



**CITY OF POMPANO BEACH  
ADVISORY BOARD / COMMITTEE  
APPLICATION**

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095  
Post Office Drawer 1300, Pompano Beach, FL 33061  
www.pompanobeachfl.gov

CITY OF POMPANO BEACH  
OFFICE OF THE CITY CLERK  
2016 NOV 28 PM 12: 08

Mr.  Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_ Name: Andy Cherenfant  
(Optional)

**Residence Information:**

Home Address: 2821 N. Course Drive #107  
City/State/Zip: Pompano Beach  
Home Phone: 954.933.7178 Cell Phone: 954.608.0412  
Email: cherenfant3@gmail.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: The Cherenfant Group  
Current Position / Occupation: President / Business Consultant  
Business Address: 43 S. Powerline Rd. # 413  
City/State/Zip: Pompano Beach  
Business Phone: 954.900.1066 Fax: \_\_\_\_\_ Email: andy@cherenfantgroup.com

Are you a U.S. Citizen? Yes  No \_\_\_

Are you a resident of Pompano Beach? Yes  No \_\_\_ Reside in District: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5

Do you own real property in Pompano Beach? Yes \_\_\_ No

Are you a registered voter? Yes  No \_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No  731 selection Comm. Pompano Beach Branding Comm.

Current or prior service on governmental boards and/or committees: MLK Festival Comm.

**Please make a check next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/> Affordable Housing	<input checked="" type="checkbox"/> Cultural Arts	<input checked="" type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Air Park	<input checked="" type="checkbox"/> Education	<input checked="" type="checkbox"/> *Planning & Zoning/Local Planning Agency
<input checked="" type="checkbox"/> Architectural Appearance	Emergency Medical Services	*Police & Firefighter's Retirement System
<input checked="" type="checkbox"/> Nuisance Abatement Board	<input checked="" type="checkbox"/> *Employee's Board of Appeals	Pompano Beach Economic Development Council
<input type="checkbox"/> Charter Amendment	Employee's Health Insurance	Public Art Committee
<input checked="" type="checkbox"/> Community Appearance	*General Employee's Retirement System	Recycling & Solid Waste
<input checked="" type="checkbox"/> *Community Development(CDAC)	Golf	Sand & Spurs Riding Stables
<input type="checkbox"/> CRA East	Historic Preservation	Marine
<input checked="" type="checkbox"/> CRA West	X *Housing Authority of Pompano Beach	*Unsafe Structures
		<input checked="" type="checkbox"/> *Zoning Board of Appeals
		X * Local Complete Count Committee

**Andy Cherenfant I**  
**2821 N. Course Drive #107, Pompano Beach, FL 33069**  
**cherenfantsr@yahoo.com**  
**Mobile: (954) 608-0412**

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**OBJECTIVE:** To serve on a board or committee where I can effectively use my leadership skills, business acumen, and ability to work with diverse populations to contribute to the growth, development, and civic synergy for the City of Pompano Beach.

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**CORE COMPETENCIES**

Business & Technology Development	Workload Management
Client Relations	Strategic Planning
Sales/Customer Service Management	Operations Management
Entrepreneurial & Administration Training	Team Development
Financial Consultation	Business Turn Around Strategies
Policy/Procedure Development & Implementation	Business Analysis

**EXECUTIVE PROFILE**

Recognized as a hands-on, expert problem solver who can rapidly resolve cross functional business process problems, formulate strategic plans, and implement change, with benefits to the business clients' bottom line. Solid reputation for persistently renegotiating deals to insure complete transactions with the best terms. Accomplished manager with exceptional interpersonal and communication skills; demonstrated leadership among managerial and department subordinates. Highly strategic thinker and creative problem solver, who was integral to the start-up and growth of the new and existing small businesses in Northwest Pompano Beach. Dynamic leader with over 7 years of experience in a community agency environment.

**PROFESSIONAL EXPERIENCE**

**08/2014 - Present The Cherenfant Group, LLC, President:** Providing consulting service for businesses and governmental agencies in the areas of micro-enterprise business and loan programs, small business incubators, and job development and placement to facilitate economic growth. Providing training for trainers to teach the fundamentals of economic development and community revitalization.

***Key Achievements***

- Leveraged commercial capital resulting in \$425,000 for construction and property purchase for clients
- Provided innovative recommendations to several South Florida economic development staff in both private and government sectors.
- Translator for international business development
- Conducted strategic planning and proposal development seminars
- Provided key consultations for several entities looking to invest in Pompano Beach

- Conducted business budgeting and financial planning workshops for a start- up Culinary Incubator Program and Urban Farming Project
- Assisted in the development of 22 business plans and financial statements for a start- up Culinary Incubator Program

**12/10 – Present    Loan Director, IED, Florida:** Management of the Micro-enterprise Loan Fund Program; Providing expertise to potential loan clients for the NW Pompano Beach CRA Business Incubator Program. Working with clients in loan application process, one-on-one technical assistance, credit repair and making presentations to the Loan Committee. Follow-up to approved loans, site visits and monitoring of businesses. Attend board meetings and committee meetings, present financial statements business plans of businesses that provide a report interpretation

***Key Achievements***

- Developed an internal policy loan manual and procedure manual to focus on accountability and compliance
- Collaborated with key financials stakeholders that resulted in 49 micro business loans totaling \$869,500 and the creation of 95 jobs
- Assisted in the development of 122 business plans and financial statements
- Conducted business budgeting and financial planning workshops
- Recipient of The FRA Award 2013 Management Program And Creating Partnerships
- Businesses established under loan program now have annual combined sales over \$1,825,000
- Invited speaker for Florida League of Cities

**3/2002 – Present    Vice President of Operation:** Tropical Elegance, Inc. Pompano Beach, FL  
 Responsibilities: Provide overall direction and guidance to the operational activities of the company with the objective of maximizing growth and profitability as well as day-to-day leadership and management to all operations functions. Implement programs to ensure attainment of business plan for growth and profit. Implements improved processes and management methods and workflow optimization. Provide mentoring and guidance to subordinates and other employees.

