwest Billiar Avenue
Home Address

PORT SAINT LUCIE FL 34983
City State Postal Code

doctordanielleeber@gmail.com
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Home: (631) 204-8047
Primary Phone Alternate Phone

Retired?

Yes No

bPrescient Inc. VP of Operations and Delivery Operations Professional
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am interested in giving back and becoming more involved in the community.

Why do you think you are qualified to serve on this board or committee?

I have a doctoral degree in business and have worked as a project management and operations professional for 20+ years. I am also diplomatic and make it a point to understand multiple sides to every situation.

Brief description of Education & Experience

DBA, Business Administration MBA, Business Administration, Technology Management BA, Graphic Design & Communications Executive Leadership Certificate

[Danielle_Eber_2023.pdf](#)

Upload a Resume

Demographics

Ethnicity

Prefer not to Answer

Gender

Female

10/18/1977

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

10 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

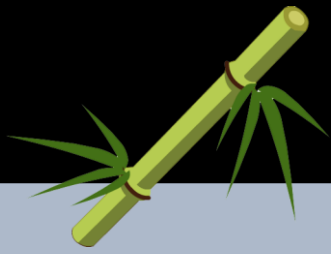
Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree



EDUCATION

Doctor of Business Administration (DBA) 2023

Bellevue University

Executive Leadership Certificate 2007

Cornell University

**Master of Business Administration (MBA)/
Technology Management 2024**

University of Phoenix

Bachelor of Arts (BA), Graphic Design 1999

Bachelor of Arts (BA), Communications 1999

Regis College

BOARD & VOLUNTEER EXPERIENCE

Vice President, 1997-Present

Regis College Class of 1999

Board Member, 2013-2015

Operation Homefront

Board Director, 2007-2010

People Making a Difference (PMD)

Executive Committee Member, 2006-2006

Regis College Annual Fund

Mentor/Trainer/Participant, 2003-2006

Train to End Stroke

American Stroke Association

Danielle M. Eber, DBA

631.204.8047 | DoctorDanielleEber@gmail.com | [linkedin.com/in/danielleeber](https://www.linkedin.com/in/danielleeber)

PROFESSIONAL PROFILE

Doctor of business administration and senior operations executive.

Corporate experience and extensive expertise with startup environments. Highly adaptable, cross-functional, and focused on quality, efficiency, and continuous improvement.

CORE COMPETENCIES

- Leadership/Teambuilding
- Company Management
- Organizational Alignment
- Program/Project Management

PROFESSIONAL EXPERIENCE

VP of Operations and Delivery, 2021-Present

bPrescient, Inc.

Sr. Project Manager/Consultant, 2010-2021

TD Bank

Sr. Project Manager/Consultant, 2017-2017

Wells Fargo

**Program Manager, Application Development/
Worldwide eCommerce, 2008-2010**

Mindshift

Project Manager, 2007-2007

Monster Worldwide

Application Form

Profile

Misty _____ D _____ Gilbert _____
First Name Middle Initial Last Name

641 SW Exmore Avenue _____
Home Address

Port St Lucie _____ FL _____ 34983 _____
City State Postal Code

mgilbert0873@gmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Mobile: (772) 801-8554 _____
Primary Phone Alternate Phone

Retired?

Yes No

Parkway Elementary _____ K - 2 ESE Support Facilitator _____ Teacher _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am interested in serving on the Citizens Advisory Committee because I want to make a difference in the lives of Port St. Lucie residents. am and interested in making Port St. Lucie residents' lives better by being able to speak upon issues that matter to them.

Why do you think you are qualified to serve on this board or committee?

I currently serve as the District Advisory Council (DAC) representative for my school and have done so for the past three years. I am also on the School Advisory Council (SAC) for my school as well as the PTO for my school. PTO deals with budget decisions, as does SAC.

Brief description of Education & Experience

I am a doctoral student studying for a dual doctorate in Early Childhood Education and Instructional Leadership. I am in my dissertation phase of my studies. As mentioned above, I serve as the representative for my school on DAC and SAC. I also serve on the PTO of my school and help make decisions regarding budget and fundraiser items.

[Misty_-Resume_10.13.2023.pdf](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

08/08/1973

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

15 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Misty D. Gilbert
641 SW Exmore Avenue
Port Saint Lucie, Florida 34983
mgilbert0873@gmail.com
(772) 801-8554 (Cell)

Objective: To secure a challenging and independent position with a progressive organization where my experience and education will be fully utilized while affording me the opportunity for professional and personal growth and with schedule flexibility.

Experience: July 2015 – Present St Lucie County Schools
9461 Brandwine Lane
Port St. Lucie, Florida 34986

Assignment: Parkway Elementary School
7000 N.W. Selvitz Road
Port St Lucie, Florida 34983

Certified Elementary School Teacher: Planning and teaching standards-based lessons, analyzing data results to implement reteaching strategies where needed, attending multiple professional development classes to serve students and colleagues best; mentoring 1st-year teachers as needed; daily communication with parents; other duties as assigned/needed.

Current teaching assignment: K – 2 ESE Support Facilitator

July 2013 – July 2015 Renaissance Charter School at Tradition
10900 SW Tradition Parkway
Port St. Lucie, Florida 34987
(772) 236-2180

Certified Elementary School Teacher: Planning and teaching standards-based lessons on a 1st Grade Level, analyzing data results to implement reteaching strategies where needed; attending multiple professional development classes to serve students and colleagues best; mentoring 1st-year teachers as needed, daily communication with parents; other duties as assigned/needed

May 2008 to January 2012: St. Lucie County Schools
9461 Brandywine Lane
Port St. Lucie, Florida 34986

Certified Substitute Teacher: Assigned to cover elementary school teachers, including but not limited to ESE classrooms and General Education Classrooms. I may also be requested to cover other subjects on an as-needed basis.

February 28, 2011 to April 21, 2011: Completed a long-term substitute assignment for Shauna Nobile at Manatee Academy teaching kindergarten.

May 17, 2011 to June 10, 2011: Completing a long term substitute assignment for Juan Valdes at Manatee Academy teaching third grade.

August 2004 to March 2008: Vezina, Lawrence & Piscitelli, P.A.
The Museum Building
300 SW 1st Avenue, Suite 150
Fort Lauderdale, Florida 33301
(954) 728-1270

Lead Secretary: Transcribing heavy dictation, Setting depositions, hearings and status conferences, Hearing and trial preparation, including but not limited to assisting with gathering trial exhibits, calculating damages and working one-on-one with clients, Drafting of pleadings and discovery documents, Communicating with clients, Copying and filing of necessary documents and pleadings with the Court, Assisting in filing and answering the telephone, and Assisting other attorneys with transcription, on an as-needed basis and also various personal assignments for Joseph Lawrence, II. Was secretary to associate attorneys Christopher Sajdera and Andrea Smith for 3 weeks before being promoted to legal/personal assistant for Joseph W. Lawrence, II.

Education: November 2018 – Present National University, formerly Northcentral University
La Jolla, California
Doctor of Education
Major: Early Childhood Education
and Instructional Leadership
Current GPA: 3.58

Completed Coursework: Foundations of Doctoral Study in Education, Advanced Scholarly Writing, Topics in Early Childhood Education, Scholarly Literature Review, Topics in Early Childhood Program Administration, Research Methods, Early Childhood Curriculum and Assessment, Statistics I, Families, Communities, and Schools as Partners in Early Childhood Education, Advanced Qualitative Design and Measurement, Early Childhood Literacy and Literature, Advanced Quantitative Design and Measurement, Literacy: Focus on Curriculum, The Culture of Learning, Leader as Advocate and Decision Maker, Leader as Community Advocate, Practices in School Organization, Supervision, and Leadership in Schools, Doctoral Comprehensive Assessment: Pre-Candidacy Prospectus and Components of the Dissertation

Future Coursework: , The Dissertation Proposal, Institutional Review Board and Data Collection, The Dissertation Manuscript and Defense

January 2017 – December 2017 Arkansas State University
State University, Arkansas
Degree Awarded: Master of Science in Reading
GPA: 3.70

Completed coursework included: Introduction to Statistics and Research, Current Theory and Practices for Teaching Reading, Literacy and Diverse Learners, Perspectives of Professionals in

Education, NWP Model Processes in Writing, Practicum Reading II Remediation, Emergent Literacy – Birth to Primary, Adolescent Literacy, Practicum in Reading I Diagnosis, and Principles of Literacy Cognition

January 2010 to May 2013:

Grand Canyon University
Phoenix, Arizona
Degree Awarded: Master of Education in Elementary Education
GPA: 3.85

Completed coursework included Philosophical and Social Issues in Education; Classroom Engagement and Management; SIOP Lesson Plan; Lesson Planning in SIOP: From Theory to Practice; Teaching Exceptionalities; and Prescriptive Reading and Assessment; Current Assessment and Methods: Literacy; Current Assessment and Methods: Science/Math; Current Assessment and Methods: Social Studies; Student Teaching A; Student Teaching B

May 2004 –October 2006:

National University
La Jolla, California
Major: Master of Science in Forensic Science
GPA: 3.345

Completed coursework included: Principles in Forensic Medicine, Forensic Pathology and Forensic Psychology, Psychiatry and the Law, Major Case Investigation, Forensic and Crime Scene Photography, Advanced Criminalistics, Constitution and Criminal Procedure, Criminal Investigation Analysis: Profiling, Computer Forensics, Advanced Fingerprint Analysis and Crime Scene Investigation.

Current/Future Coursework needed for graduation: Supervised Graduate Project.

January 2002 – July 2003:

National University
La Jolla, California
Degree Awarded: B.S. Criminal Justice Administration
GPA: 3.115

| | | |
|----------------|-----------------------------------|-------------------------------------|
| Skills: | Dictaphone Transcription | Typing (65-70 wpm) |
| | Multiple Line Telephone | Operation of Fax Machine |
| | Operation of Copier | Operation of Bates Machine |
| | Operation of Document Scanner | Data Analysis |
| | Individual Education Plan Writing | Annual Goal Progress Report Writing |
| | Grant Writing | |

Computer Software includes Windows XP, Windows Vista, Windows 7, Microsoft for Workgroups, Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft Outlook Express, PowerSchool, Office 365, SWAY, Microsoft PowerPoint, Nearpod, Flip (formerly Flipgrid), Canva, Canvas, Skyward

Professional License(s): Professional Teaching Certificate for Elementary K –6 with ESOL Endorsement and Reading Endorsement (Expires June 30, 2027)

Professional Development Courses: Reading Endorsement 1, Reading Endorsement 2, Text-Based Writing, Fostering a Growth Mindset, ELA Standards Institute - Advanced LAFS, ELA Standards Institute – Introduction to LAFS, Math Standards Institute Module 1 – Intro to MAFS, Math Standards Institute, Model 2 – Diving Deeper into MAFS, Culturally Responsive Teaching, Mentor Training 2021-2022, B.E.S.T. Mathematics K-12, SLPS Dyslexia Awareness, Graph Paper as an Accommodation; Aspiring Coach’s Academy

School-Based Leadership Experiences: SAC Committee, DAC Committee, Chair of the Sunshine Committee, Literacy Committee (Took lead on Young Authors), 21st Century Teacher for Multiple Years, Coordinator of GEERS Tutoring Program in 2020-2021 school year, Completed Clinical Educator Program, Teacher Mentoring. SEL Committee, School Climate Committee, PTO

References:

Available Upon Request

Application Form

Profile

Lynnmarie

First Name

Gomes Highsmith

Last Name

3951 SW Jarmer Rd

Home Address

Port Saint Lucie

City

FL

State

34953

Postal Code

lynnmarie.gomes.highsmith@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Retired?

Yes No

Florida International University

Employer

Program Manager

Job Title

Program Manager

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Infrastructure Surtax Citizens Oversight Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am a member of this community and see it as my duty to serve in any way I can.

Why do you think you are qualified to serve on this board or committee?

I am qualified to serve on this board because I am a good listener. I am a person who takes all information and can make an informed decision based on facts. In addition, I have worked in the education field for over 15 years and handled administrative responsibilities such as budgets and making decisions, also compromises.

Brief description of Education & Experience

I have a Master's Degree in General Human Services from Capella University and, a bachelor's degree in Interdisciplinary Social Sciences from The University of South Florida. I am currently employed with Florida International University Global Forensic and Justice Center in Largo Florida as a Program Manager handling day-to-day administrative responsibilities for the Professional Science Master in Forensic Science and worked as a Program Director at PBSC for 11 years for Trade Programs specifically HVAC, Machining, and Welding.

[L. Highsmith Resume 8.1.23.docx](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

10 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Professional Profile:

- ✓ Accomplished administrator with strong leadership and knowledge of faculty and staff development.
- ✓ Extensive knowledge and working in a higher education setting with focus on Career and Technical Education and Graduate Education.
- ✓ Supervision and management of academic/technical instructors and lab support staff.
- ✓ Responsible for hiring and onboarding faculty and staff for programs.
- ✓ Conducted annual faculty observations and discussed feedback to improve academic classroom management.
- ✓ Strong Student Affairs/Services and Academic Affairs background.
- ✓ Implemented and executed numerous programmatic accreditation and reaccreditation.
- ✓ A college liaison for business and industry partners and clear understanding of workforce education.
- ✓ Community Outreach and liaison for college in marketing of degree programs.
- ✓ Understanding of state/federal requirements in curriculum assessment and program development.
- ✓ Oversee and manage budgets for programs.
- ✓ Capacity to work in a cross-functional and diverse team environment and encourage diversity in hiring processes.
- ✓ Clear understanding of Academic Affairs and Student Affairs policies and procedures implementation.
- ✓ Ability to create and execute seminars/presentations.
- ✓ Assist and educate students and parent inquires for program recruitment and completion.
- ✓ Clear understanding of FERPA laws and regulations.

Technical Skills:

- Knowledge of Campus Vue, SASS databases, PantherNet/Web, Workday, PeopleSoft.
- Extensive knowledge of computer-based programs such as Outlook, Word, PowerPoint, Publisher and Excel
- Knowledge of Monday.com and has utilized the platform for project management.

Professional Experience:

- | | | |
|--------------------|--|-----------------------|
| 11/21-Pres. | Florida International University Program Manager | Largo, FL |
| | <ul style="list-style-type: none">• Manages day to day operations and logistics for the Professional Science Masters (PSM) Forensic Science.• Oversees recruitment, admission, advising, record keeping, and curricula/educational programs.• Serves as liaison between cross-functional work teams, key stakeholders, subject matter experts, and students to administer program activities. Manages projects and curriculum reviews to ensure program efficacy.• Researches, recommends curriculum and instruction learning opportunities to director. | |
| 8/14-11/21 | Palm Beach State College Program Director | Lake Worth, FL |
| | <ul style="list-style-type: none">• Responsible for the strategic leadership and operational management of the following adult vocational programs: Machining Technology, Heating, Ventilation, Air Conditioning and Refrigeration, and Welding Technology.• Works with subject matter experts for curriculum development.• Identifies, coaches and supervises staff and instructors.• Work closely with student services to resolve student conduct issues and assist in advising students.• Manage program budgets and transactions.• Oversee accreditation paperwork and ensure all programs are in compliance with state/federal policies and regulations such as Florida Department of Education (FLDOE), accrediting agencies and academic affairs etc.• Observe faculty in classroom and write annual appraisals for college records.• Review paperwork and interview potential instructors for hire.• Provide academic and operational support for grants within program area. | |
| 08/15-pres. | Palm Beach State College Adjunct Instructor: Introduction to the College Experience | Lake Worth, FL |
| | <ul style="list-style-type: none">• Taught and exposed the college culture to incoming freshmen.• Engaged students by exploring, developing and strengthening academic skills.• Assisted students in researching college majors for career options.• Assisted with educational planning, college culture and academic resources. | |
| 08/10-8/14 | Palm Beach State College | Lake Worth, FL |

Student Development Specialist III/Academic Advisor

- Consulted and advised students on various academic and post secondary vocational programs
- Advised students as to course of study, particular course offerings, necessary testing, and prerequisites
- Assisted with recruitment and selection of students through information sessions/orientations.
- Prepared required reports for various internal and external requests such as Workforce Services.
- Maintained and monitor non-traditional student caseload; assist with student issues as they arise.
- Advised students on college related policies and procedures
- Addressed any issues with students in program when necessary and serve as the liaison between program directors and student services.
- Coordinated and/or assist students with the planning of coursework relating to programs

10/09-8/10**Corinthian Colleges Inc./Everest University-Pompano Bch. Pompano Beach, FL
Career Services Representative**

- Developed ways to promote Career Services to the general job market and community
- Assisted graduates in their job seeking efforts by conducting workshops in resume and portfolio development, online career exploration, interviewing techniques, and personal appearance.
- Coordinated job fairs, and prepared materials to generate job leads.
- Identified entry-level job openings for students and graduates through online search engine websites, phone calls, online newspaper ads, personal contacts and written correspondence.
- Verified continuous employment of graduates for a specified period of time in accordance with Institution, accreditation, and Company guidelines.

8/05 – 10/09**Corinthian Colleges Inc./Everest University Online Tampa, FL
Satisfactory Academic Progress (SAP) Specialist (02/08 – 10/09)**

- Monitor Student Automated System (SAS) suspension and probation reports to identify students not meeting SAP requirements of rate of progress (ROP), maximum timeframe and cumulative grade point average (CGPA).
- Partner with instructors to assist academically at-risk students.
- Calculate CGPA/ROP achievements needed to avoid suspension/probation status.
- Work with probation and suspension students to develop and execute realistic performance improvement plans.

Academic Student Services Manager (11/07 – 02/08)

- Played an integral role in hiring and interviewing potential staff members.
- Assisted in training new and continuing staff on all departmental and organizational policies and procedures.
- Correlated attrition/retention statistics to identify student withdrawal patterns.
- Developed on-going retention strategies to foster a sense ownership among the student populations.
- Maintained continuous contact with key institutional parties to identify areas of follow-up.
- Established strong working relations with other functional areas to ensure synergy.
- Responsible for daily time management tracking of all staff via internal systems and sent correspondence as needed.
- Provided administrative coordination, support and advice to student services advisors.
- Analyzed reports from SAS and other internal systems in order to calculate key academic metrics for reporting at various meetings.
- Attended weekly academic and manager meetings to discuss and problem solve salient issues and provide appropriate metric.

Student Services Specialist/Assistant Manager (6/07-11/07)

- Assisted Academic Student Services Manager with stated tasks above to ensure effective management of department.
- Relayed pertinent information regarding financial aid, student accounts and admissions requirements to students and appropriate personnel throughout various levels of the organization.
- Utilized diverse software systems, including but not limited to Excel, SAS and FileMaker to prepare and analyze data for reporting key metrics.
- Investigated and resolved textbook shipment issues on behalf of students.
- Researched, problem solved, and communicated results of student issues to ensure appropriate follow through for students concerns.

Student Services Coordinator (8/05-11/07)

- Successfully provided academic and personal advising to students in an online setting through email and telephone communication.
- Evaluated student issues and referred students to support agencies as deemed necessary.

- Assisted students with assessment of academic plans relating to career goals and course selection. Assisted students with add/drop, withdrawal, and financial aid matters.

1/05 – 5/05

University of South Florida - Institute for Instructional Research and Practice

Assistant Coordinator

- Researched contacts and coordinated the efforts for the "Florida Teacher's Certification Examination."
- Assisted with the recruitment of statewide faculty for participation on validation committees including screening, interviewing and selection
- Facilitated informational sessions for prospective members to ensure effective communication of purpose and other relevant topics.
- Coordinated assignment of specific exams dates for all members regardless of their permanent locations.
- Served as liaison between Assistant Project Manager and Scoring Committee Members in order to facilitate a cohesive unit.

Education:

2013 School of Public Service Leadership, Capella University
Master of Science in General Human Services with focus in Counseling and Diversity

2005 College of Arts and Sciences, University of South Florida
Bachelor of Arts in Interdisciplinary Social Sciences- Social Work and Women Studies

Certificates:

2023 University of South Florida Diversity, Equity and Inclusion in the Workplace certificate

2007 University of South Florida School of Public Health
Graduate Certificate in Women's Health

Committees:

Academic Program Prioritization Councilmember 2020-2021

Innovation Team Member 2020-2021

Grow Enrollment and Retention Strategic Planning Committee Member 2019-2021

Growth Enrollment and Retention- Engagement Sub-Committee Co-Chair 2020-2021

Florida Career Pathways Network Board of Directors-Region 6 2018-2021

Guided Pathways Task Force Member

SP and D Development Committee 2018-2019

NATE Proctor; EPA Proctor; NCCER Proctor; CST Proctor 2015-2021

Application Form

Profile

Sharon

First Name

A

Middle Initial

Jackson

Last Name

3209 SE Otis Lane

Home Address

Port Saint Lucie

City

FL

State

34984

Postal Code

sjackson10992@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Home: (954) 513-7589

Primary Phone

Business: (954) 257-1775

Alternate Phone

Retired?

Yes No

Broward County

Employer

Transit Grants Manager

Job Title

Grants Manager

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

As a taxpaying resident of the city, I am interested in representing the overarching needs to enhance the community through the budget process. I am interested in becoming more involved in the community and I feel that my 17 years in public service will enable me to share my knowledge and expertise to contribute to the growth and success of Port Saint Lucie.

Why do you think you are qualified to serve on this board or committee?

I have worked in local government for over 17 years in several capacities. My extensive experience in government includes Parks & Recreation, Human Services, Financial Services, and Transportation. Throughout my years of experience I have developed skills and expertise in budget forecasting, budget oversight, grants management (state, local, federal), leadership, and project management. I am regarded as a servant leader who is focused on supporting success, growth, and well-being of others. Working in government has provided me with the experience needed to serve as an impactful member of the Citizens Advisory Committee.

Brief description of Education & Experience

I hold a bachelors and maters degree in Business Administration. In addition to my education, I have over 17 years of progressive experience in government with the oversight of budget and grants management. I currently work as a Grants Manager for Broward County's Transportation Department. In this role I am responsible for the oversight over \$800 million in federal, state, and local grant funds. In addition, I am responsible for the oversight of leveraged Transportation Surtax Funds to support capital projects.

[Sharon Jackson Resume 2023.pdf](#)

Upload a Resume

Demographics

Ethnicity

African American

Gender

Female

08/16/1980

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

3 years

Sharon A Jackson

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

If Yes, where were you convicted?

N/A

If Yes, provide the date of conviction:

N/A

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Sharon A. Jackson, MBA
3209 SE Otis Lane
Port Saint Lucie, FL 34981
(954) 513-7589 Mobile | (954) 357-8360 Office
sjackson10992@gmail.com

SUMMARY OF SKILL AND QUALIFICATIONS

- Seventeen (17) years of progressive experience in local government
- Specialization in Budget, Grants Management, and compliance with Uniform Guidance-2 CFR 200
- Trained Manager with exceptional leadership skills
- Budget Preparation, Monitoring, and Control
- Financial Management
- Lean Six Sigma Yellow Belt Certified
- Key Performance Indicators, Performance Measures, and Scorecard Balancing
- Excellent analytical research skills

PROFESSIONAL EXPERIENCE

Transit Grants Manager Broward County

Plantation, FL 05/2021-present

- Provides leadership and direction for grants management accounting and administrative staff
- Provides oversight and management of grant related financial activity for Broward County Transit's portfolio of over \$800 million in federal, state, and local grants, in addition to leverage funds from Broward County's Transportation Surtax
- Monitor compliance of federal, state, and local regulations
- Develops written standard operating procedures and internal policies for procurement and management formula and discretionary grants
- Implements strategic planning from departmental capital program to pursue funding opportunities
- Forecasts annual budget needs to align with availability grant funding
- Provides guidance to grant project managers in curing deficiencies with spending, reporting, and auditing to ensure compliance with state, federal, and local regulations
- Reporting of National Transit Data through Federal Transit Administration
- Tracking progress toward organizational and programmatic outcomes and goals

Grants and Compliance Officer (Promotion-Financial Services Department) City of Lauderdale Lakes

Lauderdale Lakes, FL 02/2019-present

- Provided oversight and management of grants and compliance for citywide grants portfolio of over \$6 million to include programmatic, transportation and construction grants
- Serves as City's Local Agency Program (LAP) Administrator and Responsible Charge
- Coordinated the grant pre-approval and application process
- Reviewed grant applications and final agreements for execution
- Provided guidance to grant project managers in curing deficiencies with reporting, auditing, and other compliance issues
- Reporting of National Transit Data through Federal Transit Administration
- Development of annual grants, general fund, and special fund budgets
- Provided analysis of revenue trends and projections throughout budget year
- Coordination of public outreach and surveys
- Prepares a variety of statistical and financial reports for City Commission, City Manager and Executive Staff

Grants and Compliance Officer (Parks & Human Services Department)

City of Lauderdale Lakes

Lauderdale Lakes, FL 07/2009-02/2019

- Provided oversight of 13+ department grants and compliance
- Managed use of grant funds and prepared reimbursement requests (i.e. Community Development Block Grant, Children’s Services Council M.O.S.T. Grant, Adult Food Care Program, Alzheimer’s Disease Initiative, and Older American’s Act, etc.)
- Tracked revenue trends to ensure 100% payment of reimbursement requests
- Prepared grant applications and final agreements for execution
- Assists in the development and monitoring of department budget of over \$1.5 million
- Ensured quality cost controls for department financial activities while adhering to City’s purchasing policy
- Prepared expenditure reports, compiled and sorted data for statistical reports
- Reviewed department payroll, check requests, requisitions, and other items prepared by Administrative Support Staff prior to Director’s final approval
- Verified weekly cash deposits including bank deposit bags prepared by Administrative Support Staff
- Prepared City Commission Agenda Items

Administrative Specialist (Parks & Recreation Department)

City of Lauderdale Lakes

Lauderdale Lakes, FL

08/2006-07/2009

- Primary administrative support for Department Director and Recreation Manager
- Coordinated development of grant proposals to include all supporting documents and financial information
- Prepared grant reimbursements for various state and local grants
- Monitored grant compliance adhering to terms of grant agreements and regulations
- Serves as immediate supervisor for administrative support staff
- Conducts trainings for subordinate employees and other employees within department
- Resolves customer complaints on behalf of Department Director to ensure no further escalation of the matter. Conduct follow-ups with customers to ensure customer satisfaction.
- Coordinated credentialing process for various state Medicaid programs
- Provided oversight of AHCA licensure renewals and monitoring for Alzheimer’s Day Care Center
- Provided recommendations and assistance in developing departmental policies and procedures (i.e. customer service standards, cash handling, safety protocols)
- Processed accounts payable invoices for the department ensuring proper use of GL accounts and purchase descriptions
- Entered requisitions into city’s financial software
- Attended advisory board meetings and provided board members with reports, information, and outcomes of current programs within the department
- Produced written correspondence to internal and external customers using professional writing styles
- Issued Purchase Authorizations to staff

EDUCATION/TRAINING

- American Intercontinental University 08/2023
Masters of Business Administration
- American Intercontinental University 09/2018
Bachelors of Business Administration
- National Grants Management Association 04/2019
Grants General Body of Knowledge Training
- Florida Benchmarking Consortium 01/2018
Lean Six Sigma Yellow Belt Certification

Application Form

Profile

Jack
First Name

Jennings
Last Name

2017 SE Oxtan Drive
Home Address

Port St. Lucie
City

FL
State

34986
Postal Code

ovjack1@comcast.net
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Home: (772) 800-3752
Primary Phone

Home: (757) 572-4007
Alternate Phone

Retired?

