



## CITY OF POMPANO BEACH ADVISORY BOARD / COMMITTEE APPLICATION

CITY OF POMPANO BEACH  
 OFFICE OF THE CITY CLERK  
 2019 FEB -7 AM 9:19

**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: Tabi Aycock

**Residence Information:**

Home Address: 611 SE 18 Ave  
 City/State/Zip: Pompano Beach FL 33060  
 Home Phone: 954 914 5022 Cell Phone: 954 914 5022  
 Email: theaycocks1@comcast.net Fax: N/A

**Business Information:**

Employer/Business Name: Performance Shell Construction Inc.  
 Current Position / Occupation: owner/President  
 Business Address: 611 SE 18 Ave  
 City/State/Zip: Pompano Beach FL 33060  
 Business Phone: 954 914 5022 Fax: N/A Email: theaycocks1@comcast.net

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: PZ, AAC, PAC, CAC, HPC  
Board of Directors Pompano Beach Historical Society

**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 checked="" type="checkbox"/>	*Planning & Zoning/Local Planning Agency
<input checked="" type="checkbox"/>	Architectural Appearance	<input type="checkbox"/>	Emergency Medical Services	<input type="checkbox"/>	*Police & Firefighter's Retirement System
<input 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 checked="" type="checkbox"/>	Public Art Committee
<input checked="" 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 type="checkbox"/>	Sand & Spurs Riding Stables
<input type="checkbox"/>	CRA East	<input checked="" 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"/>		<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: \_\_\_\_\_

\* sec

Attachment \*

Experience: \_\_\_\_\_

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

Hobbies: \_\_\_\_\_

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

Signature: Tou'apocke

Date: 2-6-19

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.

611 Southeast 18<sup>th</sup> Avenue  
Pompano Beach, FL 33060  
[theaycocks1@comcast.net](mailto:theaycocks1@comcast.net)  
Contact number: 954 914 5022

# Tobi Aycock

**Graduate Architect, Certified Building Contractor with the State of Florida**

## Objective

Planning and Zoning Committee, Pompano Beach

## Education

2002-2004	Florida International University	Miami, FL
<b>Master of Architecture</b>		
1997-2002	Florida International University	Miami, FL
<b>Bachelor of Design in Architectural Studies</b>		
2003	U.S. Green Building Council	Orlando, FL
<b>LEED Intermediate Workshop</b>		
1996	Florida Atlantic University	Boca Raton, FL
<b>Studied Business Administration</b>		
1996	Broward Community College	Coconut Creek, FL
<b>Associate of Arts</b>		

## Experience

2007-present	Performance Shell Construction	Pompano Beach, FL 954-914-5022
<b>Owner, President CBC1256482</b>		
2005-2006	PAG- Pierce Architectural Group	Fort Lauderdale, FL 954-763-4668
<b>Associate</b>		
2004-2005	BAC-Boca Architect Corp.	Boca Raton, FL 561-395-8684
<b>Graduate Architect / Intern</b>		
1993-1996	Contempo Casuals	Miami, FL
<b>Manager</b>		
1993	Aeropostale	Plantation, FL
<b>Assistant Manager</b>		
1987-1993	Au Coton	N. Miami, FL
<b>Manager</b>		

## Community Involvement

2012-present City of Pompano Beach, FL  
**Volunteer**

For the past several years, I have been involved with a few different committees for the City of Pompano Beach. Including being a past member of the City's

Planning and Zoning Committee, I have served on the Architectural Appreciation Committee, Public Art Committee, Historical Preservation Committee and Community Appearance Committee. Presently, I am also a member of the Pompano Beach Historical Societies Board of Directors.

2006-2014

Highlands Christian Academy Deerfield Beach, FL

**Volunteer**

Volunteer as needed for school functions, Assist Coach with parent communications and fundraising during baseball season, provide consulting and architectural drawings for needed school building projects....

1999-2005

McNab Elementary School

Pompano Beach, FL

**Volunteer**

PTA President, Yearbook Chairperson, Book Fair Chairperson, SAC Committee: parent representative....