***Key Achievements***

- Created procedures and managed workflow for order/inventory management systems
- Developed guidelines/processes and directed program setup for brand compliance/licensing
- Created an award winning high demand business with over \$450,000 in annual sales
- Established and maintained vendor relations to ensure best pricing for our clients

**12/1998 – 3/2002    Manager:** Walgreens, Miami, FL.

Responsibilities: Assisted in supervising a staff of 24 employees. Assisted upper level management in analyzing transactions corrected sales transactions and adjusted errors. Prepare and forward preliminary paperwork to the regional office on any orders with discrepancies. Maintain in good order, all record and files assigned for safekeeping of all company records including computer information and sensitive personal salary records. Maintained direct contact with the outside vendors..

**05/1999 – 12/1998 Assistant Manager:** Eckerd Drugs, Miami, FL.

Responsibilities: Supervise a staff of 15 employees. Assist general manager in analyzing transactions, correct sales transactions, and adjusted errors. Prepare and forward preliminary paperwork to the regional office on any orders with discrepancies.

**5/1997 – 05/1999 General Manager:** Estate and Auction Center, Kendall, FL.

Responsibilities: Schedules and meet with auction dealers in the acquisitions of estates. Oversee the maintenances of the company books and record on all company transaction and asset. I delegated daily work assignments to staff with the emphasis of organizational goals.

### **CIVIC ENGAGEMENT**

City of Pompano Beach Branding Committee

Martin Luther King Festival Committee

Leadership North Broward Class of 2015

Liaison to the Pompano Beach Northwest CRA District

### **EDUCATION**

Prospect Hall School of Business, Hollywood, FL- 1997-1998

Associate Degree: Computer Business Administration & Management

Alabama A & M University, Huntsville, AL 1995-1997

Majored in Hotel & Restaurant Management

### **OTHER EXPERIENCE/SKILLS**

Over 10 years of previous retail & restaurant experience.

Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Adobe Illustrator, Adobe Acrobat, Social Media, and Internet software savvy.

**LANGUAGES:** Kreyol, English

**HONORS:** Class President: Prospect Hall School of Business





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City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095
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2017 DEC 11 PM 12:32
CITY OF POMPAÑO BEACH
OFFICE OF THE CITY CLERK

Mr. Mrs. Ms. Miss Name: Linda L. Hunter
(Optional)

Residence Information:

Home Address: 1250 NW 27th Avenue
City/State/Zip: Pompano Beach, FL 33069
Home Phone: 954 978-9436 Cell Phone: 954 695-8701
Email: Lindahunter1250@comcast.net Fax:

Business Information:

Employer/Business Name: retired
Current Position / Occupation: NA
Business Address: NA
City/State/Zip: NA
Business Phone: NA Fax: Email:

Are you a U.S. Citizen? Yes No
Are you a resident of Pompano Beach? Yes No Reside in District: 1 2 3 4 5V
Do you own real property in Pompano Beach? Yes No
Are you a registered voter? Yes No
Have you ever been convicted of a felony? Yes No
Current or prior service on governmental boards and/or committees: no

Please make a check next to the Advisory Boards/Committees you would like to serve on:

Table with 3 columns: Board/Committee Name, Description, and Notes. Includes rows for Affordable Housing, Air Park, Architectural Appearance, Nuisance Abatement Board, Charter Amendment, Community Appearance, \*Community Development(CDAC), CRA East, and CRA West.

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: graduated high school (Savannah High in Savannah, GA)

completed 2 year of college (major Business Adm.)

Experience: Worked in City Manager's Office for 30 years. Worked with the City Commission, agenda items, city boards, community meetings, direct city staff on assignments.

Past Positions: Experience and knowlegible in most departments procedures, positions, direct staff, writing of memos and letters. Totally responsible for United Way campaigns and conduct blood drives

Hobbies: I'm being involved throughout the entire city. Attend meetings, participate in various programs, Water Aerobics, line dancing and attending church on a regular basis. I also love to read various books. I see myself very dedicated and devoted for a common cause.

**Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.**

Signature: Linda L. Hunter

Date: \_\_\_\_\_

Initials of Clerk or Deputy: \_\_\_\_\_

Date received or confirmed: \_\_\_\_\_

Please check one:  New Application     Currently Serving on Board     Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.





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www.pompanobeachfl.gov

Mr.  Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_ Name: LOUIS RIVA  
(Optional)

**Residence Information:**

Home Address: 777 S Federal HWY UNIT G118  
City/State/Zip: POMPANO BEACH, FL 33062  
Home Phone: \_\_\_\_\_ Cell Phone: 954-683-3998  
Email: NA Fax: NA

**Business Information:**

Employer/Business Name: RETIRED  
Current Position / Occupation: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a U.S. Citizen? Yes  No \_\_\_  
Are you a resident of Pompano Beach? Yes  No \_\_\_ Reside in District: 1 \_\_\_ 2 \_\_\_ 3  4 \_\_\_ 5 \_\_\_  
Do you own real property in Pompano Beach? Yes  No \_\_\_  
Are you a registered voter? Yes  No \_\_\_  
Have you ever been convicted of a felony? Yes \_\_\_ No   
Current or prior service on governmental boards and/or committees: LEE COUNTY SHERIFF DEPT VOL  
PRES - ISLAND CLUB  
CONDO

**Please make a check next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/>	Affordable Housing	<input type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input type="checkbox"/>	Education	<input type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input checked="" type="checkbox"/>	Nuisance Abatement Board	<input type="checkbox"/>	*Employee's Board of Appeals	<input type="checkbox"/>	Pompano Beach Economic Development Council
<input type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	Employee's Health Insurance	<input type="checkbox"/>	Public Art Committee
<input type="checkbox"/>	Community Appearance	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input type="checkbox"/>	*Community Development(CDAC)	<input type="checkbox"/>	Golf	<input checked="" type="checkbox"/>	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA East	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>	CRA West	<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input checked="" type="checkbox"/>	*Zoning Board of Appeals

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: HIGH SCHOOL LYR COLLEGE

Experience: MARINE - CONST - BUSINESS OWNER

Past Positions: \_\_\_\_\_

Hobbies: FISHING - GOLF - BUILDING

**Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.**

Signature: Louis Rivo Date: 7/18/17

Initials of Clerk or Deputy: \_\_\_\_\_ Date received or confirmed: 7/24/17

Please check one:  New Application  Currently Serving on Board  Updated Information

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**P. O. Drawer 1300, Pompano Beach, FL 33061**  
**www.pompanobeachfl.gov**