Yes No

Legal Resources
Employer

Equity Sales
Job Title

Account Acquisition
Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

Would like to keep serving on the board to help PSL maintain & build upon its reputation as the best city for all ages.

Jack Jennings

Why do you think you are qualified to serve on this board or committee?

50+ years of experience

Brief description of Education & Experience

Elected Council in VA, US Army Veteran, Univ Of SC. Received numerous business and committee awards. Worked with non-profits.

[Jennings.pdf](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

If Yes, please list:

CAC

Are you a registered voter?

Yes No

How long have you been a City resident?

10+ years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Application Form

Profile

Jack Jennings
First Name Last Name

2017 SE Oxtan Drive Ballantree
Home Address
Port Saint Lucie FL 34952
City State Postal Code

Ovjack10@comcast.net
Email Address

What district do you live in? http://www.cityofpsl.com/districts * # 4

None Selected

Retired?

Yes No

Legal Resources account
Employer Job Title Occupation
Executive Sales, Acquisitions

Which Boards would you like to apply for?

Citizens Advisory Committee: Not Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Interests & Experiences

Why are you interested in serving on a board or committee? Help psl maintain & build upon its reputation as best, friendly city for citizens of all ages.

Why do you think you are qualified to serve on this board or committee? 50 years of public service experience including elected city council member for VA Beach, Va. 1986 - the largest city in Va.

Brief description of Education & Experience University of S. Caroline, College of William & Mary, U.S. Army Veteran, President of numerous civic & business organizations to include The United Way Family Center, Va. Beach Safety Council, Va. Beach Jaycees, American Red Cross. Received numerous business & community awards

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident? *Since 2013 - 10 years*

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Application Form

Profile

Mary Ann

First Name

Jones

Last Name

2205 s.e. breckenridge circle

Home Address

Port st lucie

City

FL

State

34952

Postal Code

nymet333@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Retired?

Yes No

n/a

Employer

n/a

Job Title

n/a

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted
Affordable Housing Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

To make my voice heard regarding community planning and housing issues.

Why do you think you are qualified to serve on this board or committee?

When I moved to Florida 3 yrs ago, I took and received my Notary Public seal which at the time I was hoping to be employed by a RE Estate establishment or Legal Establishment that could use my Florida Notary services, as I had previously done as a Notary in New York City. I am a volunteer at the Blake Library to teach english to non-english speakers of the community. I also have volunteered to help seniors with Tax Preparation thru the AARP tax preparation program.

Brief description of Education & Experience

BS in Business Administration Administrative Assistant/Letter of Credit Specialist for over 15 yrs at General Electric Finance

[resume4.doc](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

3 yrs

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Mary Ann Jones
2205 S.E. Breckenridge Circle
Port St Lucie, FL 34952
Telephone ((917) 601-7989

SUMMARY

Extensive experience in office administration including facilities management, client services and relationship management. Excellent organizational, analytical and problem solving skills. A strong communicator with the ability to interact with all levels of management.

PROFESSIONAL EXPERIENCE

GE Commercial Finance Real Estate, New York, NY **2004 to 2015**
Administrative Assistant/Facilities Manager

- Manage the Transitchek program for 80 employees.
- Process and track payment of vendor bills through various A/P systems.
- Liaison with building management relating to security, cleaning, permits and all office facilities issues.
- Coordinate, process & track payment of legal invoices between Manager, A/P and Loan Processor.
- Prepare quarterly portfolio reports using Powerpoint and Excel programs.
- Arrange travel itineraries and plan Internal and External meetings using Web Ex software.

GE Capital Commercial Services, New York, NY **1994 to 2004**
Administrative Assistant/Office Manager/Letter of Credit Assistant

- Managed day-to-day operation of 40 employee office including accounts payable, human resource issues, vendor relations and telephony.
- Managed and coordinated export Letter of Credit Program.
- Developed and maintained employee Transitchek program.
- Maintained client relationships by handling cash requests, resolving statement inquiries and any matters relating to the client portfolio.
- Prepared and kept up-to-date monthly prospect and client reports.
- Supported managers and officers in creating Excel Spreadsheets and Power Point presentations.
- Prepared expense reports; maintained calendars; arranged travel itineraries, meetings, luncheons, dinners & outside events.

Education: Bachelor of Science – Business Administration, Marymount College
Skills: Microsoft Office 2012
Other: Notary Public State of Florida

Application Form

Profile

Peter T Koch
First Name Middle Initial Last Name

12952 SW aureolian Ln
Home Address

Port Saint Lucie FL 34987
City State Postal Code

peterk56@comcast.net
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Mobile: (978) 808-7695
Primary Phone Alternate Phone

Retired?

Yes No

Digital Equipment Corp Plant Manager Management and Human Resources
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

Have some free time. I also served in elective office in Massachusetts for 9 years as a Town Selectman. Prior, I served 4 years on the Twin Finance Committee. I served on several hospital, workforce and community boards over a period of 15 years. When I retired from Digital Equipment Corp I went to work for 5 years for Governor Bill Weld and Lt. Gov, Paul Cellucci as the Governor's Principal Workforce Advisor and Exec.Dir of the Workforce Board. I later worked as VP for the Nation Alliance of Business for the Northeast region addressing workforce issues in the Northeast region.

Why do you think you are qualified to serve on this board or committee?

I have a broad experience with local, regional and national boards and associations as an executive and board member

Brief description of Education & Experience

AB Economics -Upsala College, East Orange, NJ MBA - Wayne State University, Detroit, MI

[PTK_Resume_5-6-20_1_.doc](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

04/19/1941

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

4 years, 3 months - Del Webb

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

PETER T. KOCH

12952 SW Aureolian Ln, Port Saint Lucie, FL 34987

Tel: 978-808-7695 Email: peterk56@comcast.net

SUMMARY OF QUALIFICATIONS

Broad based domestic and international executive management experience in private, public and education sector positions. Significant management responsibilities in human resources, manufacturing, economic development, workforce development and post-secondary education.

PROFESSIONAL EXPERIENCE

**2008 – 2015. AMERICAN COUNCIL FOR PROFESSIONAL EDUCATION & TRAINING
EXECUTIVE DIRECTOR**

Responsible for leading the establishment and operation of an association promoting the professional development of New Hampshire career schools in meeting the workforce needs for applied skills.

**2007 – 2008 SEACOAST CAREER SCHOOLS, Sanford, ME & Manchester, NH
EXECUTIVE DIRECTOR**

Responsible for the executive leadership of two career schools, enrolling 250 students in each. Had P & L responsibility for these schools, including admissions, financial aid, education, student services and career services. The programs offered are in the allied health field and enroll a high percentage of adult learners in day and evening programs. The responsibilities require adhering to the requirements of the ACCET accreditors, the USDOE as well as corporate standards and policies.

Major accomplishments:

- Rebuilt admissions staffs at both schools and improved start performance by 20%
- Energized and empowered the senior staff to assume full responsibility for their departments
- Established programs to engage students and improved their participation in the life of the school
- Initiated a program of staff and faculty development
- Established a community involvement program

**2005 -2007 MCINTOSH COLLEGE, Dover, NH
PRESIDENT**

Hired to lead this 110-year-old, 900 student, career college. Had total responsibility for the day to day operations of the college with P&L accountability. Staff totaled 150 and a budget of \$20M

Major accomplishments:

- Rebuilt and energized a new executive management team
- Re-focused the mission of the college back to educating the working adult
- Integrated the management of a separate culinary arts program into the college
- Rebuilt trust between the faculty and administration
- Terminated a problematic technical health program
- Achieved the best admissions performance in 2 years
- Added business and alumni to the Board of Trustees
- Improved town-gown relations
- Lead the process for renewing accreditation with the regional accreditors
- Met or exceeded each quarterly forecasted budget
- Initiated a college re-accreditation process with NEASC

**2003.2005 UNIVERSITY OF PHOENIX, Westborough, MA
CAMPUS DIRECTOR**

Hired to establish a new campus in Central Massachusetts for educating working adults. Had total responsibility for the day to day management of the campus operations including admissions, financial aid, student services, academics and finance. Staff totaled 25 full time and 60 part time staff and a budget of \$13m

Major accomplishments:

- Recruited and hired a total new staff to launch the new campus
- Oversaw the fit-up of 25, 000 square foot of office and classroom space
- Established the university presence in a highly competitive education environment
- Met all financial targets during the first two years of operation
- Built relationships with the business community to enhance enrollment
- Exceeded the profit goals in year one

- Established a very competitive executive MBA program in year 2

2001-2003

**ROXBURY COMMUNITY COLLEGE-Small Bus. Dev. Institute, Roxbury, MA
DIRECTOR**

Hired to establish a new institute to assist minority and women entrepreneurs in the creation of new businesses and providing for their growth and development in Boston

Major accomplishments:

- Built first time relationships within the small business community
- Established a minority contractors association to assist them obtain contracts
- Established a new minority chamber of commerce within the inner city
- Established a management development program for owners in business 3 years and ready to move to the next level

1997.2001

**NATIONAL ALLIANCE OF BUSINESS, Washington, DC
VICE PRESIDENT, NORTHEAST REGION**

Responsible for representing NAB and the business agenda, enlisting business associations and coalitions and educators to support the building of the most effective workforce in the world by aligning K-12 and college curricula with business skill needs.

Major Accomplishments:

- Provided leadership to the nine states in the region implementing the Workforce Investment Act
- Advocated for a stronger business involvement on the workforce boards and in the school-to-work initiative
- Advocated for better adherence by community colleges to the national skill standards
- Successfully managed NAB's annual national workforce conference

1992.1997

**COMMONWEALTH OF MASSACHUSETTS, Boston, MA
EXECUTIVE DIRECTOR, MassJobs Council**

Hired as the first executive staff to the Governor's principal advisory board for workforce development with purview over \$1billion in job related education, training and employment funds. Was Governor's Chief Policy Advisor for workforce development

Major Accomplishments:

- Competed and won the first One Stop Career Center grant from the Dept of Labor
- Competed and won the first School-to-Work grant from the Dept of Education
- Implemented the first welfare-to-work program under new federal legislation
- Established the first in the nation competitive career centers, market driven, customer focused, replacing the old "unemployment office"
- Received "State of the Year" award for the innovations implemented

1968-1992 **DIGITAL EQUIPMENT CORPORATION, Maynard, MA**

Held a variety of management positions in Acquisition, Manufacturing Plant Management and Human Resources

GROUP MANAGER – Software & Consultant Acquisition

Initiated an "intrapreneurship" for the acquisition of third party software and consultants worldwide in the company and the development of a groundbreaking worldwide purchasing information system named "Softbase"

Major Accomplishments:

- Established a totally new worldwide business within the company
- Reduced software litigation costs by over 50%
- Established standard contracts for software and consultants reducing costs by 20%
- Managed operations in US, UK, Switzerland, France, Ireland, Japan & Korea.

PLANT MANAGER – Westminster, MA

Managed a large computer systems manufacturing plant with shipments worldwide.

Responsible for all plant engineering, production, quality, materials, information systems, finance, personnel and community relations functions. Had a product ship budget of \$1billion, an expense budget of \$50million and a plant population of 1300.

Major Accomplishments:

- Reduced operating costs by 30% over 2 years
- Refocused the plant charter to meet higher customer expectations
- Reduced inventory by 15% per year
- Improved product delivery by over 20%
- Significantly improved the plant culture and reduced turnover by over 30%

PLANT MANAGER – Maynard, MA

Managed a computer parts plant, manufacturing printed circuit boards, logic modules, metal fabricated parts, and manufacturing test equipment. Had a product ship budget of \$300million an expense budget of \$17million and a plant population of 980.

Major Accomplishments:

- Took plant from last place to first place in three years in total performance among 9 plants
- Reduced plant overhead costs by 20%
- Reduced turnover by 50%
- Reduced scrap by 50%
- Improved employee morale, and improved customer satisfaction

GROUP PERSONNEL MANAGER – Corporate Offices, Maynard, MA

Over the course of 11 years responsible for the delivery of all personnel services in an environment that saw 30% growth for each of these 11 years. The company grew from 1200 to 75,000 employees in this period. Personnel staff grew from 8 to 150.

Major Accomplishments:

- Built an entire HR function within the company to support its growth
- Established the first college recruiting program
- Established the first affirmative action program
- Established the first team building and valuing differences program
- Created the HR business partner model within the company making HR a powerful, equal partner in business operations
- Given the opportunity to manage a large manufacturing plant as a result of HR performance

EDUCATION

| | |
|-------------------------------------|--|
| Upsala College, E. Orange, NJ | AB Economics |
| Wayne State University, Detroit, MI | MBA Management |
| University of California, Berkeley | Executive Development Program |
| Harvard University, Cambridge, MA | Public Sector Executive Development Program |
| Harvard Business School | Business Leadership in the Social Sector (BLISS) |
| University of Phoenix, Phoenix, AZ | Executive Development Program |

PROFESSIONAL ACTIVITIES

Governor's principal policy advisor on workforce development –MA – 5 years
 Council for Adult and Experiential Learning (CAEL) – 10 years, Board member, Executive Committee
 Massachusetts Council for Quality- 10 years – President 2 years
 Massachusetts Business Alliance for Education – 16 years, member
 Greater Boston Chamber of Commerce–2 years–Workforce Development Committee
 National Association of Minority Contractors – 2 years, member
 Metro-West Chamber of Commerce – 3 years – Workforce Development Committee
 New Hampshire Higher Education Commission – 6 years
 Greater Dover NH Chamber of Commerce – 2 years, Government Affairs Committee

VOLUNTEER ACTIVITIES

| | |
|--------------------------------------|--|
| MassJobs Council | Member of Executive Committee |
| Private Industry Council | Member 12 years, President 3 years |
| Fitchburg Art Museum | Director 6 years, Treasurer 3 years |
| United Way of North Central Mass. | Director 8 years, Vice Chairman 1 year |
| Nashua River Watershed Association | Director 3 years |
| Emerson Hospital | Director 7 years, Chair, Personnel Committee |
| Selectman, Town of Harvard (elected) | 9 years, Chairman 3 years |
| Finance Committee, Town of Harvard | 4 years, Chairman 2 years |

TEACHING EXPERIENCE

Schoolcraft Community College, Livonia, Michigan – management
 Mount Wachusett Community College, Gardner, MA, MA – business & management

University of Massachusetts – Lowell, MA - economics

Northeastern University, Boston – currently adjunct faculty - business & management – 32 years

Manchester Community College, NH – adjunct faculty – business and management – 4 years

Application Form

Profile

Marvin

First Name

Lesman

Last Name

5200 NW BENGAL ST

Home Address

PORT SAINT LUCIE

City

FL

State

34983

Postal Code

marvin1964@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Home: (201) 874-2034

Primary Phone

Home: (201) 874-2034

Alternate Phone

Retired?

Yes No

D&B

Employer

Vice President Analytical and
Data Compliance

Job Title

Risk Management

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I enjoy contributing to the community. I am currently a volunteer for the Port St. Lucie Police Citizens Observation Patrol and the St. Lucie County Sheriff's Citizen Observation Patrol

Why do you think you are qualified to serve on this board or committee?

My life experience and my business experience . I have a rich and varied background which can be applied to the challenges for the future of Port St. Lucie

Brief description of Education & Experience

I have a B.S. in Business Finance and Economics from Long island University. I have had many leadership roles where my ability to organize, coordinate and execute has enabled the companies I've worked for succeed. My background is in Commercial Credit Risk, Development, building, management of sophisticated credit and behavior models and I have an extensive background in compliance.

[LESMAN Marvin_resume_4_.docx](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

8+ years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

MARVIN LESMAN

5200 NW Bengal Street • Port St. Lucie, Florida 34983

772-446-9260 • Marvin1964@gmail.com

PROFESSIONAL EXPERIENCE

Evander Consulting, LLC • Port St. Lucie, Florida 2015 - 2022

Commercial Credit Risk Management consulting for mid to large size companies - *Owner*

Dun & Bradstreet, Parsippany, NJ. 2010- 2015

Senior Leader (VP), Predictive Analytic Policies and Practices and Analytic Product Deployment

Successfully held several leadership roles in the development, implementation and management of Data and Analytic Governance practices. Successfully led the implementation of several new standard scores under budget and in record time.

EVANDER CONSULTING, Flanders, New Jersey. 2008 – 2010

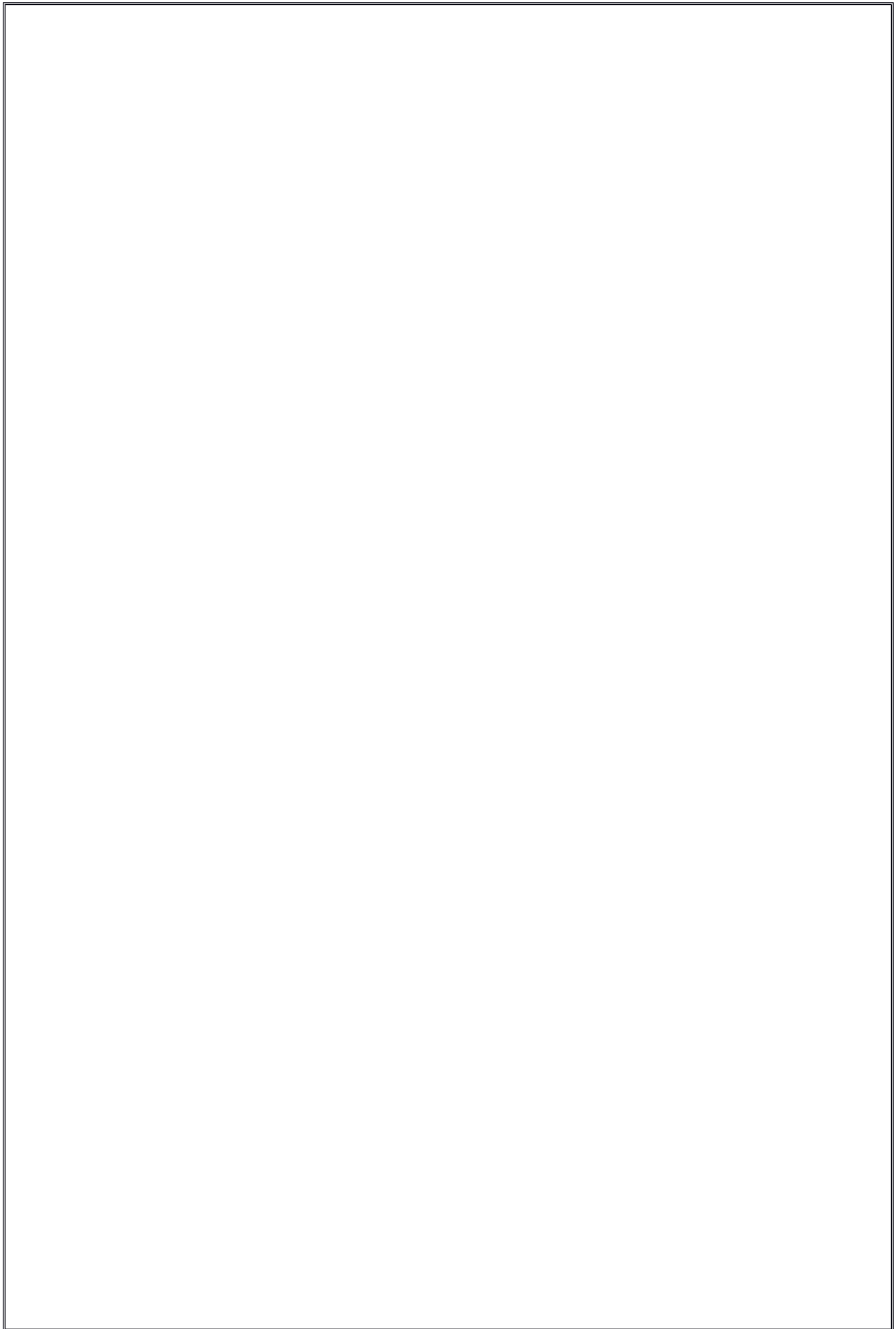
Credit Risk and Operations - private consulting business - *Owner*

CITIGROUP, Warren, New Jersey • 2001-2008

\$27 Billion global provider of financial products and services to consumer and corporate customers.

Senior Vice President – Risk Management

Directed credit strategy for various business units within the Commercial Business Group of CitiCapital. Spearheaded a scoring analytics group charged with creating and tracking credit scoring models and validation metrics. Led and presented vintage analysis, loss analysis, score card cut-off, and threshold change initiatives. Supervised up to 8 scoring analysts.



MARVIN LESMAN

5200 NW Bengal Street • Port St. Lucie, Florida 34983

772-446-9260 • Marvin1964@gmail.com

PROFESSIONAL EXPERIENCE

Evander Consulting, LLC • Port St. Lucie, Florida 2015 - 2022

Commercial Credit Risk Management consulting for mid to large size companies - *Owner*

Dun & Bradstreet, Parsippany, NJ. 2010- 2015

Senior Leader (VP), Predictive Analytic Policies and Practices and Analytic Product Deployment

Successfully held several leadership roles in the development, implementation and management of Data and Analytic Governance practices. Successfully led the implementation of several new standard scores under budget and in record time.

EVANDER CONSULTING, Flanders, New Jersey. 2008 – 2010

Credit Risk and Operations - private consulting business - *Owner*

CITIGROUP, Warren, New Jersey • 2001-2008

\$27 billion global provider of financial products and services to consumer and corporate customers.

Senior Vice President – Risk Management

Directed credit strategy for various business units within the Commercial Business Group of CitiCapital. Spearheaded a scoring analytics group charged with creating and tracking credit scoring models and validation metrics. Led and presented vintage analysis, loss analysis, score card cut-off, and threshold change initiatives. Supervised up to 8 scoring analysts.

AMERICAN EXPRESS, New York, New York • 1996-2001

Global charge and credit card payment and travel company, serving consumers and businesses.

Vice President – Risk and Operations (1998-2000)

Established start-up credit strategies, and the operations, and risk management infrastructure for the commercial equipment financing and AMEX SBS pre-approval programs. Developed all standard account documents, credit and collections policies, and data management systems for various business units. Developed and presented new products to management in the areas of healthcare, auto loans / leases, and outside vendor partnerships. Expertly managed a professional staff of 45 and 4 subordinate managers.

Specific Achievements:

- Built a talented, top-performing management team.
- Incorporated complex credit scoring models into the risk management function.
- Propelled 15% growth in volume (led the cross business project team)
- Minimized the cost of default by reducing credit losses and fueling collections.

