

Civil Service

APPLICANT INFORMATION

Applicant Name:	Kim Bailey
Address:	1701 ANDROS ISLE C4 Coconut Creek 33066
District:	B
Phone Number:	9548175820
Email Address:	kimbaileypa@gmail.com
Applied Date:	3/13/2025 1:57:43 PM
Boards Selected:	Civil Service

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 6 months	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	N
	How long have you been a business owner in Coconut Creek? (Years and/or months): NA	
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	N
All	Have you ever served on a City Board?	N
All	Have you graduated from the City's Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	N
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y

Kim Bailey

1701 Andros Isle C4 Coconut Creek, FL 33066

kimbaileypa@gmail.com

(954) 817-5820

Professional Summary

Accomplished and service-driven professional with extensive experience in law enforcement, real estate, political leadership, and legal studies. A graduate of the Florida Institute for Political Leadership, with a strong commitment to civic engagement, policy analysis, and leadership excellence. A member of Phi Theta Kappa Honor Society and the National Society of Leadership and Success. Government Affairs Committee member with the Board of Realtors, advocating for policies impacting the real estate industry and community development. Former City of Coral Springs Unsafe Structures Board member, ensuring compliance with city safety regulations and structural integrity standards. Passionate about upholding fairness in civil service employment and ethical governance.

Key Qualifications

- Political Leadership Graduate - Florida Institute for Political Leadership
- Government Affairs & Advocacy - Board of Realtors Government Affairs Committee
- Former Coral Springs Unsafe Structures Board Member - Ensured compliance with safety regulations
- Paralegal Studies Student - Legal research, case preparation, and administrative law
- Law Enforcement Experience - Civil service regulations and public safety policies
- Real Estate Professional - Property transactions and contract negotiation
- Civic Leadership & Community Service – Founder and Leader of 'Mature Essence Life Group
- Honors & Leadership - Member of Phi Theta Kappa Honor Society
- National Society of Leadership and Success

Professional Experience

Government Affairs Committee Member | Board of Realtors NAR

- Advocated for real estate policies and legislation affecting homeowners.
- Reviewed and analyzed proposed laws and ordinances.
- Engaged with policymakers to support real estate and community development.

Former Unsafe Structures Board Member | City of Coral Springs

- Reviewed and enforced regulations on unsafe structures in the city.
- Collaborated with city officials to ensure public safety and compliance.
- Evaluated structural violations and recommended corrective actions.
- Attended several chamber board meeting hearings on city cases within the City of Coral Springs.

Law Enforcement Professional | [Broward Sheriff's Office]

- Experienced in civil process service, including the delivery of legal documents.
- Oversaw administrative tasks such as budgeting, scheduling, and compliance.
- Experienced in coordinating official meetings and agendas.

Real Estate Professional | EXP Realty]

- Negotiated real estate transactions and ensured legal compliance.
- Assisted clients with property sales, purchases, and investments.
- Maintained strict adherence to state and federal regulations.

Education & Certifications

- Florida Institute for Political Leadership Graduate
- Paralegal Studies Degree (In Progress) Indian River College

- Florida Licensed Real Estate Agent
- Law Enforcement Trainings, FEMA Trainings, certifications.

Awards & Recognitions

- Leadership Excellence Nomination and Inductee - National Society of Leadership and Success
- Phi Theta Kappa Honor Society Recognition Inductee
- Outstanding 25-year service in Law Enforcement

Skills

- Policy Analysis & Government Advocacy
- Legal Research & Case Preparation
- Conflict Resolution
- Public Speaking & Community Engagement
- Real Estate Law & Contract Negotiation
- Leadership & Strategic Decision-Making

Civil Service

APPLICANT INFORMATION

Applicant Name:	Paula Franco
Address:	4394 CARAMBOLA CIR N Coconut Creek 33066
District:	B
Phone Number:	5612257512
Email Address:	paulafranco1795@gmail.com
Applied Date:	4/7/2025 9:26:24 PM
Boards Selected:	Civil Service Parks and Recreation Advisory Planning and Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 18	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	N
All	Are you a registered voter (elector) in Broward County?	N
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	N
All	Have you ever served on a City Board?	N
All	Have you graduated from the City `s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks and Recreation `s special events, volunteer activities, or fitness membership? (Parks and Recreation Advisory Board)	N
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate Change, Education, Engineering, Environmental Science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban Planning?	Y
Planning and Zoning	I acknowledge that appointment to the Planning and Zoning Advisory Board requires the electronic filing of a Form 1 - Statement of Financial Interest document. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. [See Sections 112.3144 and 112.3145, Florida Statutes] (Planning and Zoning Advisory Board)	Y
Planning and Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental Science, Land Use, Land Development, Landscape Architecture, Law, Real Estate, Sustainability, or Urban Planning? (Planning and Zoning Advisory Board)	N
Civil Service Parks and Recreation Advisory Planning and Zoning	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y