Mr.  Mrs.  Ms.  Miss  Name: Michael Solley  
 (Optional)

**Residence Information:**

Home Address: 621 NE 34<sup>th</sup> Street  
 City/State/Zip: Pompano Beach, FL 33064  
 Home Phone: \_\_\_\_\_ Cell Phone: 954-579-9027  
 Email: solley.michael@gmail.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: Aquatic Technologies Design & Engineering Group, Inc  
 Current Position / Occupation: senior design consultant  
 Business Address: 515 NE 42<sup>nd</sup> Street  
 City/State/Zip: Oakland Park, FL 33334  
 Business Phone: 954-390-6113 Fax: 954-390-7435  
 Email: info@aquatictechnologies.engineering

Are you a U.S. Citizen? Yes  No   
 Are you a resident of Pompano Beach? Yes  No  Reside in District: 1  2  3  4  5   
 Do you own real property in Pompano Beach? Yes  No   
 Are you a registered voter? Yes  No   
 Have you ever been convicted of a felony? Yes  No   
 Current or prior service on governmental boards and/or committees: none

**Please check the first box next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Education	<input type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Air Park		<input type="checkbox"/> *Planning & Zoning/Local Planning Agency
<input type="checkbox"/> Architectural Appearance	<input type="checkbox"/> Emergency Medical Services	<input type="checkbox"/> *Police & Firefighter's Retirement System
<input type="checkbox"/> Charter Amendment	<input type="checkbox"/> *Employee's Board of Appeals	<input type="checkbox"/> Pompano Beach Economic Development Council
<input type="checkbox"/> Community Appearance	<input type="checkbox"/> Employee's Health Insurance	<input type="checkbox"/> Public Art Committee
<input type="checkbox"/> *Community Development	<input type="checkbox"/> *General Employee's Retirement System	<input type="checkbox"/> Recycling & Solid Waste
<input type="checkbox"/> CRA East	<input type="checkbox"/> Golf Advisory Board	<input type="checkbox"/> Sand & Spurs Riding Stables
<input type="checkbox"/> CRA West	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Marine
<input type="checkbox"/> Cultural Arts	<input type="checkbox"/> *Housing Authority of Pompano Beach	<input type="checkbox"/> *Unsafe Structures
<input type="checkbox"/>	<input checked="" type="checkbox"/> Nuisance Abatement Board	<input type="checkbox"/> *Zoning Board of Appeals
		<input type="checkbox"/> <b>Local Complete Count (Census)</b>

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: BS Mechanical Engineering

BA Arts & Humanities

AA Religious Studies

Experience: none

Past Positions: none

Hobbies: music, DIY, 3D printing

***Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.***

Signature: 

Date: 27 Jan 2021

Initials of Clerk or Deputy: \_\_\_\_\_

Date received or confirmed: \_\_\_\_\_

Please check one:  New Application     Currently Serving on Board     Updated Information

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## CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

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**P. O. Drawer 1300, Pompano Beach, FL 33061**  
**www.mypompanobeach.org**

Mr. \_\_\_ Mrs. x Ms. \_\_\_ Miss \_\_\_ **Name:** Eve Lewis  
 (Optional)

**Residence Information:**

Home Address: \_\_\_\_\_ (Please keep personal information exempt per F.S. 119.071(4)(d)2.f.)  
 City/State/Zip: \_\_\_\_\_ - Thank you!  
 Home Phone: \_\_\_\_\_ Cell Phone: same  
 Email: \_\_\_\_\_ Fax: n/a

**Business Information:**

Employer/Business Name: City of Coconut Creek, City Attorney's Office  
 Current Position / Occupation: Assistant City Attorney / Attorney  
 Business Address: 4800 W. Copans Road  
 City/State/Zip: Coconut Creek, FL 33063  
 Business Phone: 954-973-6773 Fax: (954) 973-6790 Email: elewis@coconutcreek.net

Are you a U.S. Citizen? Yes X No \_\_\_  
 Are you a resident of Pompano Beach? Yes X No \_\_\_ Reside in District: 1\_\_ 2\_\_ 3 X 4\_\_ 5\_\_  
 Do you own real property in Pompano Beach? Yes X No \_\_\_  
 Are you a registered voter? Yes X No \_\_\_  
 Have you ever been convicted of a felony? Yes \_\_\_ No X

Current or prior service on governmental boards and/or committees: None as a volunteer

**Please check the first box next to the Advisory Boards/Committees you would like to serve on:**

<input checked="" type="checkbox"/>	Affordable Housing	<input checked="" type="checkbox"/>	Education	<input checked="" type="checkbox"/>	Parks and Recreation
<input checked="" type="checkbox"/>	Air Park			<input checked="" type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input checked="" type="checkbox"/>	Architectural Appearance	<input checked="" type="checkbox"/>	Emergency Medical Services	<input checked="" type="checkbox"/>	*Police & Firefighter's Retirement System
<input checked="" type="checkbox"/>	Charter Amendment	<input checked="" type="checkbox"/>	*Employee's Board of Appeals	<input checked="" type="checkbox"/>	Pompano Beach Economic Development Council
<input checked="" type="checkbox"/>	Community Appearance	<input checked="" type="checkbox"/>	Employee's Health Insurance	<input checked="" type="checkbox"/>	Public Art Committee
<input checked="" type="checkbox"/>	*Community Development	<input checked="" type="checkbox"/>	*General Employee's Retirement System	<input checked="" type="checkbox"/>	Recycling & Solid Waste
<input checked="" type="checkbox"/>	CRA East	<input checked="" type="checkbox"/>	Golf Advisory Board	<input checked="" type="checkbox"/>	Sand & Spurs Riding Stables
<input checked="" type="checkbox"/>	CRA West	<input checked="" type="checkbox"/>	Historic Preservation	<input checked="" type="checkbox"/>	Marine
<input checked="" type="checkbox"/>	Cultural Arts	<input checked="" type="checkbox"/>	*Housing Authority of Pompano Beach	<input checked="" type="checkbox"/>	*Unsafe Structures
		<input checked="" type="checkbox"/>	Nuisance Abatement Board		*Zoning Board of Appeals
					<b>Local Complete Count (Census)</b>

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: University of Florida Dual Major in Telecommunications Journalism & Political Science (Please see resume attached).