Chief Credit Officer (1996-1998)

Defined and implemented the risk management infrastructure for American Express Capita Finance, LLC, a start-up joint venture with AT&T Capital designed to offer pre-approval and lending products to charge card holders. Set scoring model parameters, underwriting standards, and account management policies and procedures. Directed a risk operations staff of 24, directly supervising 3 management employees. Monitored and managed loan approval cycle, account performance, and credit delinquency rates.

Specific Achievements:

- Prepared the business for launch and smoothly merged Risk Operations with AMEX.
- Accelerated loan processing by 75% and eliminated 50% of costs by establishing a signature-free process.

Additional Experience (Details on Request):

Corporate Credit Officer & Division / Region Operations Manager, AT&T CAPITAL (1988-1996)

Director of Financial Services, MONROE SYSTEMS FOR BUSINESS, INC. (1986-1988)

EDUCATION & CREDENTIALS

Bachelor of Science in Business Finance

Long Island University, Brooklyn, New York

Certified Credit Executive (CCE)

National Association of Credit Management

Application Form

Profile

Lynette

First Name

Lockwood

Last Name

2833 SE Eagle Dr

Home Address

Port Saint Lucie

City

FL

State

34984

Postal Code

lynetteleelockwood@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Home: (772) 359-6984

Primary Phone

Alternate Phone

Retired?

Yes No

Manpower / Treasure Coast
Business Summit

Employer

Business Manager / Owner

Job Title

Business Development &
Consultant

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

If Yes, by whom?

Previously appointed

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I would like to continue my service on the Citizens Advisory Committee. My in depth knowledge of city culture and business will certainly help improve policies and processes for the greater good of all. I love our city very much. I've witnessed tremendous growth since moving here in 2004. My life is invested here and I would like to continue to make a positive difference in the future culture, atmosphere, and services that we provide for our residents.

Why do you think you are qualified to serve on this board or committee?

I've served as board presidents for several organizations. Participated in City of Port St Lucie University, was valedictorian of Leadership St Lucie Class 37. I have owned several businesses here over the years, and still own the prestigious Treasure Coast Business Summit held annually. We bring over 1200 Treasure Coast businesses together under one roof, for one day of enterprise, networking, and enriching educational opportunities. The City of Port St Lucie proudly endorses this event. I am passionate about responsible growth, fiscal responsibility, and fostering a strong sense of community where families can live, work, and play harmoniously.

Brief description of Education & Experience

DePaul University - Chicago Secondary Education - English Concentration Valedictorian - Class 37 St Lucie Leadership City University 2018 - City of Port St Lucie Appointed to Citizens Advisory Committee - St Lucie Public Schools Board Director - Membership Palm Beach County - Society of Human Resource Management Appointed Board Director Chuck Shaw Adult Education Center via The School District of Palm Beach County Please see my LinkedIn profile. <https://www.linkedin.com/in/lynettelockwood>



Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

01/07/1975

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

If Yes, please list:

Citizens Advisory Committee

Lynette Lockwood

Are you a registered voter?

Yes No

How long have you been a City resident?

19 years and forever to go

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree



Application Form

Profile

Rondy _____ Louissaint _____
First Name Last Name

142 NW Swann Mill Circle _____
Home Address

Port Saint Lucie _____ FL _____ 34986 _____
City State Postal Code

rondylouissaint@gmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Mobile: (772) 773-0935 _____ Business: (772) 773-1750 _____
Primary Phone Alternate Phone

Retired?

Yes No

Treasure Coast Diagnostic Laboratory _____ Business Owner / Pastor _____ Medical/Business owner/Pastor _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

Because I want to make a difference in the community as a Business owner and a Pastor.

Rondy Louissaint

Why do you think you are qualified to serve on this board or committee?

Because I have the experience in Leadership in different areas.

Brief description of Education & Experience

I attended ORU plus I have been in the Medical field for or 35 years. I also own a medical Diagnostic Laboratory in Port Saint Lucie.

[Rondy_s_Resume_2.docx](#)

Upload a Resume

Demographics

Ethnicity

African American

Gender

Male

05/28/1964

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

9 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Rondy Louissaint

Laboratory Technician

Contact

772-773-0935
rondylouissaint@gmail.com

Education

Oral Roberts University,
Theology Ministry – 1990

Miami Dade Community
College, Associate EMT

Objective

A professional Laboratory Technician/Phlebotomy with extensive work experience, seeking a supervisory position in a healthcare clinic, hospital, or related location to apply my knowledge of phlebotomy and laboratory Tech-related processes and protocols while interacting with patients in a friendly, caring manner, a work atmosphere that allows me to contribute my strong leadership, creativity, problem-solving, and retention skills.

Experience

November 2017- Present

Sr. Pastor – Supernatural Impact Christian Center, Port St. Lucie FL

Provide counseling and spiritual guidance for group of members. Preach and, Teach and equip the saints through discipleship

February 2018 – December 2020

Mobile Phlebotomy/Independent Contractor – Genesis Medical Laboratory, Port St. Lucie FL

Mobile travel to several homes and nursing facilities, retrieve and obtain specimen from patients with care

April 2016 – March 2018

Mobile Phlebotomy/Independent Contractor – First Quality Laboratory, Port St. FL

Mobile travel to several homes and nursing/dialyses facilities, retrieve and obtain specimen draws from patients with care

February 2014 – March 2017

Mobile Phlebotomy/Independent Contractor – CM Lab, Inc. FL

Mobile travel to several homes and nursing/dialyses facilities, retrieve and obtain specimen draws from patients with care

June 2013 – September 2013

Lab Assistant/Phlebotomy – Integrated Regional Laboratories, Port St. Lucie, FL

Outpatient Labs/Inpatient, Drug Screen. Process and Retrieve specimen included Outpatients Draws, and pediatric collection

January 2012 – March 2013

Lab Assistant/Phlebotomy – Wuesthoff Hospital, Melbourne FL

Outpatient Labs/Impatient, drug Screen, process and retrieve specimen included outpatients Draws, and pediatric collection

February 2008 – April 2009

Quality Control – Staff Mate, Douglas GA

Evaluating the company's product specifications and examine them with customer requirements. Maintained and set-up documentation and control procedures. Supervise technical team to carry out checks and tests. Write management and technical systems reports

September 2005 – January 2008

Lab Assistant – Springer Clinic, Tulsa OK

Collected and process blood specimen on Patients, Included Outpatients Draw, and pediatric collection.

March 2001 – September 2005

Lab Assistant – Doctors Hospitals, Tulsa OK

Collected and process blood specimen on Patients, Included Outpatients Draw, and pediatric collection

Key Skills

Leadership, Training,
Customer Service, Patient
Care, Specimen/Collection
Draws, Supervision, Office
Management

Communication

Excellent Communication skills, Radio, online through social media platforms and general audience

Leadership

Sr, Pastor and Motivational/Conference Speaker – for In-Person/Online
Radio Ministry

References

See attach recommendation Letters

Application Form

Profile

Joseph

First Name

Mastromonaco

Last Name

11391 SW Half Moon Lake Lane

Home Address

Port St Lucie

City

FL

State

34987

Postal Code

joeplan64@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Mobile: (732) 539-2186

Primary Phone

Alternate Phone

Retired?

Yes No

Retired

Employer

Licensed Public Accountant/IRS
Enrolled Agent

Job Title

Accountant

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

To assist in preparing annual budgets

Why do you think you are qualified to serve on this board or committee?

Being a Licensed Accountant since 1979 I have worked on numerous types of budgets, both private, nonprofit and governmental. I had my own accounting firm for almost 40 years, prior to this I had worked with various CPA firms though out New Jersey.

Brief description of Education & Experience

Bachelor of Science Degree in Accounting from Fairleigh Dickinson University. I've maintained my IRS Enrolled Agent status and maintain an average of 24 continuing education every year. Served in United States Air Force for 4 years 1966 to 1970 and was honorably discharged..

[Bio_Joseph_Mastromonaco_08-19-2019_12694_.docx](#)

Upload a Resume

Demographics

Ethnicity

Prefer not to Answer

Gender

Male

12/22/1946

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

Port St Lucie 3 Years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Joseph Mastromonaco

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Joseph Mastromonaco, EA
11391 SW Half Moon Lake Lane
Port St Lucie, Florida 34987

(732)539-2186
Email joeplan64@gmail.com

Employment

Currently – Semi retired. Have several 1040 clients I still maintain. Have my own EFIN, EA and FID numbers.

Retired - Sold my accounting practice and retired my accounting license in 2013.

1979 to 2013 - Owner operator Joseph Mastromonaco & Co in Toms River NJ serving well over 100 corporations and 350 1040's as well as several 990 of varying sizes.

1975 to 1979 – Petrics, Meskin, Nassar and Dambach PA – Senior staff accountant

1973 to 1975 – Laventhal, Kreksten, Horwath & Horwath CPA's – Staff accountant

Education

Still maintain 48 CPE credit hours every three years in taxation including ethics.
Fairleigh Dickinson University (Rutherford Campus) - 1970 to 1973 Accounting Major, BS
East Rutherford High School – 1960 to 1964 Business

United States Air Force 03-03-1966 to 12-08-1969 KC130 Tanker Crew Chief

Other

Member in good standing in New Jersey Association of Public Accountants currently a life member.

Member in good standing Toms River American Legion Post 129 currently a life member.

Member in good standing Knights of Columbus Father Capodanno Council 6522.

Have a very good working knowledge of Drake and Ultra Tax Software, as well as excel and word.

Application Form

Profile

Donna

First Name

S

Middle Initial

Mcgowan

Last Name

2801 SE Pace Drive

Home Address

PORT SAINT LUCIE

City

FL

State

34984

Postal Code

psldmcgowan@yahoo.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Mobile: (772) 530-7164

Primary Phone

Mobile: (772) 530-7164

Alternate Phone

Retired?

Yes No

None

Employer

None

Job Title

None

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I recently attended a city council meeting with a neighbor and would like to be more involved in local government. I am also a college student where we have discussed discussed the topics of civic engagement and community involvement. As a recent retiree, I'll have the time to do this now.

Why do you think you are qualified to serve on this board or committee?

My career was in tax and accounting. I am very familiar with government accounting and budget proposals.

Brief description of Education & Experience

Associates Degree in Accounting from IRSC. Currently in school to obtain a Bachelor's Degree. I worked 34 years and retired from the Federal Government. I worked with the IRS as a Tax Auditor and then Revenue Agent. I also worked as a representative resolving labor/management disputes.

[Resume_2023.pdf](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

37 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Donna McGowan

772-530-7164

Dmcgowa1@fau.edu

Port St. Lucie, FL 34984

Education

December 2023 (Expected)

Bachelor of Arts degree in Interdisciplinary Studies, Florida Atlantic University, Boca Raton, FL

December 2005

Associate in Arts Degree in Accounting, Indian River State College, Fort Pierce, FL

Experience

President, National Treasury Employees Union, Local Chapter 93, West Palm Beach, FL

October 2010 – September 30, 2020 (Retired)

- Negotiating Labor/Management working conditions.
- Managing union stewards for large local chapter.
- Liaison with local federal law makers regarding legislation impacting federal workers
- Negotiating grievances and
- Dispute resolution in the workplace.

Internal Revenue Agent, Internal Revenue Service, Port St. Lucie, FL

April 1986 – September 2020 (Retired)

- Auditing books and records supporting all federal tax forms.
- On the Job Trainer to assist new hires learn.
- Classroom Instructor teaching tax law
- Task Force to rewrite training materials updating audit techniques and tools

Skills

Management

Organization

Training

Data analysis

Problem-solving

Negotiations

Communication

Creative Design

Dispute Resolution

Application Form

Profile

Eddie
First Name

Moore
Last Name

2361 SW Savona Blvd
Home Address

Port St. Lucie
City

FL
State

34953
Postal Code

emoore1261@gmail.com
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Home: (772) 200-1196
Primary Phone

Alternate Phone

Retired?

Yes No

Social Security Disability
Employer

SSD
Job Title

SSD
Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

Get involved

Why do you think you are qualified to serve on this board or committee?

Get involved

Brief description of Education & Experience

BS Accounting 20 yrs. Manager Credit Management 20 yrs. High School officials

[EM7012016.dox.docx](#)

Upload a Resume

Demographics

Ethnicity

African American

Gender

Male

12/06/1961

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

17yrs

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Eddie Moore

2361 SW Savona Blvd.
Port Saint Lucie Fl. 34953
(772) 200-1196 Cell
emoore1261@hotmail.com

PROFESSIONAL EXPERIENCE

ARS Rescue Rooter

9/16 to Present

A/P & A/R Process Specialist

Accomplishments and responsibilities include:

Report to Controller;

- Process all invoices for both Home Depot and Non-Home Depot customers
- Review all invoices for appropriate documentation and approval prior to payment
- Process all Home Service Plan for ARS
- Write all permit check for various Cities, example: Vero Beach, Port St Lucie, Sebastian, Melbourne etc...
- Oversee all "Bill Out" making phone call regarding outstanding invoices,
- File Claim (warranty) on all A/C parts and HVAC; Goodman, Asure, Trane, Assurant...
- Process all refunds to customer account via Chase, Home Depot
- Oversee all past due invoices by provided Controller will explanation
-
-

International Wholesale Tile LLC ,

10/13 to 05/16

A/P & A/R Process Specialist

Accomplishments and responsibilities include:

Report to CFO;

- Process all vendor and suppliers' invoices into AP data base Dancik
- Review all invoices for appropriate documentation and approval prior to payment
- Enter all sub-contractors' invoices with the appropriate GL number
- Understanding of various vendor invoices, such as:
 - o FPL Rent, Broward Paper Products (Office and Warehouse Supplies)
 - o Southwest Trucking R&L Carriers, etc.....
- Match purchase orders with invoices
- Collect Lien waivers for current projects. (Partial Conditionals, Unconditional, and Finals)
- Prioritize invoices according to cash discount potential and payment terms
- Audit and process credit card bills
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices

- Process weekly payment to vendors and suppliers.
- Enter weekly expense reports for salesmen.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expenses to accounts and cost centers by analyzing invoice/expense reports.
- Recording entries, pays vendors by monitoring discount opportunities; verifying federal id numbers
- Scheduling and preparing checks; resolving purchase order, contract, invoice, or payment
- Discrepancies and documentation; insuring credit is received for outstanding memos; issuing stop-payments or purchase order amendments.
- Assist in ACH payments to vendors
- Additional duties include research all Vendor Discrepancies and follow up on all adjustments,
- Maintains accounting ledgers by verifying and posting account transactions, verifies vendor accounts by reconciling monthly statements and related transactions, maintain all spreadsheets daily/weekly.
- Direct head of Claims Department
- Assist in disseminating Price List to all salesmen and customers
- Assist in month end closing

Official of High School Sports

09/1997 to current

Official/Referee: Treasure Coast Officials Association, South Florida Women's Lacrosse Officials, Mid-Coast Officials Assn - Girls Lacrosse, Mid-Coast Officials Assn - Boys Lacrosse and Elite Sports Group

- Officiate various high school sports for boys and girls. This includes football, volleyball, basketball, lacrosse, flag football, and softball.
- Responsibilities also included yearly testing and certification for each sport.
- Attend yearly clinics, and weekly meetings during specific sport seasons.
- During individual games, demonstrates knowledge of rules and regulations.
- Oversees all aspects of games including the clock, and players' equipments.
- Maintains positive sportsmanship atmosphere among players, coaches, and fans.

Northeast Foods

06/06 to 05/08

H&S Bakery -- Schmidt Baking Company, Inc.

A/R Manager

Accomplishments and responsibilities include:

- Report to Contoller;
- Develop new collection procedures;
- Reduce H&S A/R balance from \$16m to \$8m in six months;
- Reduce Schmidt A/R balance from \$21m to \$10m in eight months;
- Implement new customer tracking form (ACT!!);
- Improve collection DSO from 43 to 33;
- Supervise a staff of 9 employees, 2 collectors, 4 A/R clerk and 2 Pricing clerks and 1 A/R Scan/Update, hire and terminate staff as required;
- Perform all evaluations and reviews for A/R staff;
- Monitor daily cash deposits to banks both BOA and HB;

- Oversee all wires received from various customers for both banks and allocated to customer's account;
- Perform weekly credit reviews on top 50 accounts.
- Meets accounts receivable operational standards by contributing information to strategic plans and reviews;
- Implementing corrective actions.
- Investigating circumstances of non-payment; negotiating and resolving conflicts;
- Updates receivables by coordinating and monitoring daily sales order processing and bank remittance transactions.
- Maintains financial security by adhering to internal accounting controls.
- Maintains accounting ledgers by posting monthly account transactions.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks.

Reprographic Technologies

02/03-06/06

Credit and Collections Manager

Accomplishments and responsibilities include:

- Report to Controller;
- Implement strategies that would reduce company's DSO from 85 days, to 45 DSO;
- Develop new collection procedures;
- Reduce account receivables over 90 days (48%) from \$1.8 to \$80k (3%) over 90 days;
- Implement Key Controls measures within the A/R department to become Sarbanes-Oxley compliant;
- Provide Key Control list for Sarbanes-Oxley Act auditors to support A/R procedures;
- Create new credit approval procedures;
- Modify billing procedures for Facility Managers at customer's site;
- Implement new procedures, which require all seven branches to scan all work orders weekly before sending to corporate accounting, thus ensuring all work orders will be available for review to all locations at a given notice;
- Develop new process of issuing credit memos and tracking methods by store location;
- Monitor daily cash deposit to banks;
- Oversee all wires received from various customers;
- Supervise a staff of 6 employees, 3 collectors, 1 A/R clerk and 2 Facility Management billing clerks, hire and terminate staff as required;
- Manage application of cash to system, review posting of cash prior to posting to G/L;
- Perform all evaluation and reviews for A/R staff;.
- Forecast monthly collection target for cash flow;
- Set monthly collection goals for each collector;
- Report weekly and monthly to (Principle) CFO and President (Excel Reports);
- Approve and report monthly write offs;
- Maintain a log for all unapplied cash and or overpayments.

Dimension Data (North America)

10/00- 10/02

Credit and Collections Manager

Accomplishments and responsibilities include:

- Report to Controller;
- Prepare and review financial statements, month end closing;
- Plan, organize, direct and control the collection activities for monthly billings;
- Implement new policies and procedures for the timely collection on past due invoices;
- Manage the preparation and presentation of reports on collection activities;

- Administer human resource policies and programs including hiring, training, performance appraisals, salary administration and initiation of corrective performance measures;
- Assist in client bankruptcy/insolvency proceedings in conjunction with legal, establish and monitor special payment arrangements in work out situations;
- Insure appropriate internal controls are implemented and enforced;
- Perform monthly credit reviews on all top 30 accounts;
- Process all customer refunds due from overpayment or rates issues;
- Work with outside attorneys and collection agencies;
- Forecast monthly collections, targets;
- Perform all evaluations and reviews for A/R staff;
- Manage a staff of three collectors;
- Reduce debtors days from 110 to DSO of 54.
- Increase total monthly collections by 28%.

Transportation Bureau of Baltimore Global Logistics

11/98- 10/00

Credit and Collections Manager

Accomplishments and responsibilities include:

- Report to Director of Finance;
- Manage the preparation and delivery of all external client bills in conformance with signed contract agreements;
- File all Uniform Commercial Code (UCC) liens;
- Review financial reports and ratings to determine the credit-worthiness of a client;
- Communicate approval or declination to the salesmen;
- Review aging reports to monitor the status of a client's account to make certain payments are received according to the terms agreed upon;
- Implement new procedures to collect from client, such as prioritizing accounts, making telephone calls, getting commitments, and sending out final notice letters;
- Make decisions whether to suspend, terminate, reinstate or attempt to collect from a client;
- Research disputed invoice rates and resolve;
- Improved collection numbers from 36.8% (01/00) over thirty days outstanding to 7.43% outstanding over thirty days (lowest in company 54 year history);
- Report top twenty five outstanding balances on a weekly basis to CFO and President;
- Responsible for sending clients to either collection agencies or our lawyers and providing any additional information as needed

NSCSA (AMERICA), INC.

03/93 – 11/98

Collections & Accounts Receivable Supervisor

Accomplishments and responsibilities include:

- Report to Controller;
- Supervise three employees within head office;
- Oversee collection activities in 13 ports;
- Resolve payment discrepancies;
- Monitor credit hold lists; suspend or extend credit for shippers;
- File all Uniform Commercial Code (UCC) liens;
- Prepare reports for outside attorneys when all collections calls have failed
- Maintain a working knowledge of tariff papers of the Federal Maritime Commission Rules and Regulations;
- Maintain status collection reports for each port;
- Perform all Dun & Bradstreet inquiries for credit checks;

Kennedy Krieger Institute

6/90 - 10/93

Accounts Receivable Supervisor

Accomplishments and responsibilities include:

- Report to Controller;
- Supervise six employees within account receivable department;
- Collection on all past due invoices;
- Monitor all account cash posting to A/R;
- Revised A/R procedures and implemented within department;
- Review aging report and pursued all over 30 days;
- Posted payments from private insurance companies;

OFFICE EQUIPMENT

| | | | | |
|---------------------|----------------------|-------------|-------|-------|
| Microsoft Excel | Microsoft Word | Power Point | | |
| Access Applications | WordPerfect 6.0, 5.1 | Deltek | AS400 | ELITE |
| ACCPAC | Great Plains | PeopleSoft | ACT! | FACTS |

EDUCATION

Morgan State College, Baltimore, Maryland

B.S. Accounting Degree

Delaware Technical Community College, Wilmington, Delaware

Continuing Education Credits 01/00 to Present

D&B Credit and Financial Analysis Course -- 4.2 CEU Credits -- 09/00
D&B Effective Business Writing Course -- 3.0 CEU Credits -- 08/00
D&B Introduction to Credit Analysis Course -- 2.0 CEU Credits -- 06/00
D&B Effective Employee Motivation Course -- 3.0 CEU Credits -- 01/00
Collection Law in Maryland (Institute of Certified Bankers)—7.25 CEU Credits-- 06/00
IOMA—Managing Credit, Receivables & Collections Course

REFERENCES

Available upon request.

Application Form

Profile

Chantelle

First Name

A

Middle Initial

Palmer Johnson

Last Name

1185 SW Gaffney Ave

Home Address

Port St Lucie

City

FL

State

34953

Postal Code

chanty_pooh@yahoo.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Retired?

Yes No

World financial group

Employer

Marketing Director

Job Title

Licensed Financial professional

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Planning & Zoning Board: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I'm interested in joining this committee to leverage my problem-solving skills, fulfill my sense of social responsibility, and share my expertise in population health to enhance our community. Through this involvement, I aim to achieve personal growth, actively engage with our community, participate in influential decision-making processes, expand my professional network, and further my professional development. Ultimately, my goal is to contribute to the development of our community and its residents.

Why do you think you are qualified to serve on this board or committee?

My qualifications for serving on this committee are rooted in my educational background with a degree in public health nursing and experience in healthcare management. Additionally, I have a proven track record of promoting financial empowerment through a successful financial education initiative. Moreover, I am dedicated to mentoring and fostering the growth of the staff I've led in the past. These qualifications equip me to contribute valuable insights and leadership to the committee's goals.

Brief description of Education & Experience

I possess a strong educational background, diverse professional experience, and a broad skill set that uniquely qualify me to be a valuable asset to the Citizens Advisory Committee and Planning & Zoning Board. With an impressive educational journey, including a Master's in Public Health Nursing and ongoing pursuit of a PhD in Interdisciplinary Healthcare. I am dedicated to continuous learning and bring expertise from healthcare management, project management, risk management, quality improvement, and mentoring to the table. I have honed skills in effective communication, quality assurance, and critical thinking. My commitment to advocacy and risk management aligns well with the responsibilities of these committees. I am dedicated to leveraging my knowledge and skills to enhance community well-being, improve community services, and contribute to sound planning and zoning decisions.

[CPJ_committee.docx](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

1yr

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Chantelle Palmer Johnson

1185 SW Gaffney Ave, Port Saint Lucie, FL 34953

Email: chanty_pooh@yahoo.com | Phone: 814-392-2171

Objective: Seeking a role on the Citizens Advisory Committee and Planning and Zoning Board to apply my extensive healthcare experience and leadership skills in enhancing community well-being and development.

Education:

- PhD in Interdisciplinary Healthcare (Current Student), Walden University
- Master's in Public Health Nursing (MSN), Grand Canyon University, 2022 (GPA: 3.5)
- Sigma Theta Tau International Honor Society of Nursing Nu Upsilon Chapter, Grand Canyon University - Inducted May 2021
- Bachelor of Science in Nursing (BSN), The University of the West Indies School of Nursing, 2015

License:

- Registered Nurse, State of Pennsylvania (2018-2024)
- Registered Nurse, State of Florida (Compact), RN9576483 (2021-2025)

Qualifications: Registered Nurse (RN):

- National Council Licensure Examination (NCLEX-RN), November 2017
- American Heart Association (AHA) certifications: ACLS, BLS, PALS - All valid until June 2025
- Financial Professional Certification: Life and Annuities License (2-14) - Since October 2022, Accident and Health License (2-40) - Since June 2023

Professional Experience:

1. Healthtrust Workforce Solutions

- March 2023-Current: Per Diem ICU RN
- Responsibilities: Patient education, post-operative care, and advanced technology utilization for patient care.