Paula Franco

Carambola Circle N. Coconut Creek, FL. 33066 | (561) 225-7512 | PaulaFranco1795@Gmail.com

EXPERIENCE

Mon Chateau LLC

Boca Raton, Fl.

Brand and Operations Marketing Manager

August 2023– Present

- Managing brand marketing efforts across four different brands ensuring cohesive messaging and brand growth
 - Supporting 360-degree paid marketing efforts, ensuring alignment with brand strategy and business goals
- Led end-to-end product development and launch of Guy Fieri's Flavortown kitchen textiles
 - Overseeing supplier coordination, marketing strategy, and go-to market execution for **4 product lines** in multiple colors
- Partnering with marketing agency to optimize social media strategy for *Guy Fieri's Flavortown* and *Mon Chateau Collections*
 - Grew **7.5K+ followers** and **17M+ engagements** across *Flavortown* Instagram, TikTok, and Facebook within 12 months
 - Grew **1.2K+ followers** and **52K engagements** across *Mon Chateau* Instagram, Facebook, and LinkedIn within 12 months
- Directing development of marketing assets including copy, photoshoots, and videoshoots for e-commerce
- Managing customer service partnership with Synergy to optimize strategy and enhance brand reputation and satisfaction
- Coordinated and led major brand activations, including *The Inspired Home Show* and *Guy Fieri's Tailgate* two years in a row

Comcast

Miramar, Fl.

Account Executive

January 2020– August 2023

- Served as a true media partner by consulting clients through the process of executing advertising campaigns
- Uncovered needs and growth opportunities for clients as well as identified and drove revenue opportunities for the business
- Created effective solutions that make the most out of my client's marketing dollars
- Provided regular consultations and reporting on active campaigns for optimization
- Retained and grew client accounts through strong client relations

Food Network & Cooking Channel South Beach Wine & Food Festival Volunteer Program

Miami, Fl.

Volunteer Coordinator

Festival Season '18, '19

- Recruited, placed, interviewed and supervised over 1500 volunteers for the Festival
- Communicated with various event managers regarding staffing details
- Coordinated on-site logistics as well as ensured a positive learning experience for all volunteers

FIU in Washington, D.C.

Washington, D.C.

Communications Intern

Summer 2018

- Increased total followers on social media platforms by a combined sum of 272
- Conducted, shot and edited 20 interviews of FIU student interns
- Wrote three articles for the FIU News, with one picked up and published by *Miami's Community Newspapers*

NBCUniversal

Miami, Fl.

Marketing Intern

September 2017– May 2018

- Supported promotional campaign efforts for two season premieres through social activations
- Collaborated with social media influencers to aid in the promotion of the network's series by providing assets
- Time logged various promotional videos set to air and submitted graphic design requests through DALi
- Produced a brief for the inception of a rewards program to be implemented by the network in the future

BBC

Coral Gables, Fl.

Marketing Intern

June 2017– September 2017

- Improved efficiency by gathering materials for sales support and creating a content description spreadsheet
- Created and implemented a premium tracking system for company's future use
- Connected Team Worldwide division with non-for-profit organizations to aid in the donation of premiums

Florida International University

Miami, Fl.

Panther Discovery Advocate

December 2014 – July 2017

- Contacted over 30 alums per month via phone and email to secure in-person interviews
- Served as an intermediary between FIU and alumni in order to re-engage and increase affinity towards FIU
- Submitted reports of collected data to the SVP of Advancement and followed up with alumni areas of interest
- Successfully conducted 116 interviews and received **Award for Most Interviews** at end of program

Firewall Centers

Pompano Beach, Fl.

Mentor

August 2016 – May 2017

- Maintained order and discipline in a center of over 60 students by recording behavior and mediating conflicts
- Assessed individual academic needs and improved overall attendance, behavior, and course performance
- Developed excellent relationships with students and close rapport with parents, teachers, and staff

The Dana Agency

Miami, Fl.