**Affiliations**

2003-2004

U.S. Green Building Council

1999-2004

Golden Key National Honor Society

2002, 2003

AIAS

**Computer Skills**

AutoCAD 2002-2014, Basic understanding of Architectural Desktop, Adobe Photoshop, 3-D Viz, PowerPoint, Adobe PageMaker, Word, Excel....

**Licenses/Certification**

Certified Building Contractor, State of Florida

CBC1256482

**Grants**

FEFPA, Florida Educational Facilities Planners' Association, Inc.  
Assistantship

January 2004

**References**

John Deihl, Architect  
BAC- Boca Architect Corporation

561-395-8684

Camillo Rosales, Associate Professor  
Florida International University  
University Park Campus  
Paul L. Cejas Architecture Building  
PCA 272  
Miami, FL 33199

305-348-3181

Dr. Grey Read, Professor  
Florida International University  
University Park Campus  
Paul L. Cejas Architecture Building  
PCA 272

305-348-3181

Miami, FL 33199

Diane Wansor, Principal  
McNab Elementary

828-497-2200

Juliana Trejo Bossono, District Manager  
Au Coton / BOCA Inc.

954-340-6623

Jerry Bowman

954-298-0854

**UNIVERSITY GRADUATE SCHOOL BULLETIN  
ANNOUNCEMENT**

**Florida International University**  
*University Graduate School*

Master's Thesis Defense

**Abstract**

**Parallel Relationships - Architecture and Water: The Urban Spa**

by

**Tobi Aycock**

This thesis explores the relationship of architecture and water through the design of an urban spa that offers both a bodily and a poetic experience of water. Research included investigation of recent architectural projects that enhance and order the view, sound, and touch of water as well as projects that integrate fountains, showers and reflecting pools into the experience of a building.

In the design of the spa, the movement of water was based metaphorically on the natural water cycle: evaporation, condensation and collection of water in pools. The building presents fountains, rivulets, and pools in a descending sequence that represents the natural flow of water. The temperature of water and the activities of the spa follow the same descending sequence, progressing from a warm water bath at the top of the building to cool swimming pool at the plaza level in a contemporary interpretation of the experience of a Roman Bath.

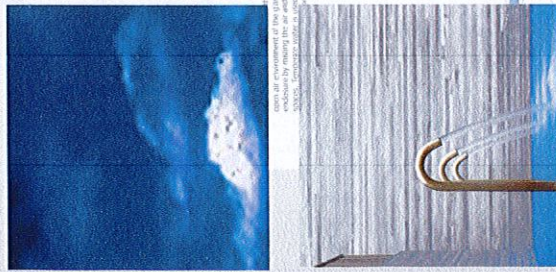
**Date:** April 1, 2004

**Time:** 11:00 a.m.

**Place:** University Park, PCA 311

**Department:** School of Architecture

**Major Professor:** William McMinn



With all movement of the water, the outdoor spa, many of the air and the

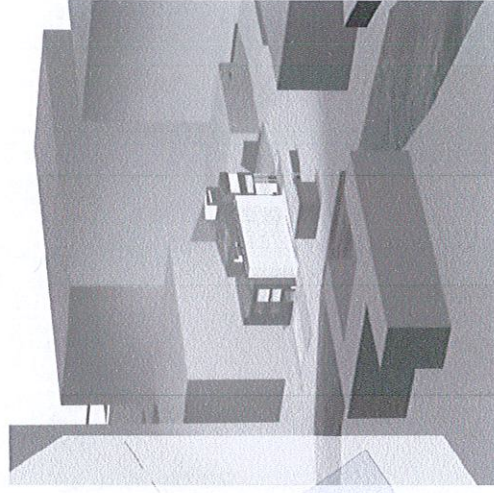


fountains

rivers

pools

oceans



Florida International University

Thesis Project, Parallel Relationships - Architecture and Water: The Urban Spa

Tobi Aycock



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: BOWMAN, Jerry K.