2. World Financial Group

- July 2022-Current: Licensed Financial Professional-Marketing Director

- Responsibilities: Collaborative financial goal setting, financial education, and project management.
- 3. ILS HHA of Palm Beach**
 - May 2022-February 2023: Home Health Agency - Director of Nursing
 - Responsibilities: Evidence-based practice, staff recruitment and training, and department goal setting.
 - 4. Florida Community Care**
 - July 2022-February 2023: Care Coordinator/Case Manager for Florida Health Plan (Medicare & Medicaid)
 - Responsibilities: Patient care coordination, assessment, and client progress evaluation.
 - 5. Chamberlain University**
 - March 2022-September 2022: Visiting Professor Clinical Educator
 - Responsibilities: Mentoring, nursing student evaluation, and curriculum instruction.
 - 6. Northwestern Medicine Hospital, McHenry, Illinois**
 - January 2022-February 2022: Acute care teaching hospital ICU RN
 - Responsibilities: High-level critical care and patient management.
 - 7. UT Health, Tyler, Texas**
 - September 2021-October 2021: Level I trauma teaching hospital ICU RN
 - Responsibilities: High-level patient care and leadership duties.
 - 8. Trinity Holy Cross, Fort Lauderdale, Florida**
 - August 2021-September 2021 (Contract) and October 2021-Current: Level II trauma center
 - Responsibilities: High-risk Covid-19 unit expertise and leadership roles.
 - 9. Val Verde Regional Medical Centre, Del Rio, Texas**
 - December 2020-March 2021: General community hospital ICU RN
 - Responsibilities: Critical care with limited resources and leadership duties.
 - 10. St Vincent Hospital, Erie, Pennsylvania**

- March 2019-December 2020: High-level II teaching hospital ICU RN
- Responsibilities: Patient care, charge nurse, and preceptor roles.

11. The Tony Thwaites Wing, Kingston, Jamaica

- February 2016-February 2019: High-level acute care RN
- Responsibilities: Effective care across diverse illnesses and high-acuity patient management.

Skills Highlight:

- Electronic medical recording systems (EPIC, MEDITECH & AXXESS)
- Proficiency in Microsoft Office
- Project management, data analysis, and quality assurance
- Care coordination, problem-solving, and critical thinking
- Leadership, time management, and charge nurse duties
- Infection control, risk management, and facility standards
- High-acuity patient care and life support management
- Medication administration, IV and central line management
- Proactive learning and mentorship
- Recruitment, licensing, and staff advocacy
- Risk assessment and management
- Customer service improvement and maintenance

References available upon request.

Application Form

Profile

Raymond

First Name

Pezzi

Last Name

11781 SW Mountain Ash Cir

Home Address

Port St. Lucie

City

FL

State

34987

Postal Code

raypezzi1@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Home: (772) 345-5068

Primary Phone

Home: (772) 345-5068

Alternate Phone

Retired?

Yes No

this question did not print

Employer

this question did not print

Job Title

this question did not print

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

If Yes, by whom?

Greg Oravec

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

continue to serve on the Citizens Advisory Committee

Why do you think you are qualified to serve on this board or committee?

Experience on the Committee

Brief description of Education & Experience

Masters Degree in Business Admin Boston College

[Pezzi.pdf](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

If Yes, please list:

Citizens Advisory Committee

Are you a registered voter?

Yes No

How long have you been a City resident?

13 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Application Form

Profile

Raymond Pezzi
First Name Last Name

11781 SW Mountain Ash Circle
Home Address

Port Saint Lucie FL 34987
City State Postal Code

raypezzi1@gmail.com
Email Address

What district do you live in? http://www.cityofpsl.com/districts *

None Selected District 2

Retired?

Yes No

Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Not Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No Greg Oravic

Interests & Experiences

Why are you interested in serving on a board or committee? Continue to serve on the Citizens Advisory Committee

Why do you think you are qualified to serve on this board or committee? Experience on the Committee.

Brief description of Education & Experience Masters Degree in Business Admin Boston College

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No CITIZENS ADVISORY COMMITTEE

Are you a registered voter?

Yes No

How long have you been a City resident?

13 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Application Form

Profile

Delta R Ralph
First Name Middle Initial Last Name

135 sw Essex Drive
Home Address

Port st Lucie FL 34984
City State Postal Code

dralph516@gmail.com
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Mobile: (309) 262-7653 Home: (309) 262-7653
Primary Phone Alternate Phone

Retired?

Yes No

NA Therapist Therapist
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted
 Infrastructure Surtax Citizens Oversight Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am interested in volunteering to make St. Lucie county to make a difference in the community. To better the living situation and to understand the needs of the citizens. I will like to be involved of the committee that involves knowledge of projects which can be achieved.

Why do you think you are qualified to serve on this board or committee?

I am fairly new in the area but was born and raised in Miami Fl. I always wanted to become involved with my communities but job and raising a family became precedent. I am semi retired and therefore qualified to extend service. I desire to serve, am a team worker, responsible, and have a willingness to learn from other members of the board. I have an attentive listening ear and want to hear about ways for improvement. I know how to make decisions based on facts. I can explore strategies and build on common alliances. I will deliver prompt and effective information based on discussions held in meetings. And I am focus to excel the community.

Brief description of Education & Experience

I have worked since the age of 18. I joined the military and received an honorable discharged after serving 15 years. Became a Administrator for the Miami VA hospital where I supervise a staff of 10 people to create a clean and safe environment for a 12 floor hospital, meeting the veterans and civilians requirements. I attended college to earn my bachelor's in Business and Finance. Furthering my education to earn a master's degree in marriage and family therapy. This is my first voluntary tenure to serve the public. However, through out my extensive experience I have served in different capacities in my lifetime. Including receiving my business and financial experience I know can serve the community well, all I am asking is an opportunity.

[resume_MFT.docx](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

5 months

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

DELTA R. RALPH
Mobile: Call/Text 309-262-7653
Email address: DRALPH516@GMAIL.COM

EDUCATION

| | |
|--|-------------|
| Master's Degree Nova Southeastern University • Major: Marriage and Family Therapist | August 2023 |
| Bachelor's Degree Nova Southeastern University • Major: Human Development and Family Studies | July 2020 |
| Bachelor's Degree American Intercontinental University • Business and Finance | July 2009 |
| Associate Degree Miami Dade Community College • Mass Communication | June 2001 |

WORK PERFORMANCE HISTORY

| | |
|---|---------------------|
| MARRIAGE AND FAMILY THERAPIST INTERN Gen Psych, West Palm Beach, FL | June 2023 - present |
|---|---------------------|

- Facilitate substance abuse group therapy with adults.
- Facilitate substance abuse group therapy for teens.
- Provided mental health counseling for adults.
- Completed clinical documentation and individual notes in a timely manner.
- Discussed cases with supervisor.

| | |
|--|---------------|
| MARRIAGE FAMILY THERAPIST INTERN Brighter Heights, Port St Lucie, FL | February 2023 |
|--|---------------|

- Provided one-on-one therapy to individuals and families with young children.
- Reinforced the client's recognition of emotions and developed healthier relationships.
- Facilitated group therapy sessions for clients with substance abuse, anger management challenges, grief/loss, and traumatic events.
- Worked closely with a licensed therapist to offer comprehensive mental health care.
- Trained in Cognitive Behavioral Therapy (CBT) and Solution Focus Therapy (SFT).
- Performed play-like techniques with children.
- Trained in crisis intervention.

- Complete and maintain individual therapy notes and documentation.

EXECUTIVE SECRETARY

June 2002 – January 2023

Department of Veteran Affairs, Miami, FL

Administrator

- Organized and scheduled meetings and appointments including maintaining contact lists.
- Produced and distributed memorandums and standard operating procedures.
- Prepared and submitted expense reports.
- Book travel arrangements, including managing and overseeing payroll.

PROFESSIONAL SKILLS

- Excellent communication skills and ability to work with interdisciplinary teams.
- Competent computer skills including MS Word Office, Excel, and Internet.
- Training and experience with substance abuse treatment and dual diagnosis population
- Experience doing brief individual psychotherapy with patients with diverse diagnoses and doing group psychotherapy.
- Basic knowledge and understanding of relevant status, cases, ethical codes, and regulations affecting the professional practice of marriage and family therapy.

REFERENCES

| | | |
|-------------------|-------------------------------------|--------------|
| Dr. Shardae Tripp | Brighter Heights Clinical Director | 772-418-7797 |
| Alice Bouhadir | Gen Psych Clinical Director | 321-844-7907 |
| Helen Patterson | Brighter Heights, Intake Supervisor | 215-407-3920 |
| Dawn Woods | Brighter Heights, Lead Therapist | 321-591-0769 |
| Mud Creekmur | Dept of Veteran Affairs, Supervisor | 786-784-1289 |
| Shaun Smith Chow | Dept of Veteran Affairs, co-worker | 786-200-3372 |
| Karen Jefferson | Retired – co-worker | 786-351-8396 |

Application Form

Profile

Christy _____ A _____ Romano _____
First Name Middle Initial Last Name

960 NW Demedici Rd _____
Home Address

Port St Lucie _____ FL _____ 34986 _____
City State Postal Code

christy@aapexelectric.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Mobile: (772) 801-9755 _____ Business: (772) 607-9494 _____
Primary Phone Alternate Phone

Retired?

Yes No

AApex Electric, Inc. _____ VP of Business Development _____ Marketing, Accounting, HR _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

If Yes, by whom?

Mayor Shannon Martin

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am interested in serving on this board/committee because I believe it is one of the most important committees our city has. As a local business owner and citizen I care about our city, its budget and its citizens.

Why do you think you are qualified to serve on this board or committee?

As a local business owner who sits on various executive boards in our city such as the treasure coast builders assoc, the broward, palm beach and st lucie county realtor board and the humane society of st lucie county's board im in touch with our communities growth and financial needs.

Brief description of Education & Experience

I have been a Treasurer for various local non-profits such as The Womens Council of Realtors of St Lucie county for 2 two year terms, I served as Treasurer for the local non-profit CareBag,Inc., and have grown my own business from zero to a company with \$4 million in gross revenue sales.

[Christy Resume.pdf](#)

Upload a Resume

Demographics

Ethnicity

Hispanic

Gender

Female

01/30/1975

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

20 yrs

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Christy A. Romano
960 NW Demedici Rd
Port St Lucie, FL 34986
(772) 801-9755
Christy@aapexelectric.com

SKILLS

Hard working, assertive, intelligent, detail oriented, articulate, personable, strong organizational and analytical skills, team player and a very punctual leader, that aspires to always progress in my position and dedicated to making our community better, with leading innovative and energetic positive ideas. I am goal orientated and I drive for success. I am very passionate about my business and my community.

EXPERIENCE

Licensed Property & Casualty Insurance Agent 1994-2001

Licensed Mortgage Lender 2001-2011: Owner of Apex Mutual Mortgage Corp.

Owner and VP of Business Development and Marketing 2011 – present for: AApeX Electric, Inc.

- Sales, Marketing and Human Resources
- Accounts Payable
- Accounts Receivable

Education

Miami Senior High School – High School Diploma
Sept 1988 – June 1992

Boards and Affiliations

Women’s Council of Realtors -St Lucie County Chapter – Treasurer - Jan 2010- Dec 2012

CareBag, Inc. (Non-Profit) – Treasurer - Mar 2017 – Mar 2018

Treasure Coast Builders Association – St. Lucie County Chapter Chairman- Jan 2019 – present

Women’s Council of Realtors -St Lucie County Chapter – Membership Director - Jan 2019 – present

St. Lucie County Chamber of Commerce – Chamber Ambassador – 2019 – present

National Association of Women in Construction – Member - 2020-present

Broward, Palm Beach and St. Lucie Realtor Board – Vice-Chair of Outreach and Events Feb2020 – present

Martin County Realtors of the Treasure Coast – Outreach and Events Committee Member Jan 2020-present

C.A.R.E.S (Non-Profit) – Vice-President 2018 - present

Application Form

Profile

Debora _____ S _____ San _____
First Name Middle Initial Last Name

12823 SW Lake Fern Circle _____
Home Address

Port St Lucie _____ FL _____ 34987 _____
City State Postal Code

dnewpher@hotmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Home: (954) 572-9768 _____ Mobile: (954) 270-2973 _____
Primary Phone Alternate Phone

Retired?

Yes No

Retired _____ Retired _____ Retired _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I would like to be involved in my community to help ensure it is safe and the residence have the best quality of life possible. I've been retired for 2 years. I'm looking for a way to make a difference, keep my mind sharp, and stay busy.

Why do you think you are qualified to serve on this board or committee?

25 years of my career has been as a business analyst, required to review business procedures, find ways to optimize processes, and review/report on financial matters. I was often be asked to sit in on new process development meetings to ask questions and provide feedback.

Brief description of Education & Experience

I have many years of experience in Insurance (CIGNA & Kemper Insurance), Logistics (DHL), and Pharmaceutical (Actavis/Teva).

[Debora San Resume.docx](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

10/13/1964

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

2 years 8 months

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

DEBORA SAN

12823 SW Lake Fern Circle, Port St Lucie, FL 34987
954-572-9768 (h) 954-270-2973(c)

BACKGROUND SUMMARY

A Business Analyst with proven capability to implement and handle multiple tasks. Strengths include computer proficiency with extensive experience in data retrieval, analysis and reporting. Demonstrated ability to identify and complete process improvement and automation initiatives. Excellent organizational skills, results oriented, and can work well as part of a team or perform self-sufficiently.

PROFESSIONAL EXPERIENCE

ANDA PHARMACEUTICALS, AN ALLERGAN COMPANY

Technical Data Analyst

April 2010 to November 2021

October 2016 to November 2021

- Analyzed Data Warehouse requests and provide programmers with details on how and when to load system data into Reporting Warehouse, set up and manage business specific data reporting systems. Taught report writers how to use Crystal Reports and how to use the data for accurate reports.
- Backed up Data Warehouse Manager to ensure timely and accurate data loads.

EDI Manager

August 2014 to October 2016

- Managed Programmers, EDI Mapper, EDI Business Analyst, and EDI Specialist.
- Lead EDI project to migrate EDI translation and communications to IBM Managed Services.

Business Analyst

April 2010 to August 2014

- Instrumental in onboarding large chain customers such as Wal-Mart, Walgreens, and Target. Traveled to Target Corporation for Quarterly BRD meetings.
- Worked closely with programmers to develop various RPG programs required to interact with EDI transactions.
- Analyzed EDI X.12 guidelines provided by Trading Partners to decipher required system changes required to meet the requirements. Acted as liaison between Trading Partner and EDI Mapper on mapping changes.
- Performed internal testing and collaborated with Trading Partner on external testing.
- Acted as EDI representative in project meetings with company Executives.
- During EDI downtime assisted IT Director with research and cleanup projects on the companies ERP system.
- Assisted ERP team by acting as Business Analyst when needed.

DHL GLOBALMAIL

Reporting Analyst

August 2006 to April 2010

August 2006 to April 2010

- Managed and reported Sales compensation with Xactly Compensation Software.
- Extract data for customer reports from Oracle and Microsoft SQL databases by modifying existing queries or creating new queries.
- Design Crystal Reports for monthly delivery of standard customer reports. Many reports can be as complex as requiring multiple grouping and variables.
- Build Microsoft Access macros for automation of frequently requested data.
- Update customer structures and refresh National Account reports for Sales and Senior Management review.
- Work with SAP developers to build required SAP queries.
- 1st Quarter 2007 Delivery Excellence Award Winner

ANDA PHARMACEUTICALS
Business Analyst

October 2005 to August 2006
August 2002 to October 2005

- Collaborated with Marketing and Sales to obtain requirements for e-commerce sales of pharmaceuticals to resellers and Pharmacy customers.
- Worked closely with developers to build e-commerce sites that met FDA regulations, state regulations, and Sarbanes-Oxley standards for sales of CII drugs, Prescription medications, over-the-counter items.
- Partnered with AS/400 developer and VP of Distribution to design and build state required Drug Pedigree access.
- Designed database tables structures and web screens for development of on-line payment system for customers to set up automatic ACH payments or credit card payments.
- Assisted with monitoring and troubleshooting of palm pilot scan ordering devices.
- Started and maintained work order tracking and EDI customer contractual tracking process.

KEMPER NATIONAL SERVICES
Business Analyst

October 2000 to October 2005
August 2002 to October 2005

- Gather requirements, design, and schedule web based operational reports for various business units using Crystal Reports 8.5 and Crystal Enterprise 8.0.
- Identified potential for improvements in existing systems and processes. Build Crystal Reports and Access Database to automate several manual processes.
- Provide company wide data knowledge base.
- Assist System Business Analyst with recommendations for system edits to improve data quality.

Data Analyst

May 2001 to August 2002

- Initiated data cleansing, load procedures, and data standards project.
- Responsible for verification of scheduled load process successful completion and data accuracy.
- Acted as liaison to Business Analysts and PL/SQL Developers to determine business requirements for data fields, tables, and procedures. Responsible for ensuring sure implementation deadlines were met.
- Worked with Data Flex Developers to program required source system data extracts for Data Warehousing.
- Assisted Oracle Consultant with automation of regularly scheduled load process. Identified threshold and error/warning criteria.

Report Designer

October 2000 to May 2001

- Designed client reports using Crystal 7.0
- Provided analysis on data and reporting criteria using Access 97 and Oracle SQL Plus 8.0.

CIGNA DENTAL

Information/Workflow Management Analyst

August 1995 to October 2000

February 1997 to October 2000

- Generated ad hoc reports by extracting information from a large (12 million records) Oracle database using Business Objects.
- Utilized Microsoft Access, Microsoft Excel, and Lotus 123 to design and customize reports.
- Responsible for verifying accuracy of data and working with system developers and database administrators to resolve data integrity issues.
- Collaborated with Marketing to provide updated, accurate RFP responses.
- Designed Microsoft Access databases and macros to automate recurring reports.
- Responsible for the training of teammates on the use of Business Objects, Microsoft Access, Microsoft Excel, and Microsoft PowerPoint.
- Responsible for analyzing current business processes, making enhancement recommendations and implementing improvements.
- Provided application and workstation support as a designated “power” user.
- Assisted Sales and Account Management with data conversion for Eligibility files.

Technical WordProcessor

May 1996 to February 1997

- Developed and maintained merge macros using WordPerfect to expedite the process for Renewal Letters and Administrative Manuals.
- Processed data to create daily Renewal Letter volumes and monthly Administrative Manuals.
- Designed and developed documents and graphical presentations, posters and marketing materials using WordPerfect, FreeLance Graphics, PowerPoint and Corel Draw.
- Developed and implemented WordPerfect 6.1 training for coworkers.
- Acted as backup for GeoAccess Technicians.

Member Services Representative - Level 1

August 1995 to May 1996

- Teleservice representative for CIGNA Dental members and dentists regarding policies, procedures, and guidelines.
- Researched and evaluated escalated member and dentist issues.

PROFESSIONAL DEVELOPMENT COURSES

CRYSTAL REPORT

Introduction
Advanced

SOFTWARE APPLICATIONS

Microsoft Word
Excel Beginning & Advanced
Microsoft Access Development
Transact SQL

AMERICAN MANAGEMENT ASSOCIATION SELF-STUDY PROGRAMS:

How To Build Team Skills In The Workplace
Listen And Be Listened To
Negotiating Skills In The Workplace
How To Be An Effective Supervisor
Managing Conflict

OTHER

Accounting I and II
Effective Business Communications
Computer Hardware and Maintenance
CareerTrack Management Skills for the New or Prospective Supervisor
CareerTrack High-Impact Communication Skills for Women
SkillPath Fundamentals of Successful Project Management

ACTIVITIES

DAUGHTERS OF THE AMERICAN REVOLUTION – 2023

Crochet blankets for Veterans and hospital neo-natal wards

HILLS OF WELLEBY HOMEOWNERS ASSOCIATION – 2007 TO 2008

Secretary

CORAL SPRINGS FIRE DEPARTMENT AUXILIARY – 1996 - 2003

President
Suppression Support Team
Fundraising

BROWARD COUNTY RED CROSS – 1996 TO 2002

Hurricane Shelter Manager
Disaster Team member

Application Form

Profile

Ingrid _____ Sarmiento _____
First Name Last Name

872 SW Kappa Av _____
Home Address

Port Saint Lucie _____ FL _____ 34953 _____
City State Postal Code

sarming29@gmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Retired?

Yes No

The Lakes at Tradition HOA _____ Community Manager _____ License community manager _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted
 Affordable Housing Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I relocated to PSL ten years ago in search of a better quality of life, and I want to keep the city's beauty while advancing.

Why do you think you are qualified to serve on this board or committee?

For many years, I have worked as a community manager, understanding the Condo and HOA association culture, making tenants and owners feel welcome and at home while also ensuring that the developer's or landowner's aspirations for life-style communities are met.

Brief description of Education & Experience

In another country, I graduated from basic college with a communications degree. When I moved to the United States, I didn't pursue my schooling and instead worked as a leasing agent for several years. I received my CAM license in 2008 and have since continued my education by attending as many seminars as possible.

[Ingrid_Sarmiento_Resume.docx](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

10 Years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

**INGRID
SARMIENTO
L.C.A.M
772-607-1468
SARMING29@GMAIL.CO
M**

Qualifications: Over 20 years of experience in all aspects of property management:

Marketing, Administration, Accounting, Collections, and Personnel Administration.

Strong education in Leasing and Property Management.

Highly motivated with the ability to motivate others.

Excellent planning and organizational skills with attention to detail.

Technical Skills

Windows operating System, Internet, Microsoft Word, Microsoft Publisher, Page Maker, Corel Draw, Excel, Quick Book, Pinnacle Studio among others, and basic software installation.

TOPS, Jenark, Yardi and Connect

Bilingual English and Spanish

I am submitting my resume for your review. It will furnish you with specific details relative to my qualifications and background.

As my resume indicates, I have over 20 years of experience in Condominiums and Homeowners Associations in various positions of extreme responsibility, not only as Property Manager but also as Recreational Events Coordinator, Covenants Enforcer, and Common Areas Inspector. Budget preparation and policy implementation are the forte of my professional experience. Each job site has its unique challenges and needs, and I can adapt and learn to better serve them.

I look forward to the opportunity to discuss my background and experience and how they could value your organization and make a significant improvement to your community association.

Sincerely,
Ingrid Sarmiento.

As a Professional Community Manager, I was trusted with the following tasks. Manage the Community Associations and their contracted vendors.

Prepare specifications needed for services, manage the bid process, and negotiate association contracts.

Oversee work performed by vendors and onsite/ offsite staff and manage payroll.

Coordinate, review, and approve invoices for services and ensure timely payment of bills.

Coordinate activities of association professionals including attorneys, auditing firms, and engineering firms

Budget preparation and the daily implementation of such.

Prepare Board Meeting Packets and Monthly Manager Reports

Conduct regular property inspections to ensure compliance with the governing documents.

Handle all association correspondence and provide customer service assistance to homeowners.

Update and maintain all association information and records.

Assist with newsletters and all intended communications.

Experience as LCAM

September 2016- Present

FirstService Residential – The Lakes at Tradition HOA

Property Onsite Manager

Coordinate all management functions for The Lakes at Traditions HOA, 687 units.

September 2014 -2016

FirstService Residential Portfolio Manager.

Portfolio,

- Osprey Creek Homeowners Association, -Palm Pointe Palm Isles Homeowners Association, Palm City, FL
- Estates of Hammock Creek Homeowners Association, -Cypress Lake of Martin County Homeowner's Association, - Crane Creek Property Owners Association In Palm City , FL
- Oak Hill Homeowners Association, PGA, St. Lucie West, FL
- Greenbrier Property Owners Association, PGA, St. Lucie West, FL
- Sierra Condominium Apartments, Stuart, Fl

June 2013- June 2014

Castle Group Management Services. Property Onsite Manager

Coordinate all management functions for Sandpebble Beach Club Condominium at Hutchinson Island, 440 units.

- Coordinate State and local authorities' inspections and permits regarding submergible lands and other Dock slip-related matters.
- Attend Hutchison Island coalitions and coordinate efforts to preserve the environment.

May -2010 - 2013

Harbor Management Services, Inc. Miami Fl. Property Manager

Coordinate all management functions for multiple Homeowners Associations and Condominiums from 80 to 344 units.

As portfolio manager of six communities at approximately 1400 residents in the Miami-Dade County area.

Oct -2006 - 2010

Harbor Management Services, Inc. Miami Fl. Homeowners Association Property Manager

Coordinate all management functions for Country Walk Homeowners Association of 1600 homes subdivided into 9 associations in the Miami-Dade County area.

In the four years I served as Property Manager for one of the largest sub-associations in Country Walk (Villages Homes 480 homes) I was first-hand involved in other aspects of all other subs and Master Association.

2003-2006

Biscayne Beach Club Apartments Miami Fl.