Account Coordinator

September 2015 – March 2016

- Created status and social media engagement reports as well as media clips and calendar listings for clients
- Updated media lists and corresponded with online, print and broadcast media personnel
- Created a broadcast viewership list with ad equivalency values for the agency's future use

LEADERSHIP EXPERIENCE

Alpha Chi Omega Fraternity, Inc.

VP PR & Marketing

- Managed a committee of eight women and facilitated overall chapter-wide communication
 - Oversaw all marketing aspects and spearheaded a creative initiative for the promotion of the chapter
 - Established the foundation of the brand and image for the Kappa Upsilon Chapter of FIU
-

Miami, Fl.

November 2014 – January 2016

EDUCATION

Florida International University (FIU)

Bachelor of Business Administration | Marketing

Bachelor of Science in Communications | Broadcast Media

Miami, Fl.

December 2019

Civil Service

APPLICANT INFORMATION

Applicant Name:	Troy R Gras
Address:	3640 W Hillsboro blvd Coconut Creek 33073
District:	E
Phone Number:	9548920083
Email Address:	gras.troy@gmail.com
Applied Date:	4/7/2025 10:06:44 AM
Boards Selected:	Civil Service Parks and Recreation Advisory Planning and Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 25 years	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	N
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	N
All	Have you ever served on a City Board?	N
All	Have you graduated from the City`s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	Y
	Will you be away from the City for extended periods of time: 60 days a year during the Florida Legislative Session	
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks and Recreation`s special events, volunteer activities, or fitness membership? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate Change, Education, Engineering, Environmental Science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban Planning?	N
Planning and Zoning	I acknowledge that appointment to the Planning and Zoning Advisory Board requires the electronic filing of a Form 1 - Statement of Financial Interest document. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. [See Sections 112.3144 and 112.3145, Florida Statutes] (Planning and Zoning Advisory Board)	Y
Planning and Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental Science, Land Use, Land Development, Landscape Architecture, Law, Real Estate, Sustainability, or Urban Planning? (Planning and Zoning Advisory Board)	Y
Civil Service Parks and Recreation Advisory	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y

Troy Gras

(954) 892-0083 • 3640 W Hillsboro Blvd, Unit 207, Coconut Creek, FL 33073 • Gras.Troy@gmail.com

EDUCATION

Florida State University, Tallahassee, FL
Bachelor of Arts, Political Science August 2015

Broward College, Fort Lauderdale, FL
Associate of Arts, December 2012

PROFESSIONAL CERTIFICATIONS

Florida Legislature

Received "Micro-Credential" accreditation in topics including Appropriations, Bill Drafting, and Draft Management

EXPERIENCE

Chief of Staff to Senator Lori Berman, Boynton Beach/Tallahassee, FL

Florida Senate, July 2024 – Present

- Strategize with the Senator, her staff, community members, and other stakeholders to craft our legislative agenda and priorities before, during, and after the legislative session.
- Foster relationships between the Senator, her constituents, and other community organizations by attending local events and meetings to provide and garner insight about pressing district issues.
- Manage the office expense account, travel system, and prepare quarterly reports.
- Compose and distribute external communications such as press releases, advisories, op-eds, social media posts, newsletters and other special projects on behalf of the Senator.
- Provide guidance and resources to local organizations, including non-profits and homeowners' associations, regarding navigating state departments and regulations.
- Conduct in-depth policy analysis on upcoming bills and prepare work product and other memos for the Senator. Drafts talking points and questions on research and analysis.

Aide to Representative Joe Casello, Boynton Beach/Tallahassee, FL

Florida House of Representatives, Legislative Aide November 2020 – July 2024, District Aide July 2015 – July 2019

- Collaborated with the Representative's team to create the legislative agenda, including conducting detailed research and drafting bills and amendments.
- Managed the member's appropriation requests making sure that they were properly filled out, germane, going through the correct channels and helping secure millions in local funding in the budget.
- Facilitated lines of communication between constituents, state agencies (DBPR, DOH), and local governments to address constituents' issues.
- Maintained a healthy relationship with community leaders by attending various local functions and meetings.
- Handled day-to-day office management such as ordering supplies, filing receipts with the state and keeping track of inventory.