(Optional)

**Residence Information:**

Home Address: 717 N.E. 3rd St.  
City/State/Zip: Pompano Bch, Fl. 33060  
Home Phone: (954) 942-6457 Cell  
Phone: 954-298-0854  
Email: bowm7920@bellsouth.net  
Fax: 954-785-1684

**Business Information:**

Employer/Business Name: N/A  
Current Position / Occupation: Retired  
Business Address: N/A  
City/State/Zip: \_\_\_  
Business Phone: N/A 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 Rex HARGEN

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:  
33 years on Sand + Spurs Advisory Board 2 yrs on Centennial Celebration Comm.  
2 yrs on Historic Preservation Comm.

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 Age
<input type="checkbox"/> Architectural Appearance	<input type="checkbox"/> Emergency Medical Services	<input type="checkbox"/> *Police & Firefighter's Retirement System



Budget Review		*Employee's Board of Appeals	Pompano Beach Economic Development Council
Charter Amendment		Employee's Health Insurance	Recycling & Solid Waste
Community Appearance		*General Employee's Retirement System	X Sand & Spurs Riding Stables
*Community Development		Golf	Marine
CRA East	X	Historic Preservation	*Unsafe Structures
CRA West		*Housing Authority of Pompano Beach	*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: 12 years, High School - Lakeland High School, Lakeland, FL  
 4 years, College, FL Southern College, B.S. Bus. Admin  
 Minor, Economics.  
 Various Continuing Education classes in insurance and related subjects.

Experience: 38 years in self-employed Insurance Agency in Pompano Beach owned business and location on Atlantic Blvd. Knowledge in Construction and Architecture, Historic subjects of insurance.

Past Positions: Past president, Broward Insurance Assoc., Past Pres, Pompano Beach Rotary Club, Past Bd of Directors PBCC, Past Pres, Pom. Bd. Hist Soc, Past Chairman Pompano Beach Centennial Celebration Committee

Hobbies: History (American) Classic Car Collection + Restoration, Volunteers at Green Mkt and Pompano Beach Hist. Soc.

Home crafts and Woodwork crafts

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Signature: Jerry K. Bowman Sr

Date: 11/1/10 *(initials)*

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

Date received or

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** CITY OF POMPANO BEACH  
**ADVISORY BOARD / COMMITTEE** OFFICE OF THE CITY CLERK  
**APPLICATION** 2015 JUN 30 PM 5: 10

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: Jacqueline Reed  
 (Optional)

**Residence Information:**

Home Address: 501 N W 21st Terr  
 City/State/Zip: Fort Lauderdale, FL 33311  
 Home Phone: 954-321-7861 Cell Phone: 954-699-6375  
 Email: Jacqueline@Oasiscdc.org Fax: 954-586-1114

**Business Information:**

Employer/Business Name: Oasis of Hope Community Dev. Corp.  
 Current Position / Occupation: President  
 Business Address: 50 NE 1st Street  
 City/State/Zip: Pompano Beach, FL 33060  
 Business Phone: 954-586-1283 Fax: 954-586-1114 Email: Jacqueline@Oasiscdc.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 \_\_\_ (Business)  
 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:**

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

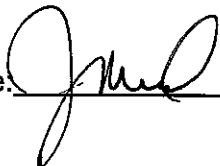
Experience: Over 18 years experience working with communities and affordable housing and revitalizing low and moderate communities

Past Positions: Executive Director Northwest Community Consortium, Inc. WPB, FL. City of West Palm Beach CRA Project Manager, SunTrust Bank Community Liaison

Hobbies: Working out and traveling.

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

Signature: \_\_\_\_\_



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

4/28/15

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

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

6/30/15 <sup>KDA</sup>

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.