Senior Leasing Consultant and Assistant for the manager

- Handle all the necessities and service requests for residents of 480 units.
- Assist prospects with the proper information, show the property, qualify, and help through the process of finding the perfect home for them.
- Received the company's highest sales award.
- Developed excellence in training courses and Fair Housing and customer service Seminars.

Additional Experiences

2000-2003

Three Sister Gas Station (Marathon) Miami, Fl. Store Manager

- Supervise and coordinate all daily activities of running a gas station. Manage supplies, transactions, payroll, personnel, and accounting.

1996 -2000

Bay Island Seafood. Miami Fl.

Sales Representative, Account Assistant

- Assist with office operation, data entry, and plan schedules for sales and deliveries. Arrange and coordinate travel itineraries. Assist in hiring and training sales associates.

Education Summary

1986.1989 Industrial Technical School Venezuela, Electrical Technician, and Communications. (2 years degree)

2004 Fair Housing Department Miami. Fl.

- Training for leasing consultants among other training for techniques of customer services

2006- Present Community Association Manager License Miami Fl. Continuous Training

- Completed Property Managers Training Program
- Completed Sales & Marketing Training Program
- Completed Fair Housing Training Program

- Completed OSHA Training (2013)

Application Form

Profile

Jessica

First Name

Schwartz

Last Name

1741 NW Vivanco St

Home Address

Port St. Lucie

City

FL

State

34986

Postal Code

jessicakschwartz@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Retired?

Yes No

Self employed

Employer

Principal Broker

Job Title

Real Estate Broker

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

"I am excited to express my strong desire to become a part of the Citizen Advisory Board for Port St. Lucie. My motivation to join this esteemed board stems from a deep commitment to the betterment of our community and a genuine passion for contributing to its growth and prosperity. Port St. Lucie is not just my place of residence; it's my home, a place where my family and I have built our lives. I believe that active participation in local governance is an essential way to give back to the community that has given us so much. Over the years, I have witnessed the remarkable transformation and expansion of our city. I have seen the incredible potential it holds for the future. As a member of the Citizen Advisory Board, I aspire to be a voice for our residents, to advocate for their needs, and to work collaboratively with fellow board members and city officials to shape policies and initiatives that will enhance the quality of life for all. My background in real estate, nonprofit work, and business development has provided me with valuable insights and skills that I believe can be applied effectively in this role. I am committed to fostering transparency, inclusivity, and innovation in our city's decision-making processes. Ultimately, my goal is to contribute to the continued development of Port St. Lucie as a vibrant, safe, and welcoming community for all its residents. I am eager to bring my dedication, ideas, and enthusiasm to the Citizen Advisory Board and to work diligently towards a brighter future for our city. Thank you for considering my application, and I look forward to the opportunity to serve and make a positive impact on Port St. Lucie."

Why do you think you are qualified to serve on this board or committee?

I believe I am qualified to serve on the Citizen Advisory Board for several reasons: 1. **Community Involvement:** I have active participation in community events, projects, and organizations. My engagement in various local initiatives has given me a comprehensive understanding of the issues and concerns facing our community. 2. **Professional Experience:** My professional background in real estate has equipped me with valuable skills that are directly applicable to the work of the Citizen Advisory Board. 3. **Dedication to the Community:** My commitment to the betterment of our city is unwavering. I have a deep sense of responsibility to contribute to the growth and well-being of Port St. Lucie, not just for myself but for all its residents, present and future. 4. **Problem-Solving Skills:** Throughout my experiences, I have demonstrated a keen ability to analyze complex issues, propose innovative solutions, and work collaboratively with diverse groups to achieve common goals. I believe these problem-solving skills will be an asset in addressing the challenges that our city may face. 5. **Communication and Advocacy:** I am an effective communicator, both in writing and in verbal interactions. I can articulate ideas clearly and advocate for the interests of our community residents. I also actively listen to others, valuing diverse perspectives to make informed decisions. 6. **Open-Mindedness and Inclusivity:** I believe in inclusivity and the importance of considering the needs and viewpoints of all residents. I am open to learning from others and collaborating with individuals from various backgrounds and walks of life. 7. **Time and Commitment:** I am fully prepared to dedicate the time and effort required to fulfill the responsibilities of a Citizen Advisory Board member. I understand the importance of attending meetings regularly, staying informed, and actively participating in the board's activities. 8. **Vision for the Future:** I have a vision for our city's future that is based on sustainable growth, economic development, and a strong sense of community. I am excited about the opportunity to work with the board and city officials to turn this vision into a reality. In conclusion, my extensive community involvement, professional qualifications, dedication, and a genuine passion for the well-being of Port St. Lucie residents make me well-suited to serve on the Citizen Advisory Board. I am eager to contribute my skills, insights, and energy to help shape a brighter future for our city.

Brief description of Education & Experience

MBA Public Relations New Beginning International board member Owner/principal broker of local real estate firm Previous volunteer at various nonprofits

[Resume_2022.pdf](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

2 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Jessica Schwartz

Port Saint Lucie, FL

jessicakschwartz@gmail.com

+1 202 322 6030

Highly effective sales leader has extensive knowledge of a wide variety of sales techniques and management styles commonly used in businesses. Stays constantly current with new market and leadership trends and incorporates them into training, development, and sales processes. Extensive knowledge of real estate, telecommunications, and the security industry pertaining to business solutions, business development, and business improvement processes domestically and internationally. Strong organizational and time management skills. Excellent verbal and written communication skills. Good ability to communicate complex information in layman's terms. Solid experience in providing sales coaching and development. Strong knowledge of negotiation procedures and client engagement. Outstanding at achieving company targets. Sound ability to conduct remote team management. Seeking to obtain a challenging position in a people-oriented atmosphere where I can maximize my experiences and skills background to enhance the company's goal and objectives.

Authorized to work in the US for any employer

Work Experience

Principal Broker

Hotlist Real Estate - Port Saint Lucie, FL

September 2018 to Present

Accompany buyers during visits and inspections of properties, advising them is suitability and value of property they are visiting based on current market conditions.

- Advise sellers on how to make properties more appealing to potential buyers.
- Compared properties to similar properties that have sold to determine competitive market prices.
- Promote sales of properties through advertisements, open houses, multiple listing service, and online platforms.
- Cultivate relationships with banks, appraisers, mortgage lenders and brokers.
- Employ customer satisfaction and follow-up efforts.
- Analyse market trends, conditions, and activities to accurately advise clients and develop competitive market proposals.
- Negotiate sales and purchase contracts, ensuring accuracy and preparing amendments as necessary.

Director of Sales and Strategy

ECCN Inc - Manassas, VA

September 2015 to June 2017

- Manage sales and sales team with the sole focus of maximizing revenues in a timely, reliable and consistent basis.
- New business development involving prospect development, understanding business scenario and needs, identifying opportunities, including involvement in preparation of proposals and final negotiation and closure.
- Responsible for the overall management of the training work ensuring that all aspects and schedules are implemented in a timely manner.

- Trained and coached partners on the ECCN sales methodology.
- Worked with stakeholders, contractors, and subject matter experts (SMEs) to develop an overarching training plan to include the various audience types, appropriate training solutions/modalities, timeline, implementation considerations, resources, budget and deliverables.
- Managed the process of conducting the needs analysis, job/task analysis and front-end analysis.
- Managed the design and development new training courses and the modification of existing training course.,
- Supported program evaluation and measurement utilizing automated tracking and evaluation tools to measure the effectiveness of training programs.
- Reviewed and conducted throughout analysis, design, and development of services for adherence to organizational guidelines, writing standards, and sensible course/task flow.

International Director of Sales (MENA)

MarketNetwork - Business Solutions - Cairo, EG

May 2014 to August 2015

Collaborated with executives to drive business, marketing, and financial software applications, developing business process analysis, user/systems analysis and specifications.

- Strategically planned and implemented entire business structure tailored to each client including sales, loyalty, marketing, new business development, and organizational design and plan.
- Played major role in the prospecting, negotiating, and closure of several deals totally over \$10,000,000 with major multinational companies.
- Built sales department, including training, processes, hiring, and metrics.
- Established communication with client, to ease flow of information, while maintaining status reports as appropriate.
- Managed day-to-day operational aspects of a project and scope for Fortune 500 companies.
- Determined appropriate revenue recognition, ensure timely and accurate invoicing, and monitor receivables for project.
- Established Training Department, including curriculum design, development, implementation, registration, and evaluation of training and development program.
- Developed sales content including weekly videos and newsletters for internal employees and partners.
- Demonstrated success in planning and deploying new sales and marketing techniques to support changing organizational priorities, processes and activities.

Territory Sales Manager

Cox Communications - Herndon, VA

January 2006 to January 2013

- Managed 40 accounts, 100's of projects, upgrades, and executive relationships (valued over 10 million dollars).
- Increased penetration in designated territory by 12% within 3 months.
- Maintained the highest VOIP penetration in the Northern Virginia market.
- Exceeded quota month over month on average by 5-10%.
- Facilitated customer relationship management initiatives.
- Developed and maintain assigned business territory and maximize market penetration and profitability.
- Managed and created vendor relationships.
- Managed corporate and community events.
- Created and facilitated a sales support motivational team to elevate morale and boost department productivity.

- Established new accounts, managed existing accounts by implementing a value based sales system in a hyper competitive market.
- Responsible for developing new accounts, managing engagements and marketing within the Virginia territory
- Annually met or exceeded 100% of sales quota.

Education

Masters of Business Administration in Public Relations in Public Relations

Liberty University

Bachelor's in Business administration

Marymount University

Skills

- Highly accomplished skills in complex sales Member of Various networking and
- International sales and development knowledge Volunteer groups
- Proficient at gaining access to challenging customers and working
- Results Orientated, Passion for collaboratively to penetrate accounts Leading and development, Good Time
- Adept at leveraging client relationships to identify opportunities Management, Strong Negotiator, Write for cross-functional service lines Clear and Accurate Reports, Goal
- Successful at developing internal networks necessary for fostering Setting, Forecasting, Identifying a positive sales environment Target Audience, Relationship
- Ability to author and design training materials, curriculum, user Building, Strategic Thinker, Effective guides, videos, assessments, and surveys. Communicator
- Ability to conduct non-technical trainings for adult learners.
- Salesforce, ICOMS GUI, Windows, (Webinars and face-to-face trainings for large groups) Microsoft Office, Word, Excel,
- Hardworking, dependable, punctual, creative, and reliable. PowerPoint, Outlook, QuickBooks,
- Possess positive attitude and ability to meet customer Boomtown, Hubspot, Followup Boss requirements.
- Microsoft Office
- CRM
- Customer Service
- Outlook
- Powerpoint
- Sales
- Word

Certifications and Licenses

Real Estate License

Application Form

Profile

Robert _____ V _____ Seropian _____
 First Name Middle Initial Last Name

2341 se Gowin Drive _____
 Home Address

Port Saint Lucie _____ FL _____ 34952 _____
 City State Postal Code

robert@lifetimewealthadvisors.com _____
 Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Home: (954) 547-4072 _____ Home: (954) 547-4072 _____
 Primary Phone Alternate Phone

Retired?

Yes No

Lifetime Wealth Advisors _____ Owner _____ Retirement Planning Specialist _____
 Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

If Yes, by whom?

Mayor

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

To fully understand the funding process and maximize the utilization of available resources. Along with addressing shortfalls with potentially viable solutions.

Why do you think you are qualified to serve on this board or committee?

I have 30 years of Financial experience from Wall Street which provides me an in-depth knowledge of financial instruments

Brief description of Education & Experience

Same as above I was heavily involved in Investment banking, Debt instrument structures for Fannie Mae, Freddie Mac & Gennie Mae, and Managed assets, Business Consulting, Private Equity, and Multiple Hedge Funds. I also serve on the board of several privately held companies. I have never worked for anyone, thus I do not possess a resume.



Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Male

10/29/1965

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

3 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Application Form

Profile

Margaret _____ E _____ Steele Miller _____
First Name Middle Initial Last Name

5542 NW Kappa court _____
Home Address

PORT ST LUCIE _____ FL _____ 34986 _____
City State Postal Code

rellimeleets@gmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 1

Retired?

Yes No

CITY OF NORTH MIAMI _____ ASSISTANT FINANCE DIRECTOR _____ CERTIFIED PUBLIC ACCOUNTANT (CPA) _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

My spouse and I moved to Port t. Lucie last September. I am planning retirement soon and just want to be involved in my community.

Why do you think you are qualified to serve on this board or committee?

I am a CPA and have significant experience and qualifications in accounting, auditing, management and budget

Brief description of Education & Experience

Bachelor of Science (Accounting Honor); CPA. started briefly in the budget department at the City of North Miami, Florida in 2013 and moved up to Assistant Finance Director. Started my auditing career with Deloitte and Touche in in Jamaica and worked with a few top small auditing firms in Florida.

[Resume -
_summarized_with_current_salary_.doc](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

1 year

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

RESUMÉ

MARGARET E. STEELE MILLER

5542 NE Kappa Court, Port. St Lucie, 34986– Tel: (954) 630-5391

E-mail: rellimeleets@gmail.com

SUMMARY

Pro-active and results oriented with excellent experience in auditing, accounting and financial reporting and management. Areas of expertise include preparation of the Annual Comprehensive Financial Report (ACFR) for governmental entities, audit of governmental and non-profit entities, Uniform Guidance Single Audit (formerly OMB A-133), public speaking, team building, design, document, implement and monitor systems of internal accounting controls.

QUALIFICATION AND EDUCATION

- Certified Public Accountant – State Board of Accountancy, Atlanta Georgia, U.S.A. Certificate # 19237
- B.Sc. Accounting (honors) – University of the West Indies (Mona) Kingston, Jamaica (1985 - 1988)
- Certificate in Management Studies – University of the West Indies (Mona) Kingston, Jamaica (1984 -1985)
- Certificate in Stenography – Duff’s Business College, Marescaux Road, Kingston 5, Jamaica (1982 - 1984)
- General Certificate of Education - O & A Levels – Mico Evening College, Marescaux Road, Kingston 5, Jamaica (1980 - 1983)

COMPUTER AND OTHER SKILLS

| | |
|---------------------|---|
| Accounting Software | EDEN – (proficient); Quick Books Pro (proficient); PeachTree (proficient); Great Plains (basic) |
| Auditing software | CaseWare; Goaudits |
| Micro Soft Suite | Microsoft Excel, Microsoft Word, Power Point – intermediate to advance user |
| Typewriting | 60 -75 words per minute |

EXPERIENCE

| | | |
|-----------------------------------|--|------------------------------------|
| Assistant Finance Director | January 1, 2016 – current | Salary - \$115,000 per year |
| Chief Accountant | May1, 2013 – December 31, 2015 | Salary - \$60,000 per year |
| Budget Analyst | March 3 to April 30, 2013 | Salary - \$55,000 per year |
| Company | City of North Miami, 776 NE 125 St, North Miami, Fl. 33161 | |
| Type of Business | Municipality | |

Accomplishments:

- Designed excel worksheets used to prepare the ACFR utilizing advanced excel skills such as vlookup and index-and-match to ensure cross reference reconciliation and accuracy of the financial statements. The ACFR was previously prepared by an external 3rd party CPA firm.
- Created excel worksheet to track all grants activities related to: cash management (reimbursements requested), period of availability, balance available and reporting. This resulted in more timely and accurate information to prepare the annual Schedule of Expenditures of Federal Awards (SEFA).
- Recommended and implemented cross-training of staff within the finance department whereby each staff was able to perform proficiently at least 2 different job functions: example, junior account cross-trained as back-up for central cashier and business tax receipts; another junior accountant cross-trained as back up for payroll and fixed assets. The result was obvious during the 2020-2021 pandemic and also when the city had to implement staff cuts.
- As Chief Accountant I prepared a step-by-step manual for the bank reconciliation process. I also updated the finance department procedures manual.
- Prepared inter-department “knowledge sharing” manual which illustrated basic navigation in the EDEN software system. This assisted other departments when they had new staff and less stress on the finance staff.
- Hosted “lunch and learn” event to explain the general ledger revenues and expenditures accounts “masking” structure to other departments. This resulted in a better understanding of what each segment of the account structure meant and how/why the accounts were used.

Margaret Steele Miller, CPA

- Transitioned the filing system from manual hard-copy paper to electronic (scan and save on server). This resulted in a significant reduction of time used to clear filing cabinets at the end of each fiscal year and loss or misfiled documents (invoices, letters etc.). Also, far less clutter in the office areas.

EXPERIENCE – Continued

Main duties: responsible for the daily operations of the accounting office (staff of 11): review/approve invoices, journal entries, weekly payroll reports and positive pay; prepare/review/approve year-end audit schedules; prepare the Annual Comprehensive Financial Report (ACFR) .

Audit Senior May 1, 2009 – February 28, 2013 and September 1 – December 31, 2005
Firm S.Davis & Associates, P.A., 2521 Hollywood Boulevard, Hollywood, Fl. 33020. (954) 927-5900
Type of Business Certified Public Accountants

Accomplishments:

Established and displayed client listing which provided easy visual information about the status of audits in progress for the entire staff and partners.

Main duties: plan, execute and finalize audits of non-profit entities, cities (including review of CAFRs) and OMB A-133 Single Audits. Evaluate performance of assigned staff. Position included extensive traveling within and outside of Florida.

Audit Senior September 17, 2007 - April 30, 2009
Firm Moore Stephens Lovelace LLP, 14400 N.W. 77 Court, Miami Lakes, Fl. 33016. (305) 819-9555
Type of Business Certified Public Accountants

Accomplishments:

- Co-presented new disclosure requirements in accordance with SFAS 157 at staff meeting.
- Introduced guest speaker at firm-wide training.

Main duties: plan, execute and finalize audits of non-profit entities, including OMB A-133 Single Audits. Evaluate performance of assigned staff. Position included traveling.

Audit Senior January 17, 2006 –May 15, 2007
Firm Watson Rice LLP, 500 N. W. 165 St. Road. Miami, 33169. (305) 947-1638
Type of Business Certified Public Accountants

Main duties: plan, execute and finalize audits of governmental and non-profit entities including OMB A-133 Single Audit. Evaluate performance of assigned staff. Position included traveling within Florida.

General Manager April 1, 2001 – July 30, 2005
Company M&M Corporation Limited t/a Parottee Beach Resort (family owned). (876) 383-3980
Type of Business Small 12-villa Bed and Breakfast Tourist Resort (in Jamaica)

Accomplishments:

- Prepared business plan and secured financing for the project.
- Implemented the project from final construction to start of operations.

Main duties: responsible for all aspects of the day-to-day operations of the resort.

Administration Manager June 1, 1998 – March 30, 1999
Company Electric Arc (Jamaica) Limited Twickenham Park, Spanish Town. (876) 984-2640
Type of Business Manufacturing (welding electrodes)

Margaret Steele Miller, CPA

Accomplishment:

Initiated preparation for computerization of the accounting records.

I was contracted back to this company to do general accounting and administrative functions, and the preparation of audit schedules.

EXPERIENCE - Continued

| | |
|--------------------------------------|---|
| Financial Manager Company | November 6, 1995 – June 27, 1997 Delta Supply Company Limited & Electric Arc (Jamaica) Limited. (876) 923-6025 106 Hagley Park Road, Kingston Jamaica /Twickenham Park, Spanish Town, Jamaica |
| Type of Business | Distribution of industrial/agricultural equipment and manufacture of welding electrodes. |

Accomplishments:

- Instrumental in the implementation of new accounting package (Platinum) which significantly improved financial reporting requirements;
- Instrumental in securing foreign line of credit to ensure financing of imports of supplies from a foreign supplier in Germany which expanded product range offered for sale;
- Documented and implemented four Standard Operating Procedures for processing invoices which reduced stationery costs by approximately 35%;
- Responsible for overall operations of both companies in the absence of the Managing Director;
- Recommended for appointment as a Director of the main company.

Main duties: responsible for all financial and accounting matters relating to both companies: daily cash management, preparation of annual budget, approval of quarterly and annual financial statements, financial transactions locally and overseas, reconciliation of foreign suppliers' accounts, plan/execute monthly and annual inventory counts.

| | |
|------------------------------|---|
| Audit Senior Firm | November 2, 1992 – October 31, 1995 Deloitte & Touche – 7 West Avenue, Kingston 4, Jamaica (876) 922-6825/27 |
| Type of Business | Certified Public Accountants |

Special Assignments:

- Fraud investigations on behalf of a client
- Winding up of foreign insurance company (Florida)
- Special audit of a joint venture – medical transcription company (local/foreign) – audit done in Miami, Florida
- Special audit of the Air Jamaica Pension Trust Fund – which was in litigation

Main duties: responsible for the timely completion of audits assigned: met with clients to determine scope of engagement, documentation of systems of internal accounting control and design the audit procedures; assignment of junior staff and provide on-the-job training; preparation of audited financial statements with relevant notes; draft the audit report, plan and execute final audit meeting with clients.

PROFESSIONAL AFFILIATION

- Member of the Government Finance Officers Association
- American Institute of Certified Public Accountants (AICPA)

REFERENCES

On request

Application Form

Profile

Carl _____ G _____ Stewart _____
First Name Middle Initial Last Name

3997 SW BAMBERG STREET _____
Home Address

PORT ST LUCIE _____ FL _____ 34953 _____
City State Postal Code

cgostewart@hotmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Home: (347) 626-9735 _____ Home: (516) 388-0146 _____
Primary Phone Alternate Phone

Retired?

Yes No

CAPITAL ONE BANK _____ MARKET CREDIT EXECUTIVE _____ BANKER _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I have been involved in the financial services sector for over 35 years and have always worked to use my skills and experience for the betterment of my community. As standing member of the Port St Lucie Community which has been experiencing significant growth both economically and socially which will require keen planning and forecasting as well as a robust budget control process to meet the ever growing demand for resources.

Why do you think you are qualified to serve on this board or committee?

I have an MBA in finance with the requisite financial experience and and have served on several Boards in different organization locally and internationally. My risk management skills coupled with my keen knowledge of financial frameworks should auger well in supporting the Boards planning and execution. I have worked in the financial services sector for well over 35 years both as a practitioner and a regulator.

Brief description of Education & Experience

MBA Finance, University of Manchester (UK) 35 years Banking Experience. Worked with Commercial Banks, Agricultural Credit Banks, Credit Unions, Bank Regulatory Administrators

[Resume_carl.stewart.1.pdf](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

3 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

CARL G. STEWART

Port St Lucie, Florida, 34953 | 516.388.0146 | 347.626.9735 | carlstewart746@gmail.com | linkedin.com/in/carlgstewart

COMMERCIAL LENDER | CREDIT RISK DIRECTOR

Accomplished Banker with an expertise in maximizing new business opportunities, commercial lending, underwriting, risk management, and regulatory compliance. Extensive experience in financial services in a leadership role both as a practitioner and a regulator. Possess the unique ability to analyze financial statements and develop strategy to minimize risk, improve cash flow, and grow the company's balance sheet.

KEY SKILLS

Commercial Lending | Credit Risk Management | Business Development | Account Relationship Management | Regulatory Compliance Strategy | Planning and Execution | Cash Flow Management

PROFESSIONAL EXPERIENCE

Capital One Bank, FL

2010–2023

Market Credit Executive, 2015–2023

Analyzed financial information for credit worthiness of new loan requests, renewal loan requests, and on-going portfolio management activities through thorough and accurate analyses within the parameters of the bank's policies, procedures, state, and federal regulations. Developed training programs, supported client calls with targeted plans for business bankers, and generated successful portfolio growth and business retention for legacy and expansion markets.

- Grew expansion market portfolio in loan production, and revenue generation in credit portfolio with additional emphasis on new product suite of SBA, IRE, and HOA lending.
- Coached and trained business bankers in client interface, credit review and analysis, business development, sales, and risk management. Reduced team turnover and expanded production through effective training and collaboration.
- Maintained a credit culture within the bank's footprint consistent with the corporate sales strategies.
- Participated in public relations and collaboration with local Community Reinvestment Act organizations.
- Monitored and reported status of all exceptions and past due commercial loans in accordance with loan policy.
- Provided industry research for potential prospects and referrals for appropriateness.

VP, Small Business Banking, NY, 2010–2015

Accomplished relationship banker consistently in Top Tier 5 Bankers in the bank's footprint. Developed and executed strategies to increase new business client originations from cold calls and developing relationships with key COIs.

- Consistently held the leading position in the New York region and remained in the top tier across the bank's footprint for production revenue growth. Surpassed critical production goals by 130% for all major business targets, effectively expanding the bank's portfolio and presence in the new NE region. Received Pinnacle Award.
- Played a key role in attaining revenue goals by effectually coaching and enhancing the branch team. Provided expert leadership, stability, and guidance to team colleagues by supporting manager initiatives and guidelines.
- Partnered with wealth management, insurance, treasury services, and community development teams to develop and source reciprocal opportunities. Enhanced banks presence in communities served by developing core relationships with key business and civic partners.
- Collaborated with branch network to optimize productivity and capture cross-selling opportunities.