Campaign Manager, Delray Beach, FL

Mike Caruso for State Representative, July 2020 – November 2020

- Planned and organized outreach lists via phone and door-to-door canvassing for a team of twelve employees to engage in a comprehensive GOTV campaign.
- Coordinated campaign supply logistics, drafted talking points for various community events, optimized engagement over social media and newsletter communications.
- Transformed a 32 vote win in 208 into an 11,000 vote win in 2020.

English Teacher to Second Language Learners, Brasilia, Brazil

Fisk Language School, July 2019 – December 2019

- Taught intermediate to advanced English to non-native speakers.
- Developed and implemented a curriculum centered around individual students' needs.
- Tracked student progress and revised epistemological methods as necessary to achieve optimal results.
- Communicated in both English and Portuguese with my students in order to ensure that they fully understood the lesson plans.

Civil Service

APPLICANT INFORMATION

Applicant Name:	Shanarika Lonon
Address:	4209 CARAMBOLA CIR S Coconut Creek 33066
District:	B
Phone Number:	9545296859
Alt Phone Number:	9545296859
Email Address:	shanarikalonon@gmail.com
Applied Date:	3/6/2025 11:30:45 PM
Boards Selected:	Civil Service Parks and Recreation Advisory Planning and Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 2	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	Y
	How long have you been a business owner in Coconut Creek? (Years and/or months): 1	
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	N
All	Have you ever served on a City Board?	N
All	Have you graduated from the City's Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks and Recreation's special events, volunteer activities, or fitness membership? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity? (Parks and Recreation Advisory Board)	N
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate Change, Education, Engineering, Environmental Science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban Planning?	N
Planning and Zoning	I acknowledge that appointment to the Planning and Zoning Advisory Board requires the electronic filing of a Form 1 - Statement of Financial Interest document. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. [See Sections 112.3144 and 112.3145, Florida Statutes] (Planning and Zoning Advisory Board)	Y
Planning and Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental Science, Land Use, Land Development, Landscape Architecture, Law, Real Estate, Sustainability, or Urban Planning? (Planning and Zoning Advisory Board)	Y
Civil Service Parks and Recreation Advisory	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y

ShaNarika Lonon

(954) 529-6859 | shanarikalonon@gmail.com | Coral Springs, FL 33071

SUMMARY

Service & Sales-Driven Customer Service Professional Qualified by 9+ years success in Customer Service, Claims, Sales, and technical support @home and in office call center environments. Leveraged quality and customer service focus to achieve organizational success. Strong leadership skills and passionate about building lasting client relationships and maximizing quality.

SKILLS

- As 400
- Salesforce
- Microsoft office
- Lean office
- Workforce adp
- Quickbooks
- Payment Processing
- Quality Assurance
- Customer Service Excellence
- Project Management
- Senior Leadership Support
- Data Entry
- Problem Resolution
- Contract Negotiation Expertise
- Documentation and Reporting
- Data Evaluation

EXPERIENCE

Quality Assurance Specialist, City Furniture, September 2020-Current
Sunrise, FL

Quality Assurance Specialist 11/22-Current

- Monitored QA procedures for adherence by employees, notifying personnel of non-compliance issues.
- Collaborated with management to discuss effective plans for resolving major quality problems.
- Compared and analyzed actual to expected results and reported deviations for resolution.

Team Leader 06/22-11/22

- Offered training and support to keep team members motivated and working toward objectives.
- Motivated and empowered team members to build customer satisfaction and loyalty to support retention and growth.
- Displayed strong telephone etiquette, effectively handling difficult calls.

Workforce Specialist 10/21-06/22

- Responsible for maintaining company ASA, facilitating work activities, also managing the employee placement and activities of more than 200 employees.
- Created workforce planning and development models for quarterly scheduling and processes.
- Collaborated with senior and department leaders to develop and implement workforce plans.

- Determined appropriate schedules and made proactive adjustments to meet coverage and service objectives.

Chat Specialist 01/21-10/21

- Planned and conducted investigations of claims to confirm coverage and compensability.
- Assessed and conducted negotiations within authority limits to settle claims.

Claims Specialist 09/20-01/21

- Processed claims for payment or forwarded to appropriate personnel for further investigation
- Collaborated with fellow team members to manage large volume of claims.