**Jacqueline Reed**  
501 NW 21<sup>st</sup> Terr.  
Fort Lauderdale, FL 33311  
954-699-8375 CELL  
954-321-7861 HOME  
jacketuft@yahoo.com EMAIL

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**SUMMARY OF QUALIFICATION**

**15+ years' nonprofit organizational management & construction development**  
**10+ years staff management**

**SUMMARY OF EMPLOYMENT**

**OASIS OF HOPE COMMUNITY DEV CORPORATION**      **Pompano Beach, FL**  
**President**      **March 2009 – Current**

- Responsible for all administrative, operational and grant functions of the organization.
- Correspond directly with County and City Officials.
- Responsible for creating a strategic plan for neighborhood revitalization including housing rehabilitation and new construction projects and programs.
- Responsible for meeting the financial needs for the organization.

**NORTHWEST COMMUNITY CONSORTIUM, INC. (NCCI)**      **West Palm Beach, FL**  
**Executive Director**      **Nov. 2010 – November 2014**

- Responsible for all administrative, operational and grant functions of the organization.
- Correspond directly with County and City Officials and major decision makers for neighborhood community revitalization projects.
- Responsible for creating a strategic plan for the Northwest Neighborhoods Revitalization plan including housing rehabilitation, new construction projects, health related programs, youth, and senior citizens programs.
- Responsible for obtaining government grants to meet the financial needs for the organization.
- Maintaining government contracts for security of the neighborhood, maintenance of the neighborhood and beautification.

**CITY OF WEST PALM BEACH**      **West Palm Beach, FL**  
**CRA Project Manager**      **June 2009 – October 2010**

- Responsible for administering and monitoring Tax Increment Finance program grants related to the Downtown District in the Northwest Community of West Palm Beach.
- Correspond with City Officials, major decision makers and community leaders on projects and incentives for community revitalization projects the Northwest area.
- Responsible for developing a strategic plan to assist community leaders in becoming organizationally sound to implement new program of services in the community.

- Responsible for engaging community in community meetings, community service activities and referring community members to needed resources.

**NEW VISIONS COMMUNITY DEVELOPMENT CORP. Fort Lauderdale, FL**  
**Executive Director Nov. 2002–Dec. 2008**

- Provided all administrative, operational and grant functions of the organization.
- Implemented the goals and focus of workforce/affordable housing programs, economic development and community planning for low and moderate income families.
- Corresponded directly with County and City Officials and major decision makers for neighborhood community revitalization projects.
- Responsible for housing development including rehabilitation, and new construction projects.
- Responsible for obtaining government grants to meet the financial gap needed to fulfill housing and development projects.
- Responsible for managing the first time homebuyer program and down payment assistance program.

**UNIVERSAL TRUTH COMMUNITY DEVELOPMENT CORP. Miami, FL**  
**Housing Director/Project Coordinator 1999-2002**

- Responsible for implementing all community housing projects and programs for the organization.

**MIAMI DADE COLLEGE Miami, FL**  
**Adjunct Professor 1999 - 2003**

- Introduction to Marketing, Introduction to Business and Mortgage Finance Instructor

**SUNTRUST BANK Fort Lauderdale, FL**  
**Community Reinvestment Act (CRA) Liaison 1990-1997**

- Liaison for banks' community outreach projects for Affordable Housing Residential Real Estate Lending Department.

**EDUCATION and Continuing Education Units (CEU)**

Southern University, Baton Rouge, LA; Bachelor of Science, 1983

Nova Southeastern University, Davie, FL; Master's in Business Administration 2004

Harvard Divinity School Summer Leadership Institute 2007

Mission of Peace National Corporation, Flint, MI; HUD housing counseling and Loss Mitigation Training, 2008.

FIU/LISC, Miami, FL Community Development Training Institute, 2004 and 2005

Money Smart Seminar, Federal Reserve Bank, Miami, FL, certified, 2003

Neighbor Works Certificate of Professional Recognition in Homebuyer Education Train the Trainer certification and Training Certification, 2003

American Homeownership Education & Counseling Training, and Train the Trainer, certification, 2001

Project Development Program, (DTI), Miami, FL, 2000

The Keys to Project/Construction Management, Miami, FL, 2000

Neighbor Works Certification of Professional Recognition in Homebuyer Education Train the Trainer certification and Training Certification, 2012

**ACCOMPLISHMENTS**

Constructed, developed and managed projects to build 151 new construction affordable houses in the Broward County areas and managed a 21 unit townhouse rehabilitation project in the Miami Dade County area.