ADDITIONAL RELEVANT EXPERIENCE

Central Bank of Trinidad and Tobago

Manager, Regulations

Manager consultant overseeing administration of regulations contained in the respective legislations. Monitored and analyzed financial performance of licensed financial institutions through onsite and offsite supervision. Provided early identification of systemic problems and made recommendations to deal with threats to the stability of the financial system. Interviewed, trained, supervised, and evaluated 32 employees.

- Developed appropriate prudential regulations, guidelines, and policy framework for improved supervisory activities.
- Spearheaded the development of the policy proposal document and draft Credit Union Bill.
- Coordinated the development of policy proposal document for the enacted legislation "Financial Institutions Act, 2008".
- Provided leading role to development of policy proposal document for impending draft legislation for the new Insurance Act.
- Oversaw regulator takeover of three commercial banks and one insurance company. Took full responsibility of day-to-day operation and rehabilitation of two failed financial institutions.
- Led the restructuring of two divisions for improved efficiency and guided recruitment and training of staff.
- Organized two regional training programs in collaboration with CARTAC and the IMF.

Cooperative Credit Union League**Senior Manager, Treasury**

Manager responsible for the strategic planning, business development, and management of the financial services arm of Credit Union Central. Oversaw the management and measurement of risk and structural portfolio risk of the company and developed appropriate hedging strategies to protect the company's investment.

- Spearheaded diversification and achieving funds under management growth by over 300%.
- Developed and implemented advanced assets liability management policies.
- Successfully grew the institution's profit center year over year consistently exceeding targets.
- Lead facilitator for the company's Asset and Liability Committee and Investment Committee.

Capital and Credit Merchant Bank**Senior Manager, Credit and Corporate Banking**

Senior Manager responsible for credit and business development of the Bank's Corporate Finance Division. Developed and implemented strategic lines of business such as the lease financing, corporate bond, loan syndication structuring and issuing asset backed securities and other debt equity issues.

- Successfully expanded credit customer base by over 200% through a series of effective sales techniques.
- Successfully grew the bank's profit center surpassing goals by 100% year over year for corporate businesses.
- Participated as member to the Group Asset and Liability Committee (Group ALCO) and Group Investment Committee (GIC).
- Managed and monitored the credit risks relating to treasury oversight for the management and measurement of interest rate risk and structural foreign exchange risk at the business group and unit level.
- Developed and facilitated the launch of two new wealth management products tailored for high-net-worth customers.

Citizens Bank Limited**Corporate Banking Manager / Branch Manager****Caldon Finance Merchant Bank****Credit Manager****EDUCATION****Master of Business Administration (MBA), Finance**

University of Manchester (UK)

Bachelor of Science (BS), Economics and Management

University of the West Indies

PROFESSIONAL DEVELOPMENT

Effective Personal Productivity: Leadership Management International Inc.

Leadership Development: Schulich School of Business, York University, Toronto

Omega Commercial Credit Trained–Omega Performance

ACTIVITIES AND HONORS

- Merit Award from the Institute of Financial Management (UK) in MBA program for Financial Specialists.
- Distinguished Past President Award, Kiwanis Club.
- Valedictorian for Graduating Class Master of Business Administration, University of Manchester.
- Director–Committee for Early Childhood Development, Head Start.

Application Form

Profile

Myra
First Name

Ugarte
Last Name

235 SW South Quick Cir
Home Address

Port St Lucie
City

FL
State

34953
Postal Code

myraugarte@gmail.com
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 3

Mobile: (772) 801-8888
Primary Phone

Alternate Phone

Retired?

Yes No

None at the moment
Employer

NA
Job Title

NA
Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am passionate about my city and I want to get more involved on my community and local government.

Myra Ugarte

Why do you think you are qualified to serve on this board or committee?

I have extensive experience in accounting and finance including budgeting and forecasting. I believe I can use this experience to help my community through this committee.

Brief description of Education & Experience

I have a MBA, Bachelor's in Business and 4 years of law school. My experience for over 20 years has been in Accounting and Finance in different roles from analytics to management roles in Accounts Payable and Treasury and Controller.

[Myra Ugarte_10.20.23_PSL.pdf](#)

Upload a Resume

Demographics

Ethnicity

Hispanic

Gender

Female

04/04/1974

Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

10

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

MYRA UGARTE, MBA

myraugarte@gmail.com – Port St. Lucie, FL 34953 - (772) 801-8888 Mobile

SUMMARY OF QUALIFICATIONS

Bilingual professional with strong experience in Accounting, Accounts Payable and Receivable; Budgeting, Forecast, Cash Management and Financial Reporting; Human Resources, Benefits, Payroll, Team Management. Strong experience working with Senior Management and IT. Self-motivated and process-improver. Resourceful and results driven. Small business ownership, management, and customer service experience.

PROFESSIONAL EXPERIENCE

NextEra Energy/Florida Power & Light, Juno Beach, FL

December 2022 to October 2023

Sr. Financial Analyst

- Manage FPL Regulatory Affairs business unit budget, forecast and monthly expense reviews.
- Manage consolidated reporting for Monthly Operational (MOPR) including ROE and ROIC ratios pages, EBITDA, Income Tax Adjustments, and Fuel pages.
- Worked through system implementation from SAP Financial into SAP Hanna and BOBJ reporting including testing, report creation and training. Serve as reporting SME to Regulatory Affairs Business Unit.

TBC Corporation, Palm Beach Gardens, FL

August 2013 to September 2022

Treasury Manager (promotion)

October 2021 to September 2022

Accounts Payables Supervisor (promotion)

March 2018 to October 2021

Sr. IT Finance Analyst

February 2017 to March 2018

Sr. Real Estate Analyst – Team Lead (promotion)

June 2016 to February 2017

Sr. Real Estate Analyst (promotion)

September 2014 to June 2016

Real Estate Analyst II

August 2013 to September 2014

Treasury Manager (promotion)

- Managed daily, weekly and monthly cash forecast of over \$4 Billion for the company
- Managed daily payments and draws of company \$300M line of credit
- Prepared daily cash position report for CFO and other senior executives
- Prepared and managed annual cash forecast budget
- Reviewed and pre-approved outgoing domestic and international wires
- Coordinated treasury and cash forecast activities with team in Mexico
- Worked with the **Robotics** team and IT to automate reports needed to update cash forecast
- Assisted with implementation of **Kyriba** system

Accounts Payable Supervisor (promotion)

- Supervised a team of five AP Specialists I, II and III and an Administrative Assistant
- Managed all outgoing payments to hundreds of vendors and customers daily and weekly
- Prepared weekly reporting of cash flows for weekly forecast and cash management
- Prepared reports for senior management such as department dashboard, vendor spend and open items
- Managed the annual external audit process conducted by independent third party
- Prepared monthly reconciliations for month end close in **Blackline**
- Conducted testing of new processes that need IT assistance (automation, new process, t-codes)
- Prepared team annual performance reviews for direct report
- Coordinated activities and training with Accounts Payable team in Mexico
- Final-approved expense reports in SAP Concur for hundreds of employees (GL coding, receipts review)
- Created department KPIs dashboard
- Supervised the Vendor Master set ups and changes in **SAP**

Senior IT Finance Analyst (promotion)

- Prepared financial reporting, forecast, budget for R.O. Writer and its profit centers
- Posted all journal entries and prepares account reconciliations for month end close for ROW some IT

- Learned Telecom responsibilities and transitioned position to TBC Mexico with improved process **Senior Real Estate Accounting Analyst- Team Lead (promotion)**
- Supervised two accountants (Real Estate Analyst I and II)
- Lead the annual real estate budget process with proposed enhancements
- Reviewed rent, CAM, Insurance, Taxes, straight line, accruals, pre-paid, GL coding, cost allocations
- Used GAAP & IFRS accounting standards to perform capital and operating lease analysis and testing
- Implemented the Percentage Rent (gross sales) module in **Costar Real Estate**
- Prepared journal entries and account reconciliations for month end close
- Provided information to external auditors and senior management to complete financial reporting
- Assisted in shop sales providing tax pro-rations, deposit and true ups for all locations

Accomplishments:

- FY2021 Team Award recipient for Cash Forecast accomplishment
- Implemented a solution to prepare new **1099-NEC** forms to meet new IRS requirements and saving the company about \$80K+ in preparation fees and possible penalties for 2020 filing year
- Designed weekly **WebEx** trainings with AP Mexico data entry team of four and updates as needed
- Transitioned the telecom process from US to Mexico operations including process improvement, documentation and training saving hundreds of thousands of dollars in billing errors
- Played a critical role in implementing the AR Integration and Midas CoStar system migration into TBC
- Represented manager on leave of absence in two occasions for several months combined
- Documented over 100 pages of several step-by-step process documentation for three departments
- Designated as Costar Real Estate Manager Subject Matter Expert (SME)

Pinellas Translation Services, Saint Petersburg, FL

April 2003 to July 2013

Owner

- Translated documents to/from English/Spanish (letters, school records, birth and marriage certificates)
- Interpreted for clients of Tampa Homeland Security office and the Medicaid Office

BCIndustries Incorporated/Sun Metals Systems Inc, Tampa, FL

January 2013 to July 2013

Controller

- Managed the Accounting and HR responsibilities including supervising an Accounting clerk
- Prepared financial and job costing reports for senior management
- Prepared corporate payroll, Certified Payroll, Monthly Utilization and Labor Distribution reports
- Prepared monthly union and fringe benefits reports for local union employees
- Administered employees benefits including insurance, retirement plan, and COBRA
- Handled sales tax reporting, bank reconciliations, journal entries and general ledger postings

Accomplishments:

- Saved company \$88,000 in workmen's compensation audit dispute
- Created an Accounting Procedures Manual for the company

Monroe's Prestige Group, Inc, Safety Harbor, FL

June 2006 to May 2010

Controller (promotion)

September 2006 – May 2010

Staff Accountant

June 2006 – September 2006

- Managed the Accounting department and supervised two staff accountants
- Handled accounting and finance for 18 shopping centers and vacant lands, 7 condominiums, 3 personal properties and one office building valued in over \$275 million
- Managed cash flow including \$7 million in annual net revenues from shopping centers.
- Prepared monthly, quarterly and year-end Financial Reports for Senior Management and external parties.
- Administered Human Resources department including payroll, benefits and orientations.
- Handled AIAs, construction lien, releases, certificates of completion, progress inspections.
- Administered construction and impact fees reimbursements from anchor tenants.

Accomplishments:

- Saved company \$60k by reviewing books for external CPA for income tax preparation and filing

- Implemented procedure to centralize and control transactions to/from parent company and subsidiaries.
- Implemented budgets and expense reports for managed properties.
- Created Staff Accountant Procedures Manual and Employee Handbook.

First Advantage Corporation, Saint Petersburg, FL

October 2003 to May 2006

Billing and Accounts Payable Specialist

- Reviewed and processed a monthly average of \$10 million in Billing and \$1.5 million in Accounts Payable for the Drug Screening division
- Administrated Treasury Management transactions including check clearing and exceptions
- Interacted effectively with Sales, Administration and Management departments and external customers
- Assisted with general ledgers and monthly financial reports at month, quarter and year-end
- Created Administrative Assistant Procedures Manual for the Accounting Department

EDUCATION

M.B.A., concentration in Accounting and Public Administration April 2012
DeVry University, Keller Graduate School of Management, Tampa, FL (Honors)

B.A., Business Administration with concentration in **International Business** (and M.I.S. courses) April 2003
Florida International University, Miami, FL

A.A., Computer Engineering July 1998
Miami-Dade College, Miami, FL

Completed four years towards **B.A. in Law and Political Sciences** at the Universidad Privada de Tacna, Peru

COMPUTER SKILLS

- **Accounting/Finance:** SAP Financial, SAP Hanna/ BOBJ reporting, EPM, TM1, AS400, Maddenco AS400, QuickBooks, Oracle, Coupa Purchase Order Management
- **Real Estate:** Costar Real Estate Manager, QuickBooks
- **Expense Management:** SAP Concur Expense Report Management
- **Payroll Systems:** CompuPay, ADP, Quantum and Paychex
- **IT/IT Finance:** Salesforce, LanDesk (Ivanti), Robotics (worked with Bot's team on department projects)
- **Tax:** TurboTax, 1099 Pro
- **Management Information Systems:** Took upper level courses such as C++, Access, Front Page, Dreamweaver, others (part of Management Information Systems Bachelor's Degree)

TRAINING/COURSES

- SAP Hanna/SAP Financial (forecast, WBS, payables, reporting for expense reviews) 2023
- 63-hr course on Real Estate Sales Pre-license and candidate for State Exam (FL) 2022
- Scheduled Agreement, Recurring Payments, Down Payments and Non-PO entries in SAP 2021
- PO Creation, Release Strategy and VIM in SAP 2020
- Robotics: Build the Digital Workforce – Create bots using Enterprise 11 2019
- Robotics: Lead the Digital Workforce – Monitor, Measure & Manage Bot performance (V11.0) 2019
- Robotics: Hello Bot- Introduction to RPA 2019
- Coupa PO system training 2019
- Blackline Journal Entries and Reconciliations Automation 2018
- SAP Purchase Order processing 2017
- 3-day CoStar Conference in Atlanta (Lease Convergence and other topics) 2016
- Deloitte and Grant Thornton Webinars on Upcoming Lease Changes 2016
- Project Management 101 and 102 2016

Application Form

Profile

Thomas _____ C _____ Vincent _____
First Name Middle Initial Last Name

Home Address

_____ State _____ Postal Code _____
City

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

_____ Alternate Phone _____
Primary Phone

Retired?

Yes No

United States Army Reserve _____ Commissioned Officer Candidate _____ Military _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: For Review

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

If Yes, by whom?

Vice Mayor Jolien Caraballo

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

Evident by my military service, among other things, I am incredibly loyal to my communities and always try to serve them as best I can. Joining the Citizens Advisory Committee is another way to continue my desire to serve. Given the committee's significant role regarding our city's budget, a profoundly consequential policy document, I see an opportunity to make a notably positive impact on our city.

Why do you think you are qualified to serve on this board or committee?

A lifelong resident of Port St. Lucie, I am well aware of the community's operations and culture. Running for City Council in the past, which included heavily scrutinizing the budget, gave me a unique understanding and perspective of our city's finances in which few others can relate. Moreover, my past work with the Economic Development Council of St. Lucie County as a researcher further demonstrates my understanding of the area, our economic state of affairs, and the considerations our leaders make when regarding fiscal decisions.

Brief description of Education & Experience

While at Treasure Coast High School, I was at the top of my class in their business academy, a CTE academy offering classes in accounting and international business, among other things. After graduating summa cum laude from Indian River State College with an Associate's in Political Science, I transferred to the University of Florida; there I graduated magna cum laude with the same major but also minor concentrations in philosophy and public leadership. While attending the University of Florida, I was a personal research assistant to Dr. Beth Rosenson, where we engaged in rigorous academic study with the frequent use of quantitative and qualitative data sets.

[Thomas_Vincent_CV.pdf](#)

Upload a Resume

Demographics

Ethnicity



Gender



Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

Approximately twenty-two (22) years.

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

THOMAS C ANTHONY VINCENT

EDUCATION

UNIVERSITY OF FLORIDA, Gainesville, FL

B.A., *magna cum laude* in Political Science, Dec. 2022

Minors: Philosophy, Public Leadership

Hon. Thesis: A Restraint on Progress: How Term Limits Affect the
Legislative Productivity of Florida's State Legislators

Journal: *Florida Political Review* (Officer, Objective Contributor)

Activities: UF Speech and Debate (Debate Captain)

Pi Sigma Alpha, Political Science Honor Society

Undergraduate Philosophy Society

Junior Research Fellow (Supervised by Dr. Beth Rosenson)

INDIAN RIVER STATE COLLEGE, Port St. Lucie, FL

A.A., *summa cum laude* in Political Science, Dec. 2020

EXPERIENCE

UNITED STATES ARMY RESERVE, 2023

Commissioned Officer Candidate

Actively fulfilling training obligations to become a Human Intelligence Officer.

MARTIN COUNTY SCHOOL DISTRICT, 2023

Substitute Teacher

Implemented teachers' lesson plans, assigned work for class and home, and maintained collective discipline among designated students by using various classroom management techniques.

CITY OF GAINESVILLE, FLORIDA, 2022

Member of the City Beautification Board

Worked to study, investigate, develop, assist, advise, and recommend to the City Commission any and all matters pertaining to beautification, sanitation, environment, and citizen participation relating to the same.

STATECRAFT DIGITAL, 2021 – 2022

Senior Political Fellow

Responsibilities included leading junior political fellows, crafting digital materials, fundraising, data-harvesting, and more for congressional, state, and municipal political candidates.

THOMAS VINCENT FOR PORT ST. LUCIE CITY COUNCIL, 2020

Candidate

Responsibilities included managing a team of volunteers and leading fundraising, field, digital, and policymaking efforts.

General Election: 34,978 Votes (~37%)

THE BUCKLE, INC., 2019 – 2020

Salesperson

Supported other team members on the sales floor and built strong rapport with customers to create a returning customer base, ultimately resulting in exceeding monthly sales goals.

ECONOMIC DEVELOPMENT COUNCIL OF ST. LUCIE COUNTY,

2018 – 2019

Research Assistant

Responsibilities included creating marketing materials for municipalities and local businesses, contacting company executives for relocation efforts, and analyzing data sets for C-level use.

**HONORS &
AWARDS**

TREASURE COAST HIGH SCHOOL, MAY 2023

Senior Signing Ceremony Keynote Speaker

CRIMSON CLASSIC TOURNAMENT, OCT. 2022

IPDA Debate Champion

IPDA NATIONAL TOURNAMENT, APR. 2022

IPDA Debate Finalist

UNIVERSITY OF FLORIDA, MAY & DEC. 2020

Two-time Dean's List Recipient

INDIAN RIVER STATE COLLEGE, DEC. 2019, APR., AUG., & DEC. 2020

Four-time Dean's List Recipient

PUBLICATION

How Mark Zuckerberg Divided Florida Politics, FLORIDA POLITICAL REVIEW, Aug. 2021

PRESENTATIONS

JUNIOR RESEARCH FELLOWSHIP CONVENTION, APR. 2022

Media Bias Regarding Progressive Politicians

MODEL UN, UNIVERSITY OF FLORIDA, NOV. 2021

The Nature of Argumentation

**VOLUNTEER
WORK**

STATE ATTORNEY'S OFFICE, 15TH JUDICIAL CIRCUIT, 2023

Summer Legal Intern

MARTIN COUNTY SCHOOL BOARD, 2023

Debate, Coed Soccer, and Girls Basketball Coach

PUBLIC DEFENDER'S OFFICE, 19TH JUDICIAL CIRCUIT, 2019

Legal Intern

ROUNDTABLE OF ST. LUCIE COUNTY, 2017 – 2018

Youth Member

Why are you interested in serving on a board or committee?

I hope this letter finds you in good health. I am writing to express my strong desire to become a member of one of the wonderful community groups here in Port Saint Lucie. Having lived in this city for over 11 years, I have developed a deep sense of attachment to the community and its growth. I am proud to be a resident of Port Saint Lucie and have actively contributed to its development. I am the owner of several businesses within the community, which have allowed me to witness firsthand the positive changes and the growth our city has undergone. It has been truly inspiring to see how Port Saint Lucie has evolved over the years, and I am excited to continue being a part of this journey. As a long-time resident and business owner, I am committed to giving back to our community and working towards making it an even better place to live and work. I believe that becoming a part of one of the community groups will provide me with an opportunity to collaborate with like-minded individuals and contribute to the growth and well-being of Port Saint Lucie. I kindly request information on how I can join one of your community groups and actively participate in community initiatives. I am eager to get involved and be a part of the positive change happening in our city. Thank you for your time and consideration. I look forward to your response and any guidance you can provide on becoming an active member of one of Port Saint Lucie's community groups.

Why do you think you are qualified to serve on this board or committee?

I've live here in PSL for many years. I am part of this community and I served on several corporate boards in the past. I am a fair, honest person.

Brief description of Education & Experience

I have more than 15 years of experience as a business owner, making major decisions and sometimes stepping in when needed. Before owning my company, I worked as a IT architect traveling the work as a consultant for companies like Price Waterhouse, IBM, and other major companies.

[TaftWatson-Resume2023.docx](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

12 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Taft Watson
813-317-8869
taft@taftandnancy.com

Senior O365 Architect/Administrator/Developer and Migration Engineer

Certifications:

Microsoft Certified System Engineer (MCSE)
Microsoft Certified IT Professional (MCITP)
Certified Microsoft Exchange Administrator (2007)
Certified Microsoft Exchange Administrator (2010)
Certified Microsoft Exchange Administrator (2013)
Google G-Suite Certification
Certified Binary Tree Architect
Certified Binary Tree Power365
Certified Quest Migration Manager for Exchange
Certified Quest Migration Manager for Active Directory
IBM Certified Advance System Administrator – Lotus Notes & Domino 8.5 & 9
IBM Certified Advanced Application Developer – Lotus Notes & Domino 8.5 & 9
IBM Certified Content Collector Administrator (Jan 2009)
IBM Certified CommonStore Administrator
SourceOne Email Management Administrator (2017)
SourceOne Architect (2017)
IT Service Manager Foundation (ITIL Foundation)
Novell NetWare 4.11 (1&2)
AIX Administrator
Certified for TCP/IP Network Admin by Microsoft
Certified for Windows programmer by IBM

Technical Skills:

Binary Tree CMT Administrator (full suite of Binary Tree CMT products)
Binary Tree Architect and Migration Expert
Microsoft Exchange Administrator
Microsoft Exchange Administrator (2007/2010)
BitTitan Architect for migration
Lotus Notes Administrator
Lotus Notes DAOS Administrator
Lotus Notes developer
Lotus Notes Architect
Lotus Notes Sametime and Quickplace Administrator
Novell Administrator (mid level)
AIX Administrator
Windows Administrator
CommonStore Administrator (Lotus Notes, Exchange and SAP)
CommonStore developer (Lotus Notes and Exchange)
IBM Content Collector Administrator
Adobe Administrator (LiveCycle servers only)

IBM Workplace Services Administrator
Linux Administrator (junior level)
Administered TAM/TIM
Lotus connections with WAS 6.0
Completed server and client migrations to (R5 to ND6, ND6 to ND7, ND 7 to ND 8)
Content Manager Administrator (Mid Level)
Novell GroupWise Administrator
Notes Connector
Blackberry Administrator (Exchange and Lotus Notes)
SMTP Administrator

Education : BA from John Jay College, NY

**Professional
Experience:**

3S Computer Consultants, Inc. / TAN Computer Consultants Corp. – January 1996 – Present

Worked as an Independent contract consultant for the following companies listed below. All consulting was based on based on a 3–12 month contracts. I worked as a senior architect for major companies who sent me to various clients as a consultant for several months/years.

**April 2018 – Present – Tata Consulting Services
Migration Architect**

Working with multiple clients on migrations and strategies for migrations
Migration of 3500 users and 7TB of data from Lotus Notes to Office 365 using the Quest Migrator for Notes to Exchange
Migration of several clients office 365 tenant migration
Full analysis of Office 365 tenant migration
Created a Design plan for implementation of Office 365, including mail, OneDrive, Skype and Teams
Implementation of design lead by me
Installation and configuration of the Quest Coexistence tool
Implementation of all security aspects including PIM (cloud security)
Architect for MDM and outlook client (AirWatch & Intune administrator) for migration
Migration of user's data to Skype For Business
Architect for SourceOne update to software
Coordinate all migration schedules with departments
Coordinate with roll out of Window 10
Worked with Google Suite as administrator
Migration of data from Google drive to MS OneDrive
Google administrator for Google Suite
Configured the Azure Active Directory Connector connection to Office 365

**October 2019 – July 2021 – Norfolk Southern Railway
Migration Architect**

Working as a migration architect to configure and migration 32,000 users
Helped with configuration of Office 365 security (cloud security)
SME for architecture of Office 365 including Teams, OneDrive for Business, email migration, security and other aspects of Office 365.
Configured Hybrid solution
Implementation of design of tenant
Implementation of all security aspects including PIM (cloud security)
Architect for MDM and outlook client (AirWatch & Intune administrator) for migration

March 2017 – March 2018 – Security Benefit (Contractor)

SourceOne Architect/Exchange Architect

SourceOne Architect to fix issues with SourceOne And Discovery Manager
Assessed the SourceOne environment and fixed them accordingly
Discovered the client deleted old messages which effected all SourceOne Holds
Build new SourceOne environment for company separation.
Stood in as migration architect migrating active directory and exchange data
Assisted with AirWatch implementation for 450 devices (MDM)
Security Administrator for Office 365 (cloud security)
Upgrade to Active directory for Azure Active Directory Connect
Configured the Azure Active Directory Connector connection to Office 365

March 2017 – December 2017 – Dell/Vanguard (Contractor)

Senior Migration engineer

Architect for migration of over 15,000 users from Lotus Notes to Exchange 2013
Migration of 2TB of data from Lotus Notes to SharePoint
Created a design plan for architecture roll out of Exchange including mobile devices
Architecture role for future migration to Office 365
Implemented Binary Tree tools for migration including Power365.
Architect for Mobile Device Manager (Intune Admin)
Use Coexistence tool for communication between Lotus Notes and Exchange (Binary Tree)
Migration of users from to Skype For Business on premise
Utilized bitlocker encryption for workstations and mobile devices
Skype and Office implementation team lead
Used BitTitan for a small migration of 200 users from exchange to office 365.