Customer Support / Technical Support Representative/ Claims Specialist, SYKES, July 2018-August 2020

- I am responsible for taking orders, canceling orders, refunds, exchanges, returns, and online order support
- Also responsible for claim support measures from a wide range of order corrections, invoice corrections, refunds, applying credits, applying debits, and rekeying orders.

Customer Service Representative/ Sales, TELETECH@HOME, October 2011-May 2018

Fort Lauderdale, FL

- Responsible for a large volume of inbound calls for the Sabre account
- Assist with modifying, canceling and booking reservations for over 150 different hotel chains
- Once a chat coach and responsible for making sure agents adhere to average handle time, and also assisted agents on calls
- I was also an Average Handle Time Mentor, listened to a number of agents calls in order to help them shorten call time while still booking a reservation and meeting quality points
- I was also on a different account where I had to assist with taking orders, price matching with other companies along with verification of prices, canceling orders, refunds, exchanges, returns, we also had to troubleshoot online orders.

Team Lead, Interactive Response Technologies, January 2009-February 2010

North Lauderdale, FL

- Responsible for developing processes from the information found on the monitored calls., Responsible for a large variety of incoming sales calls for an account
- Also responsible for setting up new lines of services, locating lost orders, credit checks for service, and also passing calibrations, As well as meeting a certain sales quota.
- Delegated daily tasks to team members to optimize group productivity.
- Collaborated with management team to implement new work procedures or policies.

EDUCATION AND TRAINING

Legal Administrative Specialist

Sheridan College, Fort Lauderdale, FL January 2017

High School Graduate

Plantation High School, January 2007

Civil Service

APPLICANT INFORMATION

Applicant Name:	Michael Madigan
Address:	5161 NW 45 AVE Coconut Creek 33073
District:	C
Phone Number:	2012056975
Email Address:	mrmichaelmadigan@gmail.com
Applied Date:	2/11/2025 7:11:49 PM
Boards Selected:	Civil Service Parks and Recreation Advisory Planning and Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 2 Years 10 Months	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	N
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	N
All	Have you ever served on a City Board?	N
All	Have you graduated from the City`s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks and Recreation`s special events, volunteer activities, or fitness membership? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate Change, Education, Engineering, Environmental Science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban Planning?	Y
Planning and Zoning	I acknowledge that appointment to the Planning and Zoning Advisory Board requires the electronic filing of a Form 1 - Statement of Financial Interest document. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. [See Sections 112.3144 and 112.3145, Florida Statutes] (Planning and Zoning Advisory Board)	Y
Planning and Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental Science, Land Use, Land Development, Landscape Architecture, Law, Real Estate, Sustainability, or Urban Planning? (Planning and Zoning Advisory Board)	Y

Civil Service Parks and Recreation Advisory Planning and Zoning	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y
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Michael P. Madigan
5161 NW 45th Avenue Coconut Creek, FL 33073
201.205.6975
MrMichaelMadigan@gmail.com

EXPERIENCE:

January 2024 – Present **MDMG International, LLC** Coral Springs, FL
Principal

- Contract Director of Sales and Marketing for national integrator & managed services provider.
- Contract Account Manager for national integrators & managed services providers.
- Project Manager for technology construction and integration projects.
- Procurement Management for technology related materials.
- Design build for technology construction.

June 2020 – January 2024 **Touchtel USA, LLC** Coral Springs, FL
National Account Executive

