


MEMORANDUM

TO: VICE MAYOR AND CITY COUNCIL

FROM: SHANNON M. MARTIN, MAYOR 

SUBJECT: ALTERNATE MEMBER APPOINTMENTS TO BOARDS/COMMITTEES

DATE: DECEMBER 5, 2024

This memorandum serves to nominate the following applicants as alternate members for appointments to the Boards listed below, subject to the Council's advice and consent.

Members:

Name	Board
Rose Futch	Planning & Zoning Board
Ernest Beaudoin	Infrastructure Surtax Citizens Oversight Committee
Donna Hudson	Infrastructure Surtax Citizens Oversight Committee
James Abbott	Citizens Advisory Committee
Jacqueline Kaegi	Construction Board of Appeals

Thank you.

c: City Manager, City Attorney, City Clerk, Communications

Application Form

Profile

Rose

First Name

M

Middle
Initial

Futch

Last Name

942 SW McElroy Ave.

Home Address

Port St. Lucie

City

FL

State

34953

Postal Code

firegirl199@aol.com

Email Address

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

District 3

Home: (321) 368-9798

Primary Phone

Alternate Phone

Retired?

Yes No

City of Palm Beach Gardens

Employer

Business Tax Coordinator

Job Title

Building Department

Occupation

Which Boards would you like to apply for?

Planning & Zoning Board: 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 city the beautification of the city maintain. Being a part of the community and seeing the process from start to finish is a great achievement. The unification of the city is special to everyone who lives here. I would like to see the possibility of a mobility plan brought to the board. Having a voice in key decision making is huge.

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

Having 20 plus years of local Government experience in Code Compliance, Planning and Zoning, as well as Building Construction.

Brief description of Education & Experience

Associates Degree in Criminal Justice.

[Rose Futch RESUME.docx](#)

Upload a Resume

Demographics

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

11/22/1960

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

Rose Marie Futch

Personal: firegirl199@aol.com
(321) 368-9798 ~ 1942 SW McElroy Ave, Port St. Lucie, FL 34953

Education:

Associates Degree in Criminal Justice September 2003
Brevard Community College, Brevard County FL.

Work Experience:

Code Enforcement Officer August 2013 – April 2015
City of Palm Beach Gardens | Palm Beach Gardens, FL

- Investigated complaints regarding code violations pertaining to building, housing, zoning, tree, sign, and other City codes by conducting field investigations and property research.
- Prepared evidence in support of legal actions taken by the City; appeared in court as necessary; testified at hearings and in court proceedings as required.

Planning and Zoning, Development Compliance Technician April 2015 – November 2019
City of Palm Beach Gardens | Palm Beach Gardens, FL

- Researched & Compiled information for Administrative Personnel, for decision making purposes, regarding Construction Projects.
- Monitored Development and Construction Processes in Coordination with Landscape Architects & Developers to acquire Certificates of Occupancies with Final Inspections. Enforcing Ordinances in conjunction with Landscaping and Planning Phases of Future Development.
- Obtained, assembled, summarized and analyzed basic data involved in planning, such as land use, population, economic characteristics, traffic, land development.

Business Services Coordinator November 2019 – Present

City of Palm Beach Gardens | Palm Beach Gardens, FL

- Assisting Customers with Business Service Applications regarding Commercial, Professional, and Home-Based Occupations/ Operations.
- Communicating with Businesses/ Individuals to acquire necessary documents for Compliance with Florida State Statutes. Compiling documents in orderly fashion to ease flow for Planning & Zoning and Building Reviews to issue Business Tax Receipts.
- Assisting Fire Dept. in scheduling Life Safety Inspections of Businesses, also coordinating to obtain information on individual businesses that are delinquent or have not acquired a Business Tax Receipt. Assisting Permitting Dept. in Cashiering and other necessary back-up duties.

Leadership/ Involvement

City of Palm Beach Gardens SPIRIT TEAM November 2019 – Present

- Organizing Events to facilitate City Employees with Workshops (Health & Wellness), Sport (Pickleball/ Tennis, etc.) & Holiday functions.