November 2016 – March 2017 – Dell/Ingredion (Contractor)

Senior Migration engineer

Assessment and configuration of Lotus Notes to Exchange migration for 8500 users
Configured Office 365 tenant
Implemented Dell Coexistence tool installed for Domino to Office 365 communication
Migration engineer running Dell Migrator for Notes to Exchange tool
Migration of user from SameTime to Skype for Business (Office 365)
Developed multiple policies for Mobile environment MaaS360
Specialized in Skype configuration
Configured federation for 2 organizations
Upgrade to Active directory for Azure Active Directory Connect
Configured the Azure Active Directory Connector connection to Office 365

December 2016 – March 2017 – Panera Bread (Contractor)

Exchange Architect/SourceOne Architect

Analyzed and configured current Exchange/AD environment

Helped reorganize Exchange mail databases and sizing
Implementation of new exchange 2016 servers
Implementation of SourceOne for archiving and stubbing
Support new Exchange and Active Directory
Stabilizing exchange servers for new implementation of SourceOne
Customize eDiscovery (Discovery Manager) process for SourceOne implementation for Specific Departments including legal holds

May 2016 – November 2016 – Dell/QVC (Contractor)

Lotus Notes Architect/Exchange Architect/Migration engineer

Assessment and configuration of Lotus Notes to Exchange migration for Germany and Japan to Office 365
Configured exchange and Office 365 for Hybrid solution
Coexistence tool installed for Domino to Exchange communication
Change Active Directory setting to accommodate Japan and Germany users to use US Lync and Skype for Business in Office 365
Create and adjust multiple PowerShell scripts to move users from exchange to Office 365
Created and adjusted FIM sync for GAL sync and prevision of users
Lync administration and migration from on premise Lync to Skype for Business
ADFS administration with migration via PowerShell and FIM sync
Upgrade and cleanup of Active directory for Azure Active Directory Connect
Configured the Azure Active Directory Connector connection to Office 365
Mobile devices administration via ActiveSync, InTune, and AirWatch
Assisted with OneDrive implementation

January 2016 – June 2016 – Dell/Mechanics Bank (Contractor)

Lotus Notes Architect/Migration engineer

Assessment and configuration of Lotus Notes to Exchange migration
Installation of Dell Migrator for Notes to Exchange software
Installation of Dell Coexistence Manager for Notes
Configuration of tolls and migration of 10 test users and 50 pilot users
Knowledge transfer of all installed product
Google G suite to Office 365 migrations utilizing Dell/Quest tools
Implementation of Intune for Device management
Assisted Lotus Notes admin with major changes to environment
Filled in as Lotus Notes Admin and Exchange architect

October 2015 – May 2016 – TTM Technologies, China (Contractor)

Lotus Notes Architect/Migration engineer

Migration of all users from TTM lotus notes environment to Office 365

Recommended several fixes to the lotus notes environment to facilitate the O365 migration

Preparation of migration for lotus notes mail/rooms/resources
Migration of users spread out to more 16 different servers throughout China
Migrated 25TB of data
InTune implementation for mobile devices
Worked with TTM to create all the policies and procedures in Office 365

Assisted with the training to coordinate with the migration
Set up Yammer and OneDrive for users

**March 2015 – December 2015 – City of West Palm Beach (Contractor)
Lotus Notes Architect/Migration engineer**

Sole Lotus Notes Architect for City of West Palm Beach

Fix and upgrade all Lotus Notes servers

Customized current Lotus Notes applications

Preparation of migration of Lotus Notes mail and applications

Used Quest tools and Binary Tree tools for migration of email and applications to office
365, Lync and SharePoint

Yammer and OneDrive for Business included in migration

Fully configured Office 365, including security, archive, intune and 3rd party tool
connection

Installation of SourceOne in Lotus Notes environment

Architect of SourceOne for City of West Palm Beach

Created All new policies for SourceOne

Distribution of custom eDiscovery (Discovery Manager) and Legal searches/Holds

Ingested all Journal mailboxes in Lotus Notes from 1999 till present

**February 2015 – May 2015 – EMC/Provident (Contractor)
Senior Consultant - SourceOne Architect**

Upgrade SourceOne product from 6.8 to 7.2

Clients SQL server upgraded from 2003 to 2012

Trained new staff to administer SourceOne

Documented upgrade from 6.8 to 7.2 SourceOne software

Implementation of Legal Holds and eDiscovery (Discovery Manager)

**September 2014 – February 2015 – EMC/Kansas City Southern Railroad
(Contractor)
Senior Consultant – Architect**

Working as a SourceOne architect to fix/configure Archiving for 2010 and 2013 exchange environment

Assist with migration from Exchange 2007/2010 to 2013

Assisted with pilot migration and archiving of data in exchange 2013

Configured and maintained Lync servers

Built new SourceOne servers for disaster recovery

Updated current SourceOne servers in US and Mexico

Updated and migrated specialized software for email marketing (Responsys)

Modified profiles in SourceOne

Modified all services in SourceOne

Configured environment for eDiscovery and Legal Holds

**October 2013 – December 2014 – Oilgear (Contractor)
Senior Consultant – Architect**

Designed the architecture for migration and coexistence

Using Quest Notes Migrator for Exchange to migrate data from Lotus Notes to Office 365

Using Quest Coexistence Manager for Notes for communication between Lotus Notes and Office 365

Implemented policies via PowerShell throughout the environment

Sole support for office 365, Lync intune and outlook client

Reconfigured Outlook 2013 client to remove historical cache

Removed certain aspects of Outlook for specific departments

Reconfigured implementation tool for outlook so users will log into Outlook without having to configure client

OneDrive included in this migration

Worked with archiving team to establish new archiving solution (Enterprise Vault)

Configured ActiveSync so only employees can use it.

Configured ActiveSync to sync users one way.

**October 2013 – February 2014 – IBM/NYS Taxation and Finance (Contractor)
Senior Consultant – Architect**

Architect for Lotus Notes Environment

Worked to improve Lotus Notes Environment

Helped design migration plan to migrate to Office 365

Lync administrator for Taxation and Finance

Developed maintenance strategy for preventative maintenance

Helped with developing a migration to move all users to one domain

Redesign architecture for Lotus Notes environment for stabilization

**April 2013 – October 2013 – IMC (Contractor)
Senior Consultant – Migration Engineer**

**Feb 2013 – June 2013 – Advizex (Contractor)
Senior Consultant – SourceOne Architect**

**May 2011 – Feb 2013 –City of San Francisco (Contractor)
Senior Consultant – BPOS Architect/Migration Architect**

**August 2011 – November 2011 –Hunter Douglas (Contractor)
Senior Consultant – Migration Architect**

**May 2011 – June 2011 –Ameriprise (Contractor)
Senior Consultant – Migration Architect**

**April 2011 – May 2011 –Veolia (Contractor)
Senior Consultant – Migration Architect**

**April 2011 – May 2011 –Las Vegas Valley Water Department (Contractor)
Senior Consultant – Migration Architect**

March 2011 – April 2011 – MPEA/Janalent/Quest (Contractor)

Senior Consultant – Migration Architect

**October 2010 – May 2011 – Dell/Parsons Brickerhoff/CGS (Contract)
Senior Consultant – Migration Architect**

**January 2011 – January 2011 – IBM/USDA (Contract)
Senior Consultant – Lotus Connections Admin/Developer**

**April 2010 – January 2011 – Blue Cross Blue Sheild/CompuPros (Contract)
Senior Consultant – Lotus Notes Admin-Architect /Apple Consultant**

**March 2010 – April 2010 – Custom Sensors & Technologies/GS(Contract)
Senior Consultant – Lotus Notes Admin-Architect /Apple Consultant**

**March 2010 – March 2010 – Walter Corner (Contract)
Senior Consultant – Google to exchange migration**

**February 2010 – March 2010 – Allen Independent School District/ARC (Contract)
Senior Consultant – Lotus Notes Admin/Microsoft Admin**

**January 2010 – January 2010 – SUNY Delhi/CGS (Contract)
Senior Consultant – Lotus Notes Admin/Microsoft Admin**

**November 2009 – December – PricewaterhouseCoopers/K-Force (Contract)
Senior Consultant – Lotus Notes Developer/Admin**

Additional experience provided upon request, covering 1997-2009

Application Form

Profile

Brett
First Name

Wilson
Last Name

10025 SW Nuova Way
Home Address

Port St. Lucie
City

FL
State

34986
Postal Code

bncwilson1@gmail.com
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Retired?

Yes No

none
Employer

n/a
Job Title

management
Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I want to continue using my skills and experience but on a part time basis. The ability to contribute to my community is a big plus for me.

Why do you think you are qualified to serve on this board or committee?

I've held executive positions for most of my career including board positions.

Brief description of Education & Experience

My academic background is adult learning and training. Most of my professional positions have been leadership roles supporting both commercial and government clients. Much of this experience included P&L responsibilities. I also ran my own consulting business for several years so I have a deep understanding of small business challenges.

[Brett Wilson -
_Resume_2023.docx](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

2 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Brett C. Wilson

bncwilson1@gmail.com
C 443.204.6290

10025 SW Nuova Way
Port Saint Lucie FL 34986

Senior Business Operations Executive with 25+ years of achievement optimizing business units and creating high-impact business growth strategies. Uniquely extensive P&L and client management experience serving commercial and government accounts in the training industry; advanced hundreds of successful projects including some of the largest ever fielded. Draw on stellar business strategy skills to enhance operations while collaborating effectively with senior leadership of any organization. Supplement strengths with highly advanced emodern learning technologies. Experienced presenter in all media.

AREAS OF EXPERTISE

Public Speaking
Staff Training & Development
Corporate Startups & Turnarounds
Strategic Corporate Planning
Key Project Management
Strategic Business Development
Corporate Needs Assessment

Cost Reduction & Elimination
Process Redesign & Optimization
Budgeting & Cost Accounting
Profit & Loss (P&L) Management

Client Relations & Retention
Sales Forecasting & Reporting

Vendor Relations & Satisfaction
Information Technology Strategy
Product Branding & Marketing
E-Learning Design & Deployment
Internet & Social Media Marketing
Business Case Development
Governance

Change Management
Machine Learning/AI
Proposal Development
Learning and Talent Strategy

PROFESSIONAL EXPERIENCE

Cornerstone OnDemand, Santa Monica, CA

2013 - 2022

[Talent Management SaaS Platform serving thousands of clients and millions of users. \$500M revenue and 3k employees worldwide]

Senior Director, Thought Leadership and Advisory Services (TLAS): Provided thought leadership to help clients fully leverage and optimize the Cornerstone application and create business strategies to align with business goals and objectives. In this capacity, led a group of five, highly-seasoned HR executives and provided a wide range of consulting that includes all aspects of talent management. Created the business consulting model for strategic clients and conceived an end-to-end business consulting deliverable set for large clients (100,000+ employees) that include program charter, global governance, integrated talent management strategy, business process alignment, and change enablement. Customers supported include Unilever, Goldman Sachs, ADP, PNC Bank, and Research Triangle Institute. Authored Cornerstone's Point of View on learning and development.

As a senior member of TLAS, presented more than 100 webinars on industry trends and various talent development subjects – including the progressive impacts of machine learning and the application of AI in the corporate learning environment. As an accomplished public speaker, was routinely invited to speak at numerous professional venues related to talent management and enabling technologies.

BCS Analytics, LP, Baltimore, MD

2010 - 2013

[Talent Management Consulting]

Owner/Principal Consultant: Drove meaningful change by assisting corporations through the proper steps associated with talent management strategy development, business case development, proposal development, gap analysis, and learning technology and assessment. Customers include U.S Corporate Education; Cambria Consulting; Colgen, LP; Thoratec Corporation; U.S. Pharmacopeia; n-Link Corp; and RWD Technologies. Engagements include learning consulting for BP Oil; Cummins, Inc; Bechtel Engineering; National Defense University; Adidas; Cognizant; and Trivantis. Conducted long-term consulting services as a **Senior Consultant for Bersin & Associates**. In this capacity, worked directly with other Bersin learning consultants providing major L&D initiatives at firms that included Merck, Adidas, and UPS.

RWD Technologies, LLC, Baltimore, MD

2007 – 2010

[Leading human and process improvement company servicing majority of Fortune500 firms. \$200M revenue and 1K employees worldwide.]

Director, Learning Solutions & LMS National Practice Leader: Appointed by COO to dynamic role driving top-line revenue and subsequent EBIT of 2 business units. Lead up to 4 direct reports and 18 staff in development and delivery of high-tech learning management systems (LMS) to 22 Fortune500 firms including Merck Pharmaceuticals, Schering-Plough, and GE Healthcare. Developed a reputation as a thought leader in the learning technologies space; frequently conduct public webinars, directly consult clients, and serve on business planning sessions with senior management.

- Grew one business 650%+ (\$220K to \$1.5M), optimized other business 300%+ (\$1.2M to \$3.5M+), and achieved 25%+ combined profitability for past 18 months straight. Created core business strategy that expanded both units' service offerings to encompass all learning technologies.
- Masterminded major cost reductions by reengineering processes, lowering headcount, and intensively training managers on efficiency optimization. Efforts yielded ~\$800K combined savings.
- Conceived and integrated comprehensive new operational and service delivery systems that raised profitability by improving customer satisfaction, lowering labor costs, strengthening marketing efforts, and accelerating new sales.
- Captured 10% revenue gain by strengthening relations with prominent training industry analyst firm Bersin & Associates.
- Established corporate governance for company's Enterprise Tier 4 Hosted Data Center.
- Gained appointment to distinguished Robert W. Deutsch Vanguard Leadership Forum as member of 18-person group of thought leaders devoted to training technology, learning, and human performance.

Knowledge Management Solutions, Inc. (KMSI), Elkridge, MD

2005 – 2007

[Leading LMS products and services corporation that produces KMx learning platform. \$8M revenue and 24 employees.]

Vice President of Operations: Recruited by Founder & President to prominent position leading coordination of all client engagements for Professional Services while member of senior leadership team. Pursued customer goals related to KMx content management, training

content development, and learning management activities. Consulted major commercial and government clients (including Proctor & Gamble, Sony, Mercedes Benz, and Johns Hopkins University) on establishment of training content to achieve blended delivery outcomes. Conducted numerous public webinars.

- Played key role in major business expansion that netted 300% annual revenue gain by creating company-wide service delivery methods, automating client satisfaction surveys, and establishing a customer help desk.
- Spearheaded creation of first e-learning solution for a major accounting agency's post-SOX staff development effort, resulting in substantial market share gain and subsequent service revenue increase.
- Coordinated development of 4 cutting-edge e-learning courses for a leading insurance firm. Project enabled physicians and support staff to rapidly master new techniques for combating various ailments and improving dietary patient practices.

Capstar Government Services (CGS) & iLearning, Inc., Alexandria, VA

2001 – 2005

[High-end consulting firm advising major system integrator companies including Lockheed Martin and Raytheon on large military and homeland security contracts.]

Vice President of Operations & Vice President of Services: Selected to advance business launch while drawing on strong government contracts background. At CGS, led operations, consulting, and administration staff in attainment of all P&L forecasts while responding to broad agency announcements (BAA) on Department of Homeland Security initiatives. At iLearning, led 4 direct and 50 indirect reports in coordination of all services for ~60 client companies. Served on senior leadership team of both companies.

- Surpassed all P&L objectives 25%+ by creating a competitive corporate rate structure that established comprehensive statement of work (SOW) templates and aligned personnel credentials with billable labor category pricing.
- Played major role in securing \$1M in new contracts with Lockheed Martin for the design and deployment of a state-of-the-art, real-time video training system for use in national Emergency Operations Centers (EOC).
- Raised efficiency 50% by creating and implementing new service delivery processes and procedures, streamlining proposal development procedures, and creating a comprehensive business development database.
- Forged partnerships with thought leaders of major entities including ETS, Carnegie Mellon University, the Advanced Distributed Co-laboratory (ADL), and Cisco Systems.

Carney Interactive, Inc., Alexandria, VA

1999 – 2001

[Innovative, award-winning provider of specialized multimedia focused on creative simulation and game-based training techniques.]

Vice President of Operations: Recruited to control and optimize all P&L, staff activity, customer service, and growth planning. Led 4 direct reports and served as member of senior management team. Advanced entire set of ongoing commercial and government projects for clients including Accenture, AOL, and US Defense Information Systems Agency (DISA). Managed development of 150+ hours of distance learning education products. Reported directly to president.

- Raised staff headcount 300%+ to 65 and annual revenue 300% to \$6M by establishing proposal and pricing processes that secured additional contract revenue with NY Institute of Finance and various government agencies affiliated with cyber protection initiatives.
- Integrated a new enterprise timekeeping system that yielded 10X improvement in project accounting and staff timekeeping labor expenditures.
- Played key role in enabling company to win numerous industry awards including Alexandria's Best Small Business Award 1998.

General Physics Corporation (GP), Columbia, MD

1992 – 1999

[Performance enhancement company specializing in e-learning solutions, management consulting, and sales and technical training. \$300M+ revenue and 1500 employees.]

Stellar track record of achievement and rapid advancement at this global industry leader. Highlights:

Director, Technology Market Sector (1998 – 1999): Devised sales strategy to pursue technology-related opportunities for Manufacturing Group (company's biggest operations group, with \$100M). Prepared and gave multiple senior executive briefings and technical demonstrations. Reported directly to Group President of GP Manufacturing.

- Penetrated automotive industry by landing \$1M+ in major technology training contracts with Ford, GM, and Chrysler.
- Earned appointment to Corporate Technology Council, where advised GP business leaders and clients regarding new training technology innovations.

Director, Technology Based Training (1997 – 1998): Promoted to drive business development and marketing for all technology-based products while controlling P&L for \$20M annual revenue. Secured and coordinated multiple major projects and assignments. Reported directly to Group President.

- Landed a 5-year, \$32M agreement to develop multimedia training for US Navy Air Community. Project constituted one of company's largest ever and resulted in creation of 90 hours of computer-based training (CBT) for F-18 fighter jet.
- Generated 30% revenue growth by streamlining graphics development processes and implementing an automated client subject matter expert (SME) process.
- Masterminded and built new state-of-the-art multimedia capability for company's Fairfax, VA location while hiring and training 40+ e-learning-focused employees. New facility enabled additional multimedia capability, resulting in new commercial contracts with Consolidate Edison and Department of Energy's Savannah River Plant facility.

Department Manager & Strategic Business Unit Head (1995 – 1997): Achieved \$5M business expansion while managing 15+ employees, \$10M+ P&L, and various large federal and DoD contracts.

Training Specialist & Program Manager (1992 – 1995): Successfully doubled Virginia Beach office headcount (7–14) while coordinating several prominent training programs for commercial and government clients.

Advanced Technology Inc., Virginia Beach, VA

1986 – 1992

[Performance enhancement company specializing in military learning solutions, and technical training. \$500M+ revenue and 3000 employees.]

Curriculum Developer/Analyst. Developed numerous curricula for shipboard hull and mechanical systems for operation and maintenance training courses. Developed a comprehensive curriculum for the security force at Norfolk Naval Shipyard.

EDUCATION, TRAINING & AFFILIATIONS

Bachelor of Science (BS) – Occupational Education, *Southern Illinois University*, Carbondale, IL

Coursework toward: **Master of Business Administration (MBA)**, *Old Dominion University*, Norfolk, VA

Consultant, *Bersin & Associates Certified Partner Program*

Vocational Education Teacher, *State of Illinois* (expired)

Board of Directors, *American Land Forces Institute*

Member, *Center for Learning & Organizational Change ... Member*, *The eLearning Guild*

Member, *American Society for Training & Development (ASTD) ... Member*, *Society for Applied Learning Technology (SALT)*

PUBLICATIONS & PRESENTATIONS

Numerous senior-level publications and presentations including:

“Using LCMS Functionality as the Core of a Knowledge Management Solution”
Society for Applied Learning Technology (SALT) Conference

“Using Advanced Distributed Learning Platforms to Accelerate the Implementation of Effective Blended Learning Solutions”
Society for Applied Learning Technology (SALT) Conference

“The Effective Government E-Learning Project” Internet Broadcast

“Getting the most out of your Learning Management System” Internet Broadcast

*Numerous articles/presentations published in many professional mediums including:
Chief Learning Officer CLO-Media, TLNT, Human Capital Institute (HCI), eLearning Industry.com, ReWork, Knowledge Anywhere.com*

MILITARY

US Nuclear Submarine Program (1980 – 1985)
Security Clearance, Secret, held 17 years – currently inactive

Application Form

Profile

Melony

First Name

Zaravelis

Last Name

[Redacted]

Home Address

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Retired?

Yes No

Self Employed

Employer

Owner

Job Title

Accountant / Cat café owner

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am interested in serving on the committee to utilize my education and experience to work with city officials and engage in civic involvement.

Melony Zaravelis

Why do you think you are qualified to serve on this board or committee?

I have a bachelor degree in accounting and am a licensed Enrolled Agent by the Department of Treasury, Internal Revenue Service, and have been working for a public accounting firm for 9 years. One of my roles there is performing audits of governmental entities and non profits. I posses financial expertise and in depth knowledge of financial principles, budgeting, cost control, transparency and accountability, financial management, strong analytical skills and an understanding of risk management and compliance and accountability. Ethical practice is a paramount part of being an Enrolled Agent, and this trait is vital when working on a committee to provide a voice for city residents. These skills can provide a valuable asset to the committee.

Brief description of Education & Experience

BS in Accounting. Licensed Enrolled Agent. 8 year employed by DiBartolomeo, McBee Hartley and Barnes PA. 1 year as contractor with DiBartolomeo, McBee, Hartley and Barnes PA. 2 Years owner of Melony Zaravelis EA LLC (tax and bookkeeping).

[Melony_Zaravelis.pdf](#)

Upload a Resume

Demographics

Ethnicity



Gender




Date of Birth

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

14 YEARS

Have you attended the City University classes?

Yes No

Melony Zaravelis

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Melony Zaravelis, EA

Licensed Enrolled Agent

Bachelors in Science Accounting, Indian River State College, Fort Pierce, FL

| | |
|--|-----------------|
| Business owner, The Kitty Cup (Sir Franklin the Cat LLC) | 6/2022-Present |
| Senior Accountant | |
| Melony Zaravelis, EA LLC | 2/2022-Present |
| DiBartolomeo, McBee, Hartley & Barnes CPA, PA Fort Pierce, FL United States | 11/2014-Present |
| Mari Huff CPA, PA Stuart. FL | 11/2016-5/2017 |
| <i>Job Duties:</i> | |
| <ul style="list-style-type: none">➤ Conduct audit, review, compilation and tax engagements.➤ Provide recommendations in accordance with GAAP.➤ Perform audit testing requiring recalculation, research into fees and reasonableness of such.➤ Audits of government employee pension funds, 403b pensions, 401k plans, city audits, not for profit audits, governmental audits, corporate audits, DOT audits, single audits.➤ Conduct internal control and compliance testing.➤ Audit fieldwork, testing and examining various accounting systems and records.➤ Strong foundation in accounting and bookkeeping skills.➤ Research and resolution of various IRS tax notices.➤ Tax preparation, 1040, 1041, 1120, 1120S, 1065, 990, 5500, tangible returns, sales tax, payroll for state and federal.➤ Strong oral and written communication skills with clients, colleagues, and fellow professionals.➤ Critical thinking, evaluation, and research part of daily duties.➤ Research of tax matters and auditing requirements.➤ Review and communicate contracts and various legislation in regards to auditing and tax compliance.➤ Training of lower level personnel.➤ Attend monthly out of office CPE along with weekly in office CPA.➤ Strong research and problem solving skills, ability to communicate findings clearly and efficiently to colleagues and supervisors.➤ Monthly monitoring of tax system for filed returns and maintaining communication with administration and partners regarding status of returns by running excel reports and filtering data. | |
| Certified Orthodontic Assistant with Expanded Duties | |
| Dr. Brian Jacobus, DDS, MS Port Saint Lucie, FL | 11/2011-11/2014 |
| Catering Sales Manager | |
| Holiday Inn Hotel and Suites Bristol Convention Center Bristol, VA | 5/2009-12/2009 |
| Homemaker | 9/2007-5/2009 |
| Restaurant Manager | |
| PF Changs China Bistro Cincinnati, OH | 9/2002-9/2007 |

Application Form

Profile

Jay _____ Zayas _____
First Name Last Name

25038 SW Alberti Way _____
Home Address

Port St. Lucie _____ FL _____ 34986 _____
City State Postal Code

jayzayas1@gmail.com _____
Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Retired?