- 15+ years of experience as a National Account Manager, consistently achieving and surpassing sales targets in highly competitive markets.
- Cultivate and maintain strong relationships with key players and key accounts including their gatekeepers and influencers.
- Consistent understanding of market trends, competitor analysis, and customer needs, enabling the development of effective sales strategies and solutions.
- Superb communication, presentation, and negotiation skills, with a demonstrated ability to influence key stakeholders and close complex deals.
- Lead strategic account planning and managed a portfolio of national accounts including developed and implemented innovative sales strategies to expand market share and penetrate new markets.
- Cultivate and maintain strong relationships with key stakeholders at the executive level, negotiating and closing high-value contracts worth \$3+ million annually.
- Conduct regular business reviews with clients, identifying opportunities for upselling, cross-selling, and ensuring customer satisfaction.
- Develop and implement customer-centric account plans, identifying upselling and cross-selling opportunities to maximize revenue and increase customer retention.
- Design of client technology solutions in the areas of structured cabling, access control, intrusion detection, video surveillance, audio visual, wireless (Wifi), DAS, BDA Systems, telecommunications, networks (LAN/WAN), data center/cloud technologies, managed services contracts, on demand support agreements, national multisite/rapid deployment projects.
- Experience with end user verticals: Construction, Manufacturing, Medical, Education, Retail, Commercial Office, Legal, Finance, Aviation, Warehousing/Pick & Pack, Entertainment/Sports Venues.
- Procurement of passive and non-passive materials for projects and support with major international distributors. Manage relationships with distributors of behalf of the organization including Wesco/Anixter, Accu-Tech, ADI, City Electric, Graybar, Windy City Wire amongst others.
- Partner manager for the organization of technology partners including Commscope, Brivo, Legrand, Superior Essex, Berktek-Leviton, Axis, Motorola Avigilon OpenPath, Corning, Panduit, Hanwha.
- Permits Manager for the organization in Florida for most major cities and counties. This includes putting together permit packages, submittals package, advising and editing permit drawings, filing with the building and fire departments, and managing the inspection and permit closeout process.
- Delivery Supervision of a team of six technicians and small warehouse. Provide scheduling, logistics, technical guidance, training roadmap and labor & material expense management. Manage specialty vendors and on demand labor subcontractors.

- Project Manage an active project portfolio of \$1M+ in projects. Typically manage 15+ projects simultaneously. Develop and maintain project communications with key stakeholders and other trades, schedules, dependencies, issue log, change order log, progress, and closeout documentation across all projects. Manage P&L for all projects with weekly status reporting internally.
- Operation workflow management with sales, design/estimating, procurement, accounting, administrative staff, and key stakeholders in management.
- Provided accurate sales forecasts, reports, and analysis to senior management, contributing to strategic decision-making.

December 2014 – June 2020
National Account Executive

Coranet Corp

New York, NY & Fort Lauderdale, FL

- Built and developed the South Florida region as well as national presence in technology design, build, integration, and support.
- Vertical focus in commercial, retail, state, and federal government.
- Key account manager for large international VARs (\$500M+ revenue VARs), developers/owners, general contractors and other trades, and architects.
- Lead account manager for international engagements.
- Areas of focus in Structured Cabling, Networking including network security, Voice Communications - Cisco, Avaya, Alcatel Lucent, Toshiba and other VOIP Solutions, Wireless Communications - Survey through Support, Video Conferencing, Project Management – Infrastructure, Multi-site roll outs, Relocation, Construction Build (*Technology Perspective*), Physical Security – Access & CCTV, Audio Visual – Conference Rooms, Digital Displays, Audio and Visual Applications for Retail and Commercial, Turnkey Site Roll outs including Networking, Systems, End User Stations.
- Several Tier 1 bank data center expansions.
- Design, build, manage national roll outs with retail stores, dining, branch/satellite offices.
- Strength with public utilities around security, wireless, networking, cabling.
- Experience with hospital/health care facility technology builds.
- Expertise in retail sector and warehousing/manufacturing.

May 2014 – December 2014
Account Executive

Client First Settlement Funding

Boca Raton, FL

- Business to consumer prospecting in the structured settlement industry.
- Create, design, and execute personal financial solutions for individuals and families.
- Intense sales activities via cold calling, presentation, negotiation, closing and follow through.

August 2012 – May 2014
Regional Head of Managed Services for the Americas

PTS Consulting Inc.

New York, NY

- Established Managed Services Practice for the Americas encompassing New York, Miami, Boston, San Jose, Toronto.
- Global collaboration with Europe and Asia for Managed Services and other integration and professional services projects including establishing a follow the sun support model and international clientele.
- Established Procurement Services in the Americas including partnerships with 12+ technology vendors (Cisco, Microsoft, HP, Checkpoint, Fortinet, VMWare, Citrix, Oracle, IBM, Dell etc)
- Solution Architect for managed services, integration services, migration services, consulting services, short term/long term professional services engagements based on SDLC, ALM, ITSM.
- Established Design/Build Approach for office and data center build outs.
- Hunted for new business through personal promotion, marketing, networking, cold calling, vendor relationships, architects, prime brokers, and various methods.