Experience: I am a Board Certified Specialist in City County and Local Government as defined by the Florida Bar (Attorney Specialization).

Past Positions: None with the City of Pompano Beach, FL.

Hobbies: Exercising and playing with my children, boating, and going to the beach.

(Note: I work full time and would need to first obtain permission from my employer to attend board meetings that occur between the hours of 8:30am and 5:00pm on Mondays through Fridays. Thank you for your consideration!)

***Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.***

Signature: *Eve n. Lewis*

Date: 6/25/2020

Initials of Clerk or Deputy: \_\_\_\_\_

Date received or confirmed: \_\_\_\_\_

Please check one:  New Application     Currently Serving on Board     Updated Information

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# EVE M. LEWIS

*Board Certified in City, County and Local Government Law •*

## EDUCATION

**Nova Southeastern University, Shepard Broad Law Center, Fort Lauderdale, FL**

***Juris Doctorate***, May 2011

Cumulative GPA: 3.2/4.0, *Cum laude*

**Honors:** Received highest grade in the class award (Book Award) in "Evidence"

Dean's List: Fall 2009, Winter 2010

Moot Court Workers' Compensation Brief Writer, Summer 2010

Florida Bar Public Service Fellowship, Summer through Fall 2010

**Activities:** Certified Legal Intern, State Attorney's Office,

17<sup>th</sup> Judicial Circuit, Spring 2011

Completed over 50 hours *pro bono* work

**University of Florida, Gainesville, FL**

***Bachelor of Arts in Political Science***, May 2008

***Bachelor of Science in Journalism (Telecommunications)***, May 2008

Cumulative GPA: 3.5

**Activities:** Phi Eta Sigma Honors Society, President, Fall 2007 & Spring 2008

College of Journalism, Ombudsman, Fall 2007 & Spring 2008

Student Government: Vice Presidential Candidate, Spring 2007

Senator for Sophomore Class, Summer 2006

Women's Affairs Cabinet Director, Fall 2005

## ADMITTED TO PRACTICE LAW

**State of Florida**

**September 2011 – Present**

*Member of the Florida Bar in Good Standing*

**United States District Court Southern District of Florida** **September 2015 – Present**

*Admitted and Qualified to Practice as an Attorney*

## ACHIEVEMENTS

**Florida Bar Board Certified Specialist**

**July 2019 – Present**

*City, County and Local Government Law*

**Federal Communications Commission (FCC) Appointee**

**May 2019 – Present**

*Broadband Deployment Advisory Board (BDAC) Member*

*Broadband Infrastructure Deployment Job Skills and Training Opportunities;*

*Working Group Member*

**Continuing Legal Education Speaker for Broward County Bar Assoc.** **June 2017**

*Government Section Program: "Resolutions, Ordinances, Proclamations, Oh My!"*

**NIMS FEMA Training Courses 100, 200, 300, 700, 800**

**September 2015**

*FEMA Student Identification Number 0001148883*

## **EXPERIENCE**

### **City Attorney's Office, City of Coconut Creek, Florida**

#### ***Assistant City Attorney***

**March 2015 – Present**

- Attorney assigned to represent the Planning and Zoning Board, as well as the Code Enforcement Fine Reduction Recommendation Committee, and in the absence of the City Attorney, the City Commission, Charter Review Board, Redistricting Board, and conducted annual board ethics training for all boards in the City.
- Closely assist all twelve (12) departments to facilitate the goals of the City.
- Drafts and reviews countless ordinances, resolutions, policies, service agreements, collective bargaining agreements, bid documents, work authorizations, bonds, releases, construction project close-out documents, summons, pleadings, leases, mortgages, etc.
- Litigates circuit court appeals, code enforcement matters, foreclosures, bankruptcies, class action lawsuits, Equal Employment Opportunity Commission claims involving the City.
- Conducted numerous internal staff training sessions on various topics including, but not limited to, telecommunications facilities permitting, ordinance/resolution drafting, and code enforcement case management.

### **Office of the State Attorney, 17<sup>th</sup> Judicial Circuit, Fort Lauderdale, FL**

#### ***Assistant State Attorney, Lead in Felony Trial Unit***

**October 2011 – February 2015**

- Tried over 35 criminal jury trials through to verdict and argued over a hundred substantive and procedural motions.
- Successfully managed thousands of cases ranging from misdemeanors to first degree life-felonies, including contacting victims, coordinating witnesses, negotiating plea bargains, and researching case law for pertinent legal issues.
- Currently assigned to prosecute first degree felony cases, including specifically classified re-offenders: habitual felony offenders, prison releasee reoffenders, habitual violent felony offenders, and violent career criminals.
- Supervise a trial court division of two other prosecutors as the Lead Attorney.

### **Legal Aid Service of Broward County, Inc., Plantation, FL**

#### ***Legal Intern for the Special Projects Unit***

**Summer 2010 – Fall 2010**

- Researched and drafted memoranda and motions involving enforcement powers of community redevelopment agencies, fair housing, and equal protection issues.
- Participated in facets of litigation, including drafting complaints and discovery.
- Analyzed federal/state substantive and procedural issues in a class action lawsuit.

### **Career Development Office, NSU Shepard Broad Law Center, Fort Lauderdale, FL**

#### ***Student Intern***

**Summer 2009 – Summer 2010**

- Tabulated statistical data relating to law student recruitment and career placement.
- Acted as a liaison to develop programming and events to maintain strong relationships between the Career Development Office, student body, and outside employers.
- Created promotional materials for weekly career skills workshops.

### **Office of the University Registrar, University of Florida, Gainesville, FL**

#### ***Student Assistant to the Registrar & General Office Manager***

**Fall 2004 – Summer 2008**

- Researched and cross-checked statistical data pertaining to student registration.
- Prepared files, agendas, and reports for the University Faculty Senate.