Yes No

AECOM _____ Associate Vice President / Programs Director _____ Architect _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I moved to the area last December and now call PSL home. I am interested in helping to shape this fast growing City's future.

Why do you think you are qualified to serve on this board or committee?

After spending the past 14 years supporting our Federal Government as well as other local communities and school systems in the DC area I have come back to my home state of Florida and I now call PSL home and I would like to help in advising on it's super fast growth.

Brief description of Education & Experience

I am a Registered Architect with over 25 years of design and construction industry experience involving new construction, renovation, and project / program management. My most recent experience has included program management and oversight of large scale commercial real estate and government facilities construction and alterations programs. I am a resourceful and principled proven leader who has successfully organized, managed, and mentored large diverse teams of design and construction professionals.

[Zayas 2023_10 Resume CONST TYPES.pdf](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

less than 1 year

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Jay Zayas, R.A., CCM, LEED AP

25038 SW Alberti Way
Port Saint Lucie, Florida 34986
Phone: 571.328.1273
Email: jayzaya1@gmail.com

I am a Registered Architect with over 25 years of design and construction industry experience involving new construction, renovation, and project / program management. My most recent experience has included program management and oversight of large scale commercial real estate and government facilities construction and alterations programs. I am a resourceful and principled proven leader who has successfully organized, managed, and mentored large diverse teams of design and construction professionals.

Areas of Expertise

- Construction Program/Project Management
- Real Estate Portfolio Management
- Quality Program Management
- K-12 Design and Construction
- Architectural Design
- Building Renovation/Rehabilitation
- Municipal Housing Rehabilitation Programs
- Move Management
- Moisture Intrusion & Indoor Air Quality

CURRENT PROFESSIONAL EXPERIENCE

7/2019 – Present:

Arlington, VA / Palm Beach, FL

AECOM

Associate Vice President/Programs Director

AECOM Area Operations Manager – DC Metro/Florida

Leads the operations of the DC Metro and State of Florida areas. Accountable for managing operations to deliver on operating plans and desired outcomes. Responsible for staff resourcing within the region. Provides day-to-day operations management in support of the regional manager. Responsible for the technical practice, project performance, and operational management of all areas and projects within the area. Responsible for ensuring the success of the area office from both the technical practice and operational management aspects. Responsible for project profitability and client satisfaction, as well as managing administrative functions to ensure the office runs smoothly. Works in conjunction with district and/or regional management.

AECOM US East Region Quality Program Lead

Oversees the management of the monitoring and evaluation process to ensure that AECOM quality management systems are being followed and evidence is recorded and maintained. Responsible for the systematic implementation of a quality management system for a project, service, business area, or geographic location. Provides guidance to employees within the latitude of established policies and published standards (ISO, ASME, NQA-1, etc.) Recommends changes to policies and establishes procedures that affect immediate organization. Acts as advisor to subordinates to meet schedules and/or resolve technical problems.

K-12 SCHOOLS DESIGN AND CONSTRUCTION EXPERIENCE

3/2022 – Present:

**AECOM Program Management Director
School District of Palm Beach County**

Palm Beach County, FL

Capital Improvement Program

The \$1.8 Billion Construction Program at School District of Palm Beach County encompasses the design and construction of 7 new schools, 21 additions and remodels, 12 modernizations as well as renovations and repairs at 180 projects in Palm Beach County. The program is managed by the District's Facility Construction Services and AECOM, providing full life cycle services from conception and development of design, through bidding, construction, and occupancy, for contract compliance and project performance. Responsible for directing all the Capital Improvement Program activities. Acts as the primary liaison between Program Manager and the School District's Chief Operating Officer and Chief of Facilities.

**Fairfax County Public Schools
Construction Program Manager
Design & Construction Services**

Falls Church, VA

Various Projects:

Managed the design and construction budget, schedule, and progress of various school renovation projects. Authorized FCPS contract administrator responsible for all D&C personnel associated with the construction project, as well as having final authority of all construction related decisions. Conduct bi-weekly construction meetings with the general contractor, the major subcontractors, the project architect, and field construction representative. Kept the school administration staff and public apprised of the project status on a weekly basis. Responsible for a total construction budget of more than \$400 million.

**Evans Environmental & Geosciences
Program Manager**

Miami Lakes, FL

Broward County Public Schools - Indoor Air Quality Renovation Program

Program Manager for the Broward County Schools Indoor Air Quality Renovation Program. Managed providing professional consulting services for the complete program management of 64 School Board Capital Planning Projects in Broward County, Florida with a \$80 million-dollar construction budget. Services included:

building evaluations; analysis of walls, windows, and roofs for water infiltration; design development and review of architectural solutions; bidding and contract documents. Managed and directed overall project management, construction contracts administration, and facilities management for school board renovation projects under the indoor air quality program. Also involves project cost estimating, project scheduling, project budgeting, warranty service administration and coordination of each functional discipline in connection with all facility renovations.

FEDERAL FACILITIES EXPERIENCE

Markon Solutions, Inc.

Pentagon, Arlington, VA

Program/Contract Manager

Construction Management and Technical Support Services for Washington Headquarters Services (WHS), Facilities Services Directorate (FSD)

FSD provides comprehensive lifecycle facility management supporting the day-to-day working environment of nearly 64,000 employees of the Department of Defense (DoD) in approximately 15 million square feet of facilities across the National Capital Region (NCR). The Facilities Services Directorate (FSD) supports a customer base of about 60,000 civilian and military personnel, including the Office of the Secretary of Defense, Joint Chiefs of Staff, Defense Agencies, and the military departments in the National Capital Region (NCR). FSD provides administrative and operational support to specified DoD activities, including leased facilities, space management, maintenance, repair, and alteration of assigned building's, civil infrastructure, transportation, parking pavement, roadways, landscape maintenance, building operations, construction management, real estate acquisition and property management. Within this Directorate are a host of programs designed to support all who are working in the managed and leased buildings overseen by Washington Headquarters Services.

As Contract manager for the \$60 million FSD facilities contract, Served as single point of contact for the Federal Government. Managed and directed the day-to-day efforts of the 49 personnel staff CMTSS organization and supported the program in conjunction with the government division directors. Responsible for recruitment of highly qualified and capable personnel with engineering and construction industry management subject-matter expertise for various departments. Confirmed that the Government receives a quality product that meets the requirements of both the customer and complies with DoD policy, Unified Facility Criteria, and with Pentagon building codes and standards for all design and construction projects. Assessed and implemented emerging technology and capabilities for design and construction projects. Participated in the development, review, and implementation of quality standards and operating procedures for various departments, supported existing processes and procedures, and provided recommend changes for continuous process improvements.

Markon Solutions, Inc.
Real Estate Portfolio Manager
Federal Bureau of Investigation (FBI)

Washington, DC/Nevada/Arizona

The FBI Field Operations and Support Section (FOSS) is the FBI's primary source for support of all FBI offices throughout the United States and the world. In the U.S., FOSS supports the FBI's portfolio of 56 Field Offices and 483 other locations nationwide. The FOSS portfolio consists of 18 million square feet of leased space with a \$763 million annual rent and projects budget.

Point of contact responsible for providing facility planning support, project management oversight, field representation, as well as budget requests and management for various FBI field offices throughout the United States. Supports the FBI's leased real estate portfolio and Federal buildings in direct coordination with GSA's Public Buildings Service (PBS). Reports directly to Finance and Facilities Leadership (Facilities Deputy Assistant Director, Foss Section Chief, and Portfolio Management Unit Chief. Works closely with Special Agent in Charge (SAC) and Administrative Officer (AO) of assigned Field Offices

Markon Solutions, Inc.
Transition Contract Manager

Washington, DC

The Millennium Challenge Corporation Headquarters Project

Role: Responsible for all aspects of the relocation of 450 staff members to a newly constructed \$22 million headquarters building. Chiefly responsible for formal status reports and briefing to senior executives. Provided technical space management plans; Prepared complex move and fire safety/evacuation plans; and ultimately responsible for management of all sensitive project documentation and administration. Received Millennium Challenge Corporation's highest annual award, the MCC Award for Excellence. This award, the most prestigious honor that MCC bestows, recognizes extraordinary achievement.

URS Corporation
Senior Program Manager – Construction Services
Nuclear Regulatory Commission Three White Flint North Project

Rockville, MD

Senior Program manager with URS on the Three White Flint North Project (3WFN) for the General Services Administration (GSA) and the Nuclear Regulatory Commission (NRC). 3WFN will be a 14-story building with 320,000 SF of office space and four levels of underground parking. The facility will also include a 24/7 Headquarters Operation and Data Center and incorporate green building design features to comply with federal agency requirements. Participated in the proposal development and was also part of the presentation team that won the award for this job. Our team was hired to provide project management and integration services to support the 3WFN Project.

Scheduling –development of schedules that model all the activities that must be completed by NRC to support the on-time completion of the project. These include activities associated with design, procurement, construction, commissioning, and

tenant relocation activities. The schedule is logically tied to the developer's schedule and updated as the project progresses.

Budget Monitoring – Development of a budget management system and associated procedures to support the completion of the project within the established budget. Establishment of line-item budget values for each scope of work to serve as the reference points for the evaluation of costs as they are developed and presented by the developer. Establishment of procedures for the commitment of budgeted funds.

Quality Review Services – Providing document review services during the design phase to confirm conformance with NRC program requirements, the requirements of the lease agreement, GSA requirements and other technical requirements. The review process identifies conflicts, omissions, defects, discrepancies, ambiguities, as well as opportunities for value engineering and cost savings.

Change Management – Providing change management services which include tracking, prioritizing, and evaluating changes. The tracking of changes includes development of procedures and logs that expedite the resolution of changes to the original scope of work. Evaluation of changes includes developing "Independent Government Estimates" for comparison to the developers change request and establishing a fair and reasonable compensation for the change.

Construction Submittal Processing and Management – Developed a procedure for the review of critical submittals. These submittals are reviewed for conformance with the contract documents and the Program of Requirements to determine if they are in conformance with NRC requirements.

URS Corporation

Andrews AFB, MD

Senior Project Manager – Construction Services

BRAC/National Capital Region Relocation Administrative Facility

Provided on site construction management services for the Design/Build Project Delivery of a five story 379,489 SF steel frame office building with a maximum Personnel Occupancy of 2,500 and a project cost of \$130.6 million. Project construction scope included: Civil site drainage and infrastructure construction, roadway improvements, exterior building force protection system, building foundations, steel frame construction, complete MEP systems and green roof construction.

Administered the project in such a manner as to assure the safe and proper construction in accordance with the plans and specifications. Issued RFPs for changes to the work and negotiated scope, time, and cost for contacting officer approval. Managed a team of quality inspectors that observed and documented the daily construction activities. Chaired on-site weekly and monthly meetings. Provided monthly audits of the design-build contractor's monthly invoices.

URS Corporation
Senior Project Manager - Construction Services

Miami Gardens, FL

U.S. Postal Service South Florida Logistics and Distribution Center

Provided on site construction management services for a \$50 million concrete tilt-wall distribution center. Administrated the project in such a manner as to assure the safe and proper construction in accordance with the plans and specifications while controlling costs and schedule. Issued RFPs, as approved by USPS, for changes to the work and negotiated scope, time, and cost for USPS approval. Observed and documented the daily construction activities. Chaired on-site weekly and monthly meetings. Provided periodic safety and quality inspections. Provided monthly audits of the design-build contractor's monthly invoices.

CORPORATE FACILITIES EXPERIENCE

AECOM

Various Locations

Americas Regional Accounts Manager
Shell Global Solutions International B.V.

Responsible for building a partnership with client Real Estate (RE) Division for the delivery of RE Project Management services. Carry out country specific, regional, or multi-regional contract management issues in support of the Real Estate Portfolio Managers. Timely completion and sign-off of all Engagement Notices (ENs) and all necessary contractual engagement documentation as required. Commercial management of the account, ensuring that the proposals, Call-off contracts, invoices etc. are managed per Client processes and KPIs. Resource planning and forecasting on projects. Reshuffling of resources on projects as required in agreement with Client.

Ensure competent resources are placed within the respective projects in the region and responsible for developing and sustaining a high-performance team through effective hiring, coaching, developing, succession planning and performance management. Provide direction and guidance on specific project work in the absence of the project leads and any replacements. Ensure overall program quality standards and regional consistencies in project delivery and account management team deliverables are met. Managing account management team resources within the region. Supports continuous improvement initiatives within the region, considering learnings globally and within the region.

Markon Solutions, Inc.
Portfolio Manager

Loudoun County, VA

TASC Corporate Real Estate Project Management Support

Role: Provided project management support to TASC in house commercial real estate division in managing their real estate portfolio consisting of 42 sites across the country encompassing 1.2M square feet. Supported TASC stakeholders with project management functions as well as facility management support for TASC's 4 business Sectors. Coordinated the construction and move for multiple projects in multiple locations nationwide. Supported the development of the move plan for the TASC

Headquarters Campus Consolidation project which consolidated three office buildings into two covering over 84,000sf and over 400 personnel. Developed the move schedule and coordinated with internal client groups for swing space and final employee seating assignments.

GENERAL CONTRACTING EXPERIENCE

Siltek Group, Inc. General Contractor

Plantation, FL

Senior Project Manager / Architect – Various Projects

Responsible for the timely completion of \$14.2 million of construction projects. Interpreted plans and estimated costs and quantities of materials needed. Planned construction methods and procedures. Coordinated the supply of labor and materials.

Supervised construction sites and directed site managers and subcontractors to ensure standards of building performance, quality, cost schedules and safety were maintained. Study of building contract documents and negotiated with building owners and subcontractors.

Controlled preparation of cost estimates and the documentation for contract bids. Controlled payment to subcontractors by valuation of completed works. Ensured that building regulations, standards and by-laws were enforced in building operations. Consulted with architects, engineers, and other technical staff to ensure that design intentions were met. Responsible for company business development and marketing strategies. Responsible for development of company website. *Sample Projects Include:*

181st Drive Active Park, Sunny Isles Beach Florida.

Oversight of an \$8.1 Million construction contract. 26,332 SF of new building construction including a basketball gymnasium, 2-story recreation center and baseball field. Extensive under field drainage system discharging into two new drainage wells. Augercast piles supporting a structural slab.

Plantation Police Department Addition/Renovation, Plantation, FL.

Oversight of \$3.4 Million construction contract. Demolition of a portion of existing structure. 31,592 SF of new construction including 2-story offices, holding cells, and garage. New secure parking area and connection to underground utility systems.

St. John Village Homes, Miami, FL.

Oversight of \$1.3 Million construction contract. Development of vacant site to include 14 affordable town homes. Reinforced masonry construction and extensive underground utility system connected to existing city services.

CAPITAL IMPROVEMENTS / FACILITIES ASSESSMENTS EXPERIENCE

Inspection & Valuation International, Inc.
Senior Project Manager

Miami, FL

Real Estate Property Condition Assessment & Forensics Division

Inspection of large-scale projects and real estate portfolios that included: visual surveys of pertinent systems such as site work, structural system, roofing, facades, HVAC, plumbing, electrical systems, and conveying systems. Observed and documented significant physical deficiencies and provided opinions of probable costs for necessary maintenance, repairs, or replacements. Depending upon the client's requirements, modified replacement reserves were prepared for salient systems and components requiring recurring replacement. Typical assignments included the assessment of: Masonry sidewalls, Roofing Systems, Curtain walls, EIFS, Structural Conditions, Building Envelope Water/Moisture Intrusion, and Building Envelope Insulation Adequacy

Moisture & IAQ Solutions, an affiliate of The IVI Companies

Identified the presence of mold, determined the moisture content, detect the source of moisture, and develop remedial strategies to effectively abate a mold problem for both health and structural concerns. Point person in the Miami office for services related to moisture intrusion and microbial growth and the regional growth of environmental services.

Project Management Oversight Division

Conducted visits to complex project sites throughout various client real estate portfolios for the purpose of monitoring the construction and the release of construction funds on behalf of owners and investors. Provided change order analysis. Tracked percentage of work-in-place and funds available to complete the project. Review of contractor's payment requisition and testing reports. Preparation of site visit reports

Evans Environmental & Geosciences

Miami Lakes, FL

Senior Architect / Practice Area Director

Responsible for all aspects of the architectural and engineering practice area, business development and marketing. Developed a comprehensive A/E Property Condition Assessment program that assisted individuals and corporations in satisfying lender requirements and managing their real estate portfolios.

Architect/Project Manager for The Island Center and Waterford Plaza waterproofing and concrete renovation projects in Tampa, Florida which included: Developing design solutions, drawings, and specifications to address water intrusion and concrete deterioration issues for: (i) a 12,000 SF elevated entry drive and adjacent 8-story concrete parking structure, and (ii) a 6-story concrete parking structure.

Program Manager for the City of Deerfield Beach Housing Rehabilitation Program. Implementation, administration and overview of housing rehabilitation program and community development grants (CDBG) program and funds. Development and administration of home inspections programs, and general contractor activities

CRA Consulting, Inc.

Margate, FL

Vice President – South Region

- Administration of \$3.8 million in Community Development Block Grants and State Housing Initiative Partnership Funds
- Implementation, administration and overview of housing rehabilitation programs, city sewer rehabilitation programs, city grant programs, grant writing, permitting processes, home inspections, closing and general contractor activities.
- Advising the respective mayors, economic development coordinators, and city managers of municipalities in developing each city's comprehensive plans and development codes.

ARCHITECTURAL DESIGN EXPERIENCE

Mouriz/Salazar & Associates, Inc.

Miami, FL

Project Manager / Construction Administrator

- *The Hampton's at Coral Springs*, a 250-unit multi-family residential development
- *Deerwood at Vista Verde*, a 220-unit multi-family residential development
- *Eagles Landing at University/The Crossings at University Phase I and Phase II*, a combined 661-unit multi-family residential development.
- *Carlisle at Naples*, a 198,853 SF assisted living facility.

R.E. Chisholm Architects, Inc.

Miami, FL

CAD/Computer Operations Manager/Project Manager

- *Responsible for establishment of office standards*
- *Miami International Airport – Various projects*

Robert M. Swedroe

Miami, FL

CAD Operator/Production

- *All aspects of production, specializing in residential high-rises*
- *Client and consultant coordination*
- *Responsible for production of contract documents*

EDUCATION

1993 Florida A&M University

Tallahassee, FL

Bachelor of Architecture

- Graduated Cum Laude

PROFESSIONAL REGISTRATION / MEMBERSHIPS/ CLEARANCES

- Certified Construction Manager (CCM)
- National Council of Architectural Registration Boards (NCARB) Certification
- State of Florida Registered Architect License
- State of Virginia Registered Architect License
- Leadership in Energy and Environmental Design Accredited Professional (LEED AP) with a Building Design and Construction Specialty (BD+C)
- OSHA Field Construction Safety Training
- AECOM Certified Project Manager (Through Project Management Institute PMI)
- Tau Sigma Delta Honor Society in Architecture and Allied Arts
- GSA HSPD-12 Clearance
- Top Secret/SCI/Full Scope Polygraph Clearance

PERSONAL

- Bi-lingual and fluent in English and Spanish.

Application Form

Profile

Mailee

First Name

Atlas-larronde

Last Name

933 SW Dalton Ave

Home Address

Port St Lucie

City

FL

State

34953

Postal Code

maileeatlaslarronde@gmail.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 2

Retired?

Yes No

EXP REALTY

Employer

Realtor

Job Title

Real estate agent

Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Submitted
Construction Board of Appeals: Submitted
Planning & Zoning Board: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

I am interested in serving on this board because what happens in my community is very important to me. I want the best for my city and for my fellow neighbors.

Why do you think you are qualified to serve on this board or committee?

I qualify because I listen, I enjoy teamwork, I have a degree in Sociology with a minor in Psychology.

Brief description of Education & Experience

Sociology with a minor in Psychology.

[Mailee Atlas-Larronde .docx](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

5 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

Mailee Atlas-Larronde

933 SW Dalton Ave

Port Saint Lucie, FL

maileeatlaslarronde@gmail.com

Cell (786)972-7664

A very hardworking team player that is looking to be an asset to a company that requires my knowledge and skills and who are willing to help mold me as an addition to the workplace.

Work Experience

Realtor

Exp Realty- Current

I am currently a part time licensed Realtor in the state of Florida where I assist potential buyers in purchasing their first, home, investment, or commercial property.

Caregiver Program

Caregiver program - Miami, FL 2013 to 2022

I am a caregiver hired by the Veterans Affairs to take care of my husband by assisting him with daily things that he may need assistance with, such as driving, cooking, medicating and so forth.

Substitute Teacher

Garden school of Technology and Arts - Palm Beach Gardens, FL August 2017 to March 2018

My duties at Garden school of technology and arts were to follow the daily teacher planning and make sure that I kept the students engaged in their work, as well as helping maintain a safe and clean learning environment for both children and staff.

Cashier/Customer Service

Tiger Direct/Comp USA - Miami, FL 2008 to 2009

My responsibilities at this employment were to provide the best customer service and assistance, maintain and balance registers at end of every shift, conduct transactions for customers who were from foreign countries, return and exchanges on accounts that maintained a high amount of funds.

Before and After school care activity leader

Jack D Gordon Elementary - Miami, FL 2007 to 2007

My responsibilities at this employment were to supervise a group of 20-25 children for before and after care; create a weekly activity log, assist with homework, and with parents.

2005-2007

Publix

My duties at this employment were to handle all forms of customer transactions, maintaining a professional attitude and maintaining a balance register, prepare all the products that the bakery sold and conduct inventory every night, set up foods for the baker and assistant baker for the following work day.

Education

Bachelors in Science

Florida International University

Graduated 2017

Associates in Arts

Seminole State College

2012 to 2012

High school diploma

U.S. International Christian Academy

2000 to 2004

Skills

Bilingual (English, and Spanish)

Application Form

Profile

Cynthia

First Name

Herrera

Last Name

2931 sw coastal ter

Home Address

Port Saint Lucie

City

FL

State

34953

Postal Code

cynthiah29@icloud.com

Email Address

What district do you live in? <http://www.cityofpsl.com/districts> *

District 4

Retired?

Yes No

Walmart

Employer

Fresh manager

Job Title

Manager

Occupation

Which Boards would you like to apply for?

- Citizens Advisory Committee: Submitted
- Construction Board of Appeals: Submitted
- Infrastructure Surtax Citizens Oversight Committee: Submitted
- Planning & Zoning Board: Submitted
- Public Art Advisory Board: Submitted
- Affordable Housing Advisory Committee: Submitted

Were you nominated or recommended to apply by the Mayor or a Councilmember?

Yes No

Please Agree with the Following Statement

I have read and guarantee that I meet all the requirements for board service.

I Agree

Interests & Experiences

Why are you interested in serving on a board or committee?

Is always interesting knowing what is happening in the city we live, I always want to help the citizens in this area

Why do you think you are qualified to serve on this board or committee?

I love helping people maybe I'm not the best qualified but I know in everything that I do I put my heart

Brief description of Education & Experience

I studied in Mexico I graduate high school and I was studying my career on web design but I move to USA and start working on retail I start from the very bottom as a regular associate and now I'm the manager of the fresh area

[Resume_01_04_23.pdf](#)

Upload a Resume

Demographics

Do you now serve on any City Board, Committee or other Governmental Board or Committee? (NOTE: You cannot serve on more than one Board or Committee within the City of Port St. Lucie during the same time period.)

Yes No

Are you a registered voter?

Yes No

How long have you been a City resident?

12 years

Have you attended the City University classes?

Yes No

Are you a United States Citizen?

Yes No

Are you presently employed by the City of Port St. Lucie?

Yes No

Are you a current or former law enforcement officer, other employee* or the spouse or child of one who is exempt from public records disclosure under FS 119.07?

Yes No

Have you ever been convicted of a crime, pled guilty or no contest to a criminal charge, or entered into an agreement setting forth the terms leading to the reduction or dismissal of the charges?

Yes No

Please Agree with the Following Statement

I agree that all of my answers are truthful and accurate to the best of my ability. I understand that if I have falsified any information my application will be withdrawn and I will not be considered for appointment.

I Agree

CYNTHIA HERRERA

📍 2931 SW Coastal Terr, Port Saint
Lucie, 34953, FL (US)

✉️ cynthiah29@icloud.com

☎️ 7724083623

PROFESSIONAL SUMMARY

Hey, I'm who you are looking for!"

im willing to learn, im very responsible in the things in working on, and im always giving the best of me on everything that i do.

EMPLOYMENT HISTORY

Jan. 2018 - Present
Port Saint Lucie, FL

Department manager, Walmart

one of my main duties is keep the department organize, clean and fully stock. im also on charge of people helping stock the fresh area, costumer service.

Feb. 2011 - Jul. 2016
Morelia , Michoacán México

Recepcionist, Super toner

i was working as a recepcionist, attending costumers helping refiling the empty cartridge for printers and toners, i leave this job when i get married and i have to emmigrate to the united states.

EDUCATION

Jul. 2006 • High School Diploma

• Nova spania institute, Morelia, Michoacán México

SKILLS

Experienced ● **Management**

Experienced ● **Learn fast**