FABTO Palm Beach County Secretary

May 2023 - Present

- Awarded position to help assist County FABTO members in questions pertaining to Business Tax

Skills & Qualifications

Advanced Knowledge:

- Microsoft Word, Excel, Powerpoint
- EnerGov & Eden, Tyler Cashiering, Laserfiche, Records Indexing

Curriculum Courses:

- Criminal Justice

Certifications & Qualifications:

- Certified Business Tax Official
- Records Management Webinar Cert.
- Criminal Justice Information Services – Level 2 Security Awareness Cert
- Code Enforcement I, II
- Fire Inspector I
- Hazmat I, II
- Permit Technician Certification
- FEMA Certifications (I – VI)

Application Form

Profile

Ernest

First Name

L

Middle Initial

Beaudoin

Last Name

9967 SW Trumpet Tree Circle

Home Address

Port Saint Lucie

City

FL

State

34987

Postal Code

elbeau337@yahoo.com

Email Address

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

District 2

Home: (772) 224-2883

Primary Phone

Mobile: (860) 620-7643

Alternate Phone

Retired?

Yes No

United HealthGroup

Employer

Program Manager Mergers & Acquisitions

Job Title

IT

Occupation

Which Boards would you like to apply for?

Infrastructure Surtax Citizens Oversight Committee: Appointed

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 ensure that the funds allocated to projects have a benefit to all the residents of Port St. Lucie.

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

I have managed large projects with budgets of up to \$13m.

Brief description of Education & Experience

I am a graduate of Central Connecticut State University and I have an MBA from Rensselaer Polytech Institute. I have a background in Business Process Management and spent the last years of my career working on mergers and acquisitions for United Health Group.

[E_Beaudoin_resume_May_2013_1_.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?

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

ERNEST L. BEAUDOIN
9967 SW Trumpet Tree Circle, Port St Lucie, FL 34953
(772) 224-2883 (Home)
(860) 620-7643 (Cell)

EXECUTIVE SUMMARY

MBA-educated professional with 15+ years of healthcare, and pharmacy operations experience. Budgeting, forecasting and issues resolution skills enhance my ability to successfully manage programs and drive to the desired results. Consistently sought out by senior management to work with all levels of an organization including cross-matrixed environments to drive results.

CORE COMPETENCIES

Program/Project Leadership
Software Forecasting
SAS70

Vendor Management
Process Improvement
Staffing

Hardware Forecasting
Mainframe Batch Efficiency Expert
Budget Management

PROFESSIONAL EXPERIENCE

UNITED HEALTH GROUP, OPTUMHEALTH Hartford, Connecticut 2007 to 2014
UHG, a Fortune 25 Company that is a leading health care company, serving more than 75 million people worldwide.

PROGRAM MANAGER – M&A 2009 to 2014
- Effectively integrated a multi-international EAP firm, as well as several domestic acquisitions. Directed the Acquired Entity IT Staff in upgrading and maintaining the tightest security measures as required by UHG IT in 30 days.

Special Projects:

- Currently directing the OptumHealth Desktop Modernization Project to Windows 7, and IE8.
- Successfully sunset Windows 2000 servers.
- Synchronized the removal, repurposing and/or destruction of equipment left at an abandoned OptumHealth site. Prior management response left equipment on site for 18 months. Under my direction it was remediated in 30 days.
- Scrutinized and recommended improvements to the Vision Lab in Baltimore. This required re-cabing the building, the secured destruction of years of paper medical records, and moving servers to secure locations.

PROGRAM MANAGER 2007 to 2009
- Conducted a feasibility study with a cost benefit analysis identifying a \$20M increase in business for a consolidation of a Life and Disability System. Presented the results of this \$12.8M effort to senior management with recommendations. Senior management accepted the recommendations and the project implementation was successfully implemented in the 1st qtr 2009, impacting 29 applications, utilizing 165 FTEs.

CIGNA CORPORATION, Hartford, Connecticut 1989 to 2007
Cigna is a global health service company that offers health, life, accident, dental, and disability insurance, and related health services.

DIRECTOR, PHARMACY SYSTEMS 2001 to 2007
- Redesigned Pharmacy systems and the eligibility process migration strategy, decreasing the call volume by 70% resulting in decreased ASA from over 4 minutes to less than 30 seconds from the prior renewal period. The subsequent elimination of a call center decreased expenses by \$1.2M.
- Special Projects:

- Directed the migration of 5.2 million members without service disruption.
- Improved the process for special reporting in a timely manner. Increased the capability for producing special reports from 20 per month to over 200 per month without increasing staff.
- Developed the process to manage eligibility that resulted in reducing the variance of ineligible members from 20% to less than 1%.

- Established and managed extensive affiliations with vendors including Argus Health Systems, Ingenix, Thomson-Medstat, Aon, Hewitt Associates, and others.