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**www.pompanobeachfl.gov**

Mr.  Mrs.  Ms.  Miss  Name: David Wheeler  
 (Optional)

**Residence Information:**

Home Address: 634 NE 6th St  
 City/State/Zip: Pompano Beach, Fla 33060  
 Home Phone: NA Cell Phone: 954 234 7890  
 Email: david.wheeler.esq@gmail.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: State of Florida  
 Current Position / Occupation: Attorney  
 Business Address: 540 SE 3rd Ave  
 City/State/Zip: Fort Lauderdale, Fla 33301  
 Business Phone: 954 831 8631 Fax: \_\_\_\_\_ Email: d.wheeler@browarddefender.org

Are you a U.S. Citizen? Yes  No

Are you a resident of Pompano Beach? Yes  No  Reside in District: 1  2  3  4  5

Do you own real property in Pompano Beach? Yes  No

Are you a registered voter? Yes  No

Have you ever been convicted of a felony? Yes  No

Current or prior service on governmental boards and/or committees: Pompano Beach Historical Society Board

**Please make a check next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/>	Affordable Housing	Cultural Arts	Parks and Recreation
<input type="checkbox"/>	Air Park	Education	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	Emergency Medical Services	*Police & Firefighter's Retirement System
<input checked="" type="checkbox"/>	Nuisance Abatement Board	*Employee's Board of Appeals	Pompano Beach Economic Development Council
<input type="checkbox"/>	Charter Amendment	Employee's Health Insurance	Public Art Committee
<input type="checkbox"/>	Community Appearance	*General Employee's Retirement System	Recycling & Solid Waste
<input type="checkbox"/>	*Community Development(CDAC)	Golf	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA East	Historic Preservation	Marine
<input type="checkbox"/>	CRA West	*Housing Authority of Pompano Beach	*Unsafe Structures
<input type="checkbox"/>			<input checked="" type="checkbox"/> *Zoning Board of Appeals

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.

In addition a Resume may be attached

Education: Jurisdoctor Florida International University 2005  
Bachelor in Science - Nova Southeastern Univ. 2000

Experience: Assistant Public Defender 2005 - present  
Legal Intern - State Attorneys Office 2003

Past Positions: Board Member, Pompano Beach Historical Society

Hobbies: Married, father of two boys. Den parent for Cub Scouts  
Reading, Home Improvement, Competitive Shooting sports.

**Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.**

Signature: David Wheeler Date: 1/8/2019

Initials of Clerk or Deputy: AH Date received or confirmed: 2/9/21

Note: Email received on 2/9/21 that Mr. Wheeler wants to serve on the Nuisance Abatement Board, so a check mark was placed on the application by Clerk.

Please check one:  New Application  Currently Serving on Board  Updated Information

Note Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at 954-786-4611, or send via fax to 954-786-4095.





**CITY OF POMPANO BEACH  
ADVISORY BOARD / COMMITTEE  
APPLICATION**

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095  
Post Office Drawer 1300, Pompano Beach, FL 33061  
www.mypompanobeach.org

Mr. \_\_\_ Mrs. \_\_\_ Ms.  Miss \_\_\_ Name: Velma Flowers  
(Optional)

**Residence Information:**

Home Address: 760 N.W. 17 ct  
City/State/Zip: Pompano Beach, Florida 33060  
Home Phone: \_\_\_\_\_ Cell Phone: 754-245-5517  
Email: Flowers.velma@yahoo.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: \_\_\_\_\_  
Current Position / Occupation: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a U.S. Citizen? Yes  No \_\_\_

Are you a resident of Pompano Beach? Yes  No \_\_\_ Reside in District: 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4  5 \_\_\_

Do you own real property in Pompano Beach? Yes  No \_\_\_

Are you a registered voter? Yes  No \_\_\_

Have you ever been convicted of a felony? Yes \_\_\_ No

Current or prior service on governmental boards and/or committees: \_\_\_\_\_

**Please make a check next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/> Affordable Housing	<input type="checkbox"/> Cultural Arts	<input type="checkbox"/> Parks and Recreation
<input type="checkbox"/> Air Park	<input checked="" type="checkbox"/> Education	<input type="checkbox"/> *Planning & Zoning/Local Planning Agency
<input type="checkbox"/> Architectural Appearance	<input checked="" type="checkbox"/> Emergency Medical Services	<input type="checkbox"/> *Police & Firefighter's Retirement System
<input type="checkbox"/> Budget Review	<input type="checkbox"/> *Employee's Board of Appeals	<input type="checkbox"/> Pompano Beach Economic Development Council
<input type="checkbox"/> Charter Amendment	<input type="checkbox"/> Employee's Health Insurance	<input checked="" type="checkbox"/> Public Art Committee
<input checked="" type="checkbox"/> Community Appearance	<input type="checkbox"/> *General Employee's Retirement System	<input checked="" type="checkbox"/> Recycling & Solid Waste
<input checked="" type="checkbox"/> *Community Development (CDAC)	<input type="checkbox"/> Golf	<input type="checkbox"/> Sand & Spurs Riding Stables
<input type="checkbox"/> CRA East	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Marine
<input type="checkbox"/> CRA West	<input type="checkbox"/> *Housing Authority of Pompano Beach	<input type="checkbox"/> *Unsafe Structures
		<input type="checkbox"/> *Zoning Board of Appeals

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.



In addition a Resume may be attached

Education: Pompano Beach High - Clerical, Data Entry  
BCC East - Public Relations, Debate Challenge  
Pompano Beach Senior High Graduate

Experience: Data Entry, Community Support

Past Positions: Supervisor of Election Facility, Supervisor  
Head Security with Broward County Schools  
Community Team leader

Hobbies: Basket Ball, Baseball, Foot Ball,  
Speed walking + Fishing, Politics

**Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.**

Signature: Velma Flowers

Date: \_\_\_\_\_

Initials of Clerk or Deputy: sh

Date received or confirmed: 6/12/14  
1/14/19

Please check one:  New Application     Currently Serving on Board     Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.



## CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

**City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095**  
**P. O. Drawer 1300, Pompano Beach, FL 33061**  
**www.mypompanobeach.org**

Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_ **Name:** Kimberly Harmon \_\_\_\_\_  
 (Optional)

**Residence Information:**

Home Address: 3400 Blue Lake Dr #604 \_\_\_\_\_  
 City/State/Zip: Pompano Beach/FL/33064 \_\_\_\_\_  
 Home Phone: 856-625-9282 \_\_\_\_\_ Cell Phone: same \_\_\_\_\_  
 Email: Read2AchieveInc@gmail.com \_\_\_\_\_ Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: Read2Achieve Inc \_\_\_\_\_  
 Current Position /Occupation: Founder and CEO \_\_\_\_\_  
 Business Address: 100 SE 2<sup>nd</sup> St Suite 2000 \_\_\_\_\_  
 City/State/Zip: Miami/FL/33131 \_\_\_\_\_  
 Business Phone: 786-377-4210 \_\_\_\_\_ Fax: \_\_\_\_\_ Email: Read2AchieveInc@gmail.com

Are you a U.S. Citizen? Yes  No \_\_\_\_\_

Are you a resident of Pompano Beach? Yes  No \_\_\_\_\_ Reside in District: 1\_\_ 2\_\_ 3\_\_ 4\_  5\_\_

Do you own real property in Pompano Beach? Yes  No \_\_\_\_\_

Are you a registered voter? Yes  No \_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No  \_\_\_\_\_

Current or prior service on governmental boards and/or committees: Education Advisory, Arts, Mentorship

**Please check the first box next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/>	Affordable Housing	<input checked="" type="checkbox"/>	Education	<input type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input type="checkbox"/>		<input type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	*Employee's Board of Appeals	<input type="checkbox"/>	Pompano Beach Economic Development Council
<input type="checkbox"/>	Community Appearance	<input type="checkbox"/>	Employee's Health Insurance	<input checked="" type="checkbox"/>	Public Art Committee
<input type="checkbox"/>	*Community Development	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input type="checkbox"/>	CRA East	<input type="checkbox"/>	Golf Advisory Board	<input type="checkbox"/>	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA West	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	Marine
<input checked="" type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Nuisance Abatement Board	<input type="checkbox"/>	*Zoning Board of Appeals
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<b>Local Complete Count</b> (Census)

**\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.**

In addition a Resume may be attached

Education: Bachelors Degree Sociology & Criminal Justice (Hampton University), Masters Degree Reading and Literacy Instruction (Walden University), Supervisor of Curriculum & Instruction (New York University), Doctorate Candidate in Teacher Leadership (Walden University)

Experience: 1<sup>st</sup> grade teacher, Reading Interventionist, Standardized Test Evaluator, Literacy Coach/Trainer, Speaker, Adjunct Professor (Rutgers University), Founder of 501(c)(3) non-profit organization, Read2Achieve. (website: www.Read2Achieve.net) Community activist, Mentor. I am a member of the following organizations; The American Psychological Association, International Literacy Association, Reading Recovery Council of North America, Association of Supervision and Curriculum Development, National Alliance of Black School Educators, United Nations Association Broward County Chapter, The Urban League of Broward County, National Education Association, Society for Non-Profits, and Alpha Kappa Alpha Sorority, Inc. Zeta Rho Omega Chapter.

Past Positions: I recently relocated to Florida from the Philadelphia/South Jersey area. In addition to my experience listed above, I was active in my Church, Community, and sorority. I did volunteer work mentoring at-risk children, served on the Arts committee, local Educational Board, Neighborhood Watch Council, local Civic Association, and numerous events and programs to promote community awareness and unity. As a new homeowner in Pompano Beach, I look forward to actively serving the community.

Hobbies: Reading, Reading, Reading, Mentoring, Volunteering, enjoying and promoting the Visual and Performing Arts

***Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.***

Signature: *Kimberly Harmon* \_\_\_\_\_

Date: February 1, 2021

Initials of Clerk or Deputy: \_\_\_\_\_

Date received or confirmed: \_\_\_\_\_

Please check one:  New Application     Currently Serving on Board     Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.





## CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

**City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095**  
**Post Office Drawer 1300, Pompano Beach, FL 33061**  
**www.pompanobeachfl.gov**

Mr.  Mrs.  Ms.  Miss  **Name:** Daniel P. Diaz  
 (Optional)

**Residence Information:**

Home Address: 3051 N Course Drive Apt# 712  
 City/State/Zip: Pompano Beach, FL 33069  
 Home Phone: \_\_\_\_\_ Cell Phone: 954-834-3429  
 Email: diazkofc@gmail.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: Heritage Trust Insurance & Financial Services  
 Current Position / Occupation: Owner  
 Business Address: 16861 NW 82nd Ave  
 City/State/Zip: Miami Lakes, FL 33016  
 Business Phone: 954-834-3429 Fax: \_\_\_\_\_ Email: daniel.diaz@htifs.com

Are you a U.S. Citizen? Yes  No   
 Are you a resident of Pompano Beach? Yes  No  Reside in District: 1  2  3  4  5   
 Do you own real property in Pompano Beach? Yes  No   
 Are you a registered voter? Yes  No   
 Have you ever been convicted of a felony? Yes  No   
 Current or prior service on governmental boards and/or committees: None

**Please make a check next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/>	Affordable Housing	<input type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input checked="" type="checkbox"/>	Education	<input checked="" type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input checked="" type="checkbox"/>	Nuisance Abatement Board	<input type="checkbox"/>	*Employee's Board of Appeals	<input type="checkbox"/>	Pompano Beach Economic Development Council
<input checked="" type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	Employee's Health Insurance	<input type="checkbox"/>	Public Art Committee
<input type="checkbox"/>	Community Appearance	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input checked="" type="checkbox"/>	*Community Development(CDAC)	<input type="checkbox"/>	Golf	<input type="checkbox"/>	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA East	<input type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	Marine
<input type="checkbox"/>	CRA West	<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input checked="" type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	*Zoning Board of Appeals

**\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.**

**In addition a Resume may be attached**

Education: Associate of Arts in Business Administration from Broward Community College; Bachelor of Arts in Political Science from Florida Atlantic University; Master of Arts in Government with concentrations in Public Administration and Political Theory.

Experience: I have 16 years of experience working and dealing with government from the local, state, and federal levels as a political activist, political consultant, and political professional running political organizations and political action committees.

Past Positions: None

Hobbies: Volunteering with community organizations to improve the lives of those in most need; Writing about theological and political issues; Political activism at all levels of government.

***Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.***

Signature: 

Date: 01/18/2017

Initials of Clerk or Deputy: KDA

Date received or confirmed: 1/19/17

Please check one:  New Application     Currently Serving on Board     Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.





## CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

City Clerk's Office Phone: 954-786-4611 Fax: 954-786-4095  
P. O. Drawer 1300, Pompano Beach, FL 33061  
www.mypompanobeach.org

Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Miss  Name: Danika Jackson  
(Optional)

**Residence Information:**

Home Address: 4088 West Palm Aire Drive, Unit 24  
City/State/Zip: Pompano Beach, FL, 33069  
Home Phone: \_\_\_\_\_ Cell Phone: 954-937-9117  
Email: Danika.k.jackson@hotmail.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: Arise Virtual solutions, Inc.  
Current Position / Occupation: Financial Analyst  
Business Address: 3450 Lakeside Drive, Suite 600  
City/State/Zip: Miramar, FL, 33027  
Business Phone: 954-392-2600 Fax: \_\_\_\_\_ Email: Djackson@arise.com

Are you a U.S. Citizen? Yes  No \_\_\_  
Are you a resident of Pompano Beach? Yes  No \_\_\_ Reside in District: 1\_\_\_ 2\_\_\_ 3\_\_\_ 4\_\_\_ 5   
Do you own real property in Pompano Beach? Yes  No \_\_\_  
Are you a registered voter? Yes  No \_\_\_  
Have you ever been convicted of a felony? Yes \_\_\_ No

Current or prior service on governmental boards and/or committees: City of Lauderdale Lakes Finance Intern

**Please check the first box next to the Advisory Boards/Committees you would like to serve on:**

<input type="checkbox"/>	Affordable Housing	<input type="checkbox"/>	Education	<input type="checkbox"/>	Parks and Recreation
<input type="checkbox"/>	Air Park	<input type="checkbox"/>		<input type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input type="checkbox"/>	Architectural Appearance	<input checked="" type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input type="checkbox"/>	Charter Amendment	<input type="checkbox"/>	*Employee's Board of Appeals	<input checked="" type="checkbox"/>	Pompano Beach Economic Development Council
<input type="checkbox"/>	Community Appearance	<input type="checkbox"/>	Employee's Health Insurance	<input type="checkbox"/>	Public Art Committee
<input type="checkbox"/>	*Community Development	<input type="checkbox"/>	*General Employee's Retirement System	<input type="checkbox"/>	Recycling & Solid Waste
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Sand & Spurs Riding Stables
<input checked="" type="checkbox"/>	CRA East	<input type="checkbox"/>	Golf Advisory Board	<input type="checkbox"/>	Marine
<input checked="" type="checkbox"/>	CRA West	<input checked="" type="checkbox"/>	Historic Preservation	<input type="checkbox"/>	*Unsafe Structures
<input type="checkbox"/>	Cultural Arts	<input type="checkbox"/>	*Housing Authority of Pompano Beach	<input checked="" type="checkbox"/>	*Zoning Board of Appeals
<input type="checkbox"/>		<input checked="" type="checkbox"/>	Nuisance Abatement Board	<input type="checkbox"/>	<b>Local Complete Count (Census)</b>

\*Financial Disclosure Form is required, if appointed to serve, upon appointment and upon resignation/retirement.



In addition a Resume may be attached

Education: Florida Atlantic University - B.B.A Finance (2012-2016)  
Florida International University - M.S.F. (2019 - 2020)

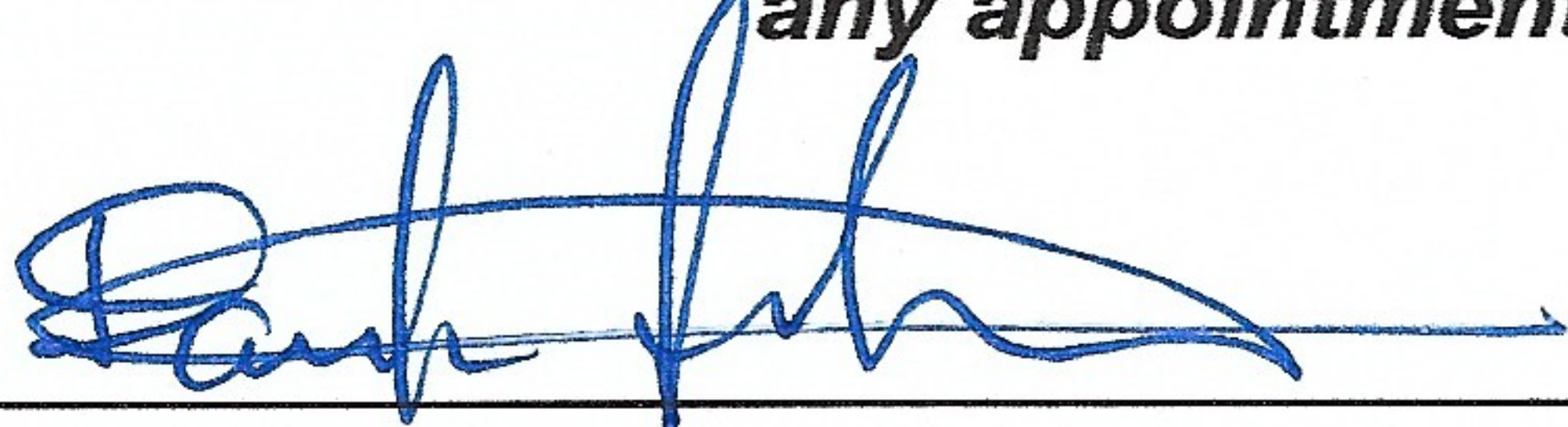
Experience: Publix SuperMarkets Inc. - Customer Service Staff (latest) (2010-2017)  
The GEO Group, Inc. - Financial Analyst, F.P.A. (latest) (2015 - 2019)  
Arise Virtual Solutions, Inc. - Financial Analyst, Strategy (2019 - Present)

Past Positions: Alpha Kappa Psi - Executive Vice President (2014-2015)  
Secretary (2013-2014)

City of Lauderdale Lakes - Finance Intern (2014-2015)  
Natalie M. Adams, C.P.A. - Summer Accounting Intern (2015)

Hobbies: Big Brothers Big Sisters - Broward (2019 - Present)  
Photography

**Making any false statements herein may be cause for revocation by the City Commission of any appointment to a Board/Committee.**

Signature: 

Date: 07/15/2020

Initials of Clerk or Deputy: \_\_\_\_\_

Date received or confirmed: \_\_\_\_\_

Please check one:  New Application  Currently Serving on Board  Updated Information

Note: Application is effective for one year from date of completion. If you have any questions on the above, please call the City Clerk's Office at: 954-786-4611, or send via fax to: 954-786-4095.