Managed a nonprofit budget of over \$4.5 million.

Leverage government and CRA funding from HOME - CHDO, CRA - TIF, CDBG, and SHIP funds to develop housing projects and assist buyers with down payment and closing cost assistance.

**Reference: Available upon request**



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

2019 APR 29 PM 3:40

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: Carlton Gillespie

**Residence Information:**  
Home Address: 2781 Ne 5<sup>th</sup> Street  
City/State/Zip: Pompano Beach, FL 33062  
Home Phone: 954-790-9677 Cell Phone: 954-790-9677  
Email: CarlGille@gmail.com Fax: N/A

**Business Information:**  
Employer/Business Name: KCI Technologies, Inc.  
Current Position / Occupation: Business Developer  
Business Address: 6500 N Andrews Ave  
City/State/Zip: Ft. Lauderdale, FL 33309  
Business Phone: 954-776-1616 Fax: 954-771-3636 Email: Carlton.gillespie@kci.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: \_\_\_\_\_

**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
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<input checked="" type="checkbox"/> Architectural Appearance	<input type="checkbox"/> Emergency Medical Services	<input type="checkbox"/> *Police & Firefighter's Retirement System
<input type="checkbox"/> Nuisance Abatement Board	<input type="checkbox"/> *Employee's Board of Appeals	<input checked="" type="checkbox"/> Pompano Beach Economic Development Council
<input checked="" 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 type="checkbox"/> Recycling & Solid Waste
<input type="checkbox"/> *Community Development(CDAC)	<input checked="" type="checkbox"/> Golf	<input checked="" type="checkbox"/> Sand & Spurs Riding Stables
<input checked="" type="checkbox"/> CRA East	<input checked="" 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



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In addition a Resume may be attached

Education: Pompano Beach Highschool  
Florida State University - Editing, writing, and media

Experience: Currently Business Developer for an engineering firm that works with municipal clients. Have experience working with municipal staff current and former. Deep passion for community outreach.

Past Positions: Marketing manager - Keith and Schnare  
Community Outreach / Video Production - City of Coconut Creek  
Tour Guide - Funky Buddha Brewery

Hobbies: Golf, Lyrics Lab at BACA, Playing music, writing, community outreach, native plants, transportation infrastructure and policy.

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Signature: 

Date: 4/29/19

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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**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. 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
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<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

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.

# 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.



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: Carmen Jones  
 (Optional)

Residence Information:

Home Address: 721 NW 16<sup>th</sup> Street  
 City/State/Zip: POMPANO FL 33060  
 Home Phone: 954-249-9026 Cell Phone: 954-249-9026  
 Email: cjones@BRPH.COM Fax: \_\_\_\_\_

Business Information:

Employer/Business Name: Boca Raton Regional Hospital  
 Current Position / Occupation: PAYROLL  
 Business Address: 800 Meadows Road  
 City/State/Zip: Boca Raton FL 33486  
 Business Phone: 561-955-4756 Fax: 561-955-2165 Email: CJones@BRPH.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: N/A

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"/> Budget Review	<input type="checkbox"/> *Employee's Board of Appeals	<input checked="" type="checkbox"/> <del>Public Art Committee</del>
<input type="checkbox"/> Charter Amendment	<input type="checkbox"/> Employee's Health Insurance	<input checked="" type="checkbox"/> Pompano Beach Economic Development Council
<input type="checkbox"/> Community Appearance	<input type="checkbox"/> *General Employee's Retirement System	<input type="checkbox"/> Recycling & Solid Waste
<input type="checkbox"/> *Community Development	<input type="checkbox"/> Golf	<input type="checkbox"/> Sand & Spurs Riding Stables
<input type="checkbox"/> CRA East	<input checked="" 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 Senior High School graduate