SYSTEMS CONSULTANT, ASSISTANT DIRECTOR

1995 to 2001

- Directed the redesign and implementation of the batch segment of the major claim processing system, resulting in a 62% decrease in batch cycle time and 31% increase in online system availability, received President's Club Award.
- Liaison to Price Waterhouse-Coopers for SAS70 audit of largest claim processing system at CIGNA. Created methodology to track work from request to implementation resulting in clean audits for 5 years.
- Directed a special task force to determine root cause of operational problems; analyze results; and provide direction and metrics to operations community to minimize future disruptions. The results were:
 - Created a rapid response team, which was dispatched through a daily operations readiness call, resulting in triage and increased efficiency in enterprise-wide problem resolution.
 - Established vendor management expectations regarding correction or alternative solutions within a specific timeframe to be included in the Service Level Agreement (SLA).
 - Identified the need for quality testing improvement, i.e. end-to-end systems testing, resulting in creation of an applications readiness team.

PROFESSIONAL DEVELOPMENT

- Business Process Management and Modeling – Boston University Continuing Education 2008.
- Project Operations Principles
- Six Sigma Awareness
- Six Sigma Yellow Belt

EDUCATION

Rensselaer Polytechnic Institute, Hartford, CT., MBA, August 1997.

Central Connecticut State University, New Britain, CT. BA in History.

- Recipient of the Elisha Bubser Judd Scholarship.
- President of the Central Connecticut Historical Society.

TECHNICAL SKILLS

Desktop Application Software: MS Word, Excel, Access, Outlook, PowerPoint, Project, Visio, Lotus 123, Attachmate Extra, IBM HOD, LOTUS Notes.

Programming Languages: COBOL, Access, Focus, and JCL, IBM Series/1 EDL and PXS.

Operating Systems: Desk top: NT 4.0, XP, Windows 7;

Midframe: UNIX, PICK, EDX, RPS.

Mainframe: DOS, VSE, VS; MVS, VM, VTAM/NCP.

Application Form

Profile

Donna _____ Hudson _____
First Name Last Name

534 SW Grove Avenue _____
Home Address

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

dah_0340@hotmail.com _____
Email Address

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

District 1

Retired?

Yes No

USDA _____ Program Specialist _____ Grants Manager _____
Employer Job Title Occupation

Which Boards would you like to apply for?

Infrastructure Surtax Citizens Oversight Committee: Appointed
Affordable Housing Advisory Committee: Archived

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 ensure we are good stewards of the tax payer funds entrusted to us. Also, I am excited about moving to PSL and want to give back to a community that I really love.

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

I have been a grants manager in the federal government for over 12 years. I have extensive experience developing and managing budgets for large and small state agency programs. In addition, I am somewhat familiar with how the board process operates. I was a Program Specialist at Children's Services Council of Broward County for four years. In that position, we were expected to attend all Council Meetings; but, and to provide meaningful work products such as Issue Papers and statistical and narrative information for inclusion in the council meeting package.

Brief description of Education & Experience

Thirteen years of federal employment (all at the GS-12 level) with the following agencies: USDA; HHS (CDC); USDOL (Employment & Training). Six years of Workforce Development Experience (line staff and management) Workforce One Broward (rebranded to Career Source). Ten years of paid Advocacy experience with Women Distress of Broward County working in both the shelter and Family Center. 10 years in family strengthening experience with various State Of Florida agencies in the following capacities: Child Protective Investigations and Services; Revenue Specialist; Operations Management Consultant. Four years experience as a Program Specialist with CSC Broward. Bachelors degree in Business from NSU Masters degree in Exceptional Student Education from Florida Memorial University

[Resume_DHudson_September_2022_copy.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?

04/01/2023

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

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

James Abbott
First Name Last Name

144 NW Lawton Road
Home Address

Port Saint Lucie FL 34986
City State Postal Code

jeacpaf@comcast.net
Email Address

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

District 2

Home: (772) 777-2502 Mobile: (206) 909-9373
Primary Phone Alternate Phone

Retired?

Yes No

NAES Corporation Indirect Taxes - Property Tax Tax Manager
Employer Job Title Occupation

Which Boards would you like to apply for?

Citizens Advisory Committee: Appointed

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.

[Resume|Abbott.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 financials 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

Jacqueline

First Name

Kaegi

Last Name

1692 SW Ivy Street

Home Address

Port St. Lucie

City

FL

State

34987

Postal Code

jacquelinekaegi@yahoo.com

Email Address

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

District 2

Retired?