# Danika R. Jackson

4088 West Palm Aire Drive, Unit 24, Pompano Beach, FL, 33069 • (954) 937-9117 •

[DanikaRJackson@hotmail.com](mailto:DanikaRJackson@hotmail.com)

## FINANCIAL ANALYSIS

Ambitious and solutions-focused professional seeking to leverage a Master's degree in Finance and hands-on analysis & modelling experience for private sector and government agencies. Possesses excellent financial analysis, business mathematical and quantitative skills. Characterized as a hardworking and dedicated professional, known for balanced judgment with the ability to undertake difficult mandates and meet tight deadlines.

- **Minimizes risk and reduces exposure** for mid to large enterprises, and government agencies. Exercises expert customer service and interpersonal effectiveness with diverse clientele.

## EDUCATION

**Master of Science in Finance**, Florida International University, Miami, FL

Aug 2020

**Bachelor of Business Administration, Finance**, Florida Atlantic University, Boca Raton, FL

Aug 2016

## LEADERSHIP

Mentor - Big Brothers Big Sisters, Fort Lauderdale, Florida

Student Ambassador - Florida Atlantic University, Boca Raton, Florida

Executive Vice President & Secretary - Alpha Kappa Psi – \$14,000 Budget

Volunteer Note-taker - FAU Office of Students with Disabilities, Boca Raton, Florida

## PROFESSIONAL EXPERIENCE

**Arise Virtual Solutions**, Miramar, FL

May 2019 - Present

### **Financial Analyst**

Reports directly to the Executive Vice President of Finance and Strategy to collaborate on execution of cost-effective measures by researching issues, creating solutions, and implementing plans to improve company performance.

- Discovered \$500k increase in company background checks expense resulting from vendor mandated increase and aided in renegotiation of prices.
- Examine current and past trends in key performance indicators including all areas of revenue, cost of sales, expenses and capital expenditures.
- Monitor \$150M in call fee revenue through highlighting trends and studying causes of unexpected variance.
- Oversee and manage continued development of \$100M Budget, Financial Forecasting, Operating Planning and Modeling tools.
- Improve performance by evaluating processes to drive efficiencies and understand ROI in Arise programs, pricing, and enterprise projects.
- Review complex financial information and reports to provide accurate and timely financial recommendations to management for decision making purposes.

**The GEO Group**, Boca Raton, FL

Oct 2015 - Apr 2019

### **Financial Analyst**

Oct 2017 – Apr 2019

Reported directly to the Director of Finance daily and Executive Vice President of Finance, Treasurer, when needed for special projects regarding acquisitions and capital financing.

- Facilitated departments and facilities in development of 2-billion-dollar fiscal budget by contributing analysis and organizing meetings with upper level management to finalize budget details.
- Compared & constructed monthly & quarterly profit margin reports while simultaneously working on special projects for Senior and Executive Management.
- Utilized Hyperion Financial Planning as well as other SAPs to construct, upload and review data for \$2.3 billion budget & forecast.
- Compared & constructed monthly & Quarterly forecast against current and historical budgets, forecasts, AFFO & other earnings results.
- Devised ad-hoc daily report/projects per request of the Executive Team for budget, review, and expansion.



- Aided Planning Team in coordination of quarterly board package, support for press releases, and Budget Review Meetings.

### **Purchasing Coordinator**

Aug 2016 – Oct 2017

Reported directly to the Director of Procurement tasked with preparing/processing requisitions and Purchase Orders for over 65 correctional facilities and 100+ re-entry facilities.

- Processed and monitored \$22 million incoming CAPEX/Operational requisitions by ensuring it is accounted for in facility budget and received proper approval for the Purchase Order to be drafted.
- Coordinated expediting of invoices, tactical scheduling of deliveries and reconciliation of delayed deliveries for national corrections uniform vendor.
- Assisted purchasing manager with sourcing local and national suppliers, ensuring vendors possessed quantity, quality and logistical capabilities to meet project demands for Federal contracts.
- Assessed and organized large sets data utilizing advanced skills in MS Excel. Gathered data and generated reports to inform strategic decisions for executing or preventing a contract.
- Maintained and redesigned vendor diversity program and entered vendor information requirements in Infinium system and continually updated vendor database to ensure optimal efficiency and error elimination.
- Submitted quarterly Sarbanes Oxley Checklist Report for department.
- Through in-depth research, produced more than \$22K in uniform vendor overcharges.

### **Internal Audit Intern**

Oct 2015 – Aug 2016

Utilized a systematic, disciplined approach to evaluate and improve effectiveness of risk management, control, and governance processes. Readied billing and schedules required to generate timely payments.

- Audited correctional, reentry, youth, and corporate facilities to ensure proper procedures were being followed for procurement, hiring, and payroll purposes of employees and clients.
- Adjusted financial documents including narratives, flowcharts, and matrices used to prepare for SOX testing.

### **Publix Super Markets Inc., Plantation, FL**

Sept 2010 - Nov 2017

#### **Customer Service Staff**

Leveraged strong customer service and organizational skills to manage transactions within a fast paced, high volume environment.

- Managed customer service duties and accounting functions for top selling store in area, generating on average, \$980K weekly.
- Presented a friendly and enjoyable shopping experience for customers through careful selection and display of product offerings resulting in high customer retention and satisfaction.
- Served front line and back office support, working within cash office delivering bookkeeping functions.
- Completed financial activity reports for Coin-star, Lottery, Western Union and the Vending Machines.
- Earned top marks on performance evaluations for customer service and sales; earned respect of colleagues as a reliable and solutions-focused leader.

### **City of Lauderdale Lakes, Lauderdale Lakes, FL**

Aug 2014 - Mar 2015

#### **Financial Services Intern**

- Reported to Director of Finance, worked as the records retention liaison for department for documentation dated 17 years prior.
- Collaborated with Manager of Budget and Planning to produce monthly Budget Report to City Commissioners.
- Partnered with city fire department for proposal development for City's 2014 Assistance to Firefighters Grant.
- Computed Lien payoff calculations and assessed claims and release of liens on properties.
- Calculated the City's utility bills monthly and prepared methods of payment.
- Garnered and refined skills in financial analysis and records management.

### **CERTIFICATIONS**

Financial Modeling Valuation Analyst  
Bloomberg Market Concepts Certification  
Notary Public, *Florida*

Jan 2020  
Dec 2019  
Apr 2016