Experience: \_\_\_\_\_

Past Positions: <sup>Pompano</sup> Education Advisory Board, Pompano Economic Dev. Council

Hobbies: \_\_\_\_\_

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

Signature: Carmen Jones

Date: 7/20/12

Initials of Clerk or Deputy: AM

Date received or confirmed: 3/23/15  
7/20/12

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: Quenton Thompkins, Sr.  
(Optional)

**Residence Information:**

Home Address: 436 NW 19th St  
City/State/Zip: Pompano Beach, FL 33060  
Home Phone: 954-781-6026 Cell Phone: 954-309-5210  
Email: Thompkinsqu@gmail.com Fax: \_\_\_\_\_

**Business Information:**

Employer/Business Name: Treasured Memories  
Current Position / Occupation: Funeral Consultant/Bereavement Counselor  
Business Address: \_\_\_\_\_  
City/State/Zip: Pompano Beach, FL  
Business Phone: 954-309-5210 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: No

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

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

Experience: Consultant, working with people to get resolves on solutions  
work with clients to solve problems. Help families with, grief, budget and overwhelming  
details.

Past Positions: Minister 18 years- Past and present

Hobbies: Socializing, Community work, Church Activities, Volunteer work and  
Fishing

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

Signature: Quenton Thumptions, Sr.

Date: July 27, 2019

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  
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)

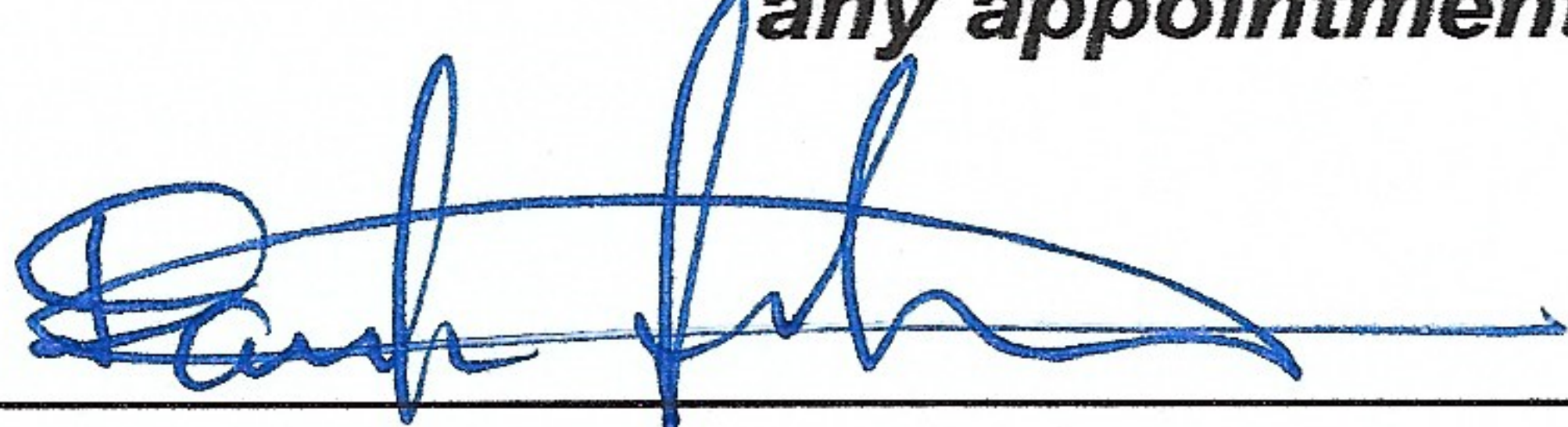
Experience: Publix SuperMarkets Inc. - Customer Service Staff (latest) (2010-2017)  
The GEO Group, Inc. - Financial Analyst, F.P.A. (latest) (2015 - 2019)  
Arise Virtual Solutions, Inc. - Financial Analyst, Strategy (2019 - Present)

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