Yes No

Seminole Tribe of Florida

Employer

Construction Project
Manager

Job Title

General Contractor

Occupation

Which Boards would you like to apply for?

Construction Board of Appeals: Reapplying

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 my community by sharing some of my knowledge and experience in the industry.

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

I have been working in Construction for the last 6 years and have worked on my Residential Capital Projects as well as small projects as well.

Brief description of Education & Experience

I have experience working with FEMA, Charitable Organizations as well as for a Government Agency. I also have a small Residential small business.

[jacqueline_Kaegi_Final_Resume_docx.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?

5

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

JACQUELINE KAEGI

RESIDENTIAL CONSTRUCTION PROJECT MANAGER, CRC

786-525-5935 1692 SW Ivy Street, Port St. Lucie, FL JacquelineKaegi@yahoo.com

LICENSES & CERTIFICATIONS

- Active State of Florida - Certified Residential Contractor License, CRC#1333622
- ADA Florida Certification
- OSHA 30 Certification
- CPR/AED/First Aid Certification

EDUCATION

Florida Atlantic University

Boca Raton, Florida – June 2015
Certification - Project Management

University of Florida

Gainesville, Florida
Bachelors of Science Degree -
Advertising and Business Concentration

EXPERIENCE

Construction Project Manager, 2019 – Present Seminole Tribe of Florida, Okeechobee, Florida

- Lead Construction Project Manager for multiple Capital Projects valued at \$300,000 to more than \$12,000,000.00 including New Custom Home Construction and Interior Renovations for various Seminole Reservations throughout Florida
- Collaborate with Architects and Civil Engineers for Design and Development of Infrastructure for all Communities
- Interact and communicate daily with Contractors, Management and Tribal Members to deliver projects on time and on budget. Provide Weekly Project Status Reports and Project Schedules
- Participate in ITB and ITQ meetings and processes; work with Contracts, Legal and Procurement departments
- Construction Administration work to include approving Change Orders, AIA Pay Applications and Deductive Change Orders
- Inspect job site with Building Inspector for correct FI Building Codes and Quality Control, Seminole Tribe Building Standards and Final Punch Out
- Verify all contractors are conducting regular safety meetings and all OSHA and other regulatory rules are being followed
- Participate in Architectural Blue-Print Design, Revisions, Reviews, Redline and As-Built Construction Documents

Construction Manager, 2018 -2019

Catholic Charities of the Palm Beaches, Palm Beach Gardens, Florida

- Oversaw all aspects of Residential Construction improvement project from Initial to Final project closeout
- Ensure project timelines are met and projects are on schedule
- Select contractors for bid purposes, managed them and bidding contracts
- Responsible for managing \$500,000 Public Grant Funds for Project
- Created policies, approved invoices as well as all change orders
- Resolve conflict and problems and provides viable solutions
- Ensure all job sites are clean, organized and maintained
- Built Qualified Contractor Vendor Approval list meeting Catholic Charities strict insurance requirements and guidelines
- Collaborated and worked with Construction Teams and Non-profit organizations such as Team Rubicon, American Red Cross, United Way and Case Managers as well as Management to plan and coordinate long term Construction recovery efforts

SKILLS

- AIA Pay App Experience
- Valid Florida Driver's License
- Clean Driving Record
- Fluent in Spanish
- Microsoft Office Skills
- Bluebeam Revu Proficiency
- FEMA Level 2 Government Clearance
- Excellent Verbal and Written Skills
- Great attention to detail
- Follow-up and Follow-through Skills
- Resolves Conflict and Issues
- Construction Inspections & Mgmt

Disaster Housing Inspector, 2017 -2019

Vanguard Emergency Management, Florida, New Orleans and Texas

- Responsible for identifying all damages and hazards to interior and exterior of a property from floods, rain-driven wind and/or storm damages
- Performed more than 2400 inspections in various types of dwellings and identified non-disaster damages and relevant disaster damages, created inspection reports and scope of work based on FEMA Guidelines
- Experience with Modern Construction Practice, Construction inspections, Project Scope development and Cost Estimating
- Knowledge and understanding of FEMA Public Assistance Program laws, regulations and policies
- 100% field work including managing my own schedule and completing work within a specified time
- Earned more than 150 hours of disaster related training and education in common disasters including: floods, earthquakes and hurricanes - Promoted to next inspection tier (Intermediate)