- Build and maintain key relationships with decision makers in Fortune 500 firms and down through the SMB marketplace. This included penetration, presentation, and account management of the CXO suite along with their gatekeepers and influencers.
- Established key partnerships with Data Center Vendors, architects, owner's reps, manufacturers, other solution providers.
- Solution designer in cloud space. Private, Public and Hybrid clouds. Closing deals over competitors Rackspace, AWS, DataPipe, Dataprise.
- Responded to and won RFPs around managed support, technology upgrades/refreshes.
- Broadened my skills to encompass Data Center lifecycle, Support Lifecycle, Project Management Lifecycle.
- Designed, implemented, and supported clients with new workflows inclusive of CRM and ERP rollouts i.e., Epicor, Dynamics, Descartes, PeopleSoft, Sage, Salesforce, ServiceNow, AutoTask, Connectwise.
- Specializing in the user experience via VDI, SAAS, ITSM design, implementation, and support.
- Selected as Executive Committee Member reporting to the board. 1 of 9 people globally of 400+ employees.

October 2008 – August 2012 **Chelsea Technologies, LLC** New York, NY & Ft. Lauderdale, FL
Client Services Director

Directing Business Development, Client Services, Professional Services and Partner Relations

- Established new business through personal promotion, marketing, networking, cold calling, vendor relationships, prime brokers, and various methods.
- Managed Sales Team of five people.
- Managed key accounts to increase recurring business.
- Managed P&L for Business Development.
- Served as a Consulting Chief Technology Officer to SMB clients.
- Created and maintained all marketing materials including website, brochures, press releases and event promotions.
- Managed Partner Relations with major technology manufacturers and distributors
 - including leveraging programs and promotions for improved market share and profitability (Microsoft, Cisco, VMWare, Citrix, HP, IBM, Fortinet, EMC, Ingram Micro etc.)
- Increased business with great fiscal P&L responsibility.
- Launched Business Continuity & Disaster Recovery Practice.
- Launched Cloud Computing offering.
- Launched Due Diligence & Compliance Practice.
- Launched Global Managed Services Offering.
- Chairman of Marketing/Public Relations Committee.

May 2007 – October 2008 **Exenet, LLC (Now ECI Eze Castle Integration)** New York, NY
Support Operations Manager

- Completed hands on management of daily logistics and operations of our New York and Boston operation in the financial, banking, and legal industry.
- Managed key accounts to increase recurring business.
- Acted as client's outsourced CTO/CIO with advisory and budgetary services.
- Handled P&L of Support Group and performed utilization analysis of Commercial Group.
- Grew business with great fiscal P&L responsibility.

January 2005 – May 2007 **Chelsea Technologies, LLC** New York, NY & Ft Lauderdale, FL
Vice President of Client Services

- Developed new specialized SMB information technology business through networking, telemarketing, trade shows, cold calling, prime brokers as well as partnering with manufacturers and distributors.
- Managed key accounts to increase recurring business.
- Created and maintained all marketing materials including website, brochures, press releases and event promotions.
- Managed Partner Relations with major technology manufacturers and distributors including leveraging programs and promotions for improved market share and profitability.
- Established and maintained a value added reseller program for a unique technology solution.
- Grew business with great fiscal P&L responsibility.

2001 – 2004 **DDM Entertainment/Dance Designs Performing Arts** Fair Lawn, NJ
Operations Manager

- Demonstrated strong interpersonal and successful business development skills.
- Account Managed key accounts and venues.
- Grew business consistently 15-20% annually through personal promotion, telemarketing, and trade shows.
- Created customized client presentations including brochures, website and promotional videos.

2000 - 2001 **Wagner Stott Bear/Hunter Specialists** New York, NY
NYSE Specialists Clerk

- Teamed with Specialists in executing timely trades and documenting transactions.
- Account Receivable Coordinator for Floor Operations in billing firms accordingly based upon transactions.
- Hunted prospective firms and established a database system for further sales, marketing projects and overall penetration.

EDUCATION

2000 – 2003 **Pace University** New York, NY
Business Administration Major

- Concentration in Management, Finance and Economics.

2008 **Cornell University** Ithaca, NY CPE
Program – Executive Leadership Certificate (8.0 CEUs)

- Concentration in Strategic Thinking, Executive Decision Making, Leading Creativity, Capital Investments

ADDITIONAL SKILLS & CERTIFICATIONS

2018 to Present **Florida 02-15 Licensed** License Number W534073

- Florida Resident Health & Life (Including Annuities & Variable Contracts) Agent License

TECHNOLOGIES

- Proficient in Microsoft Office– Word, Excel, PPT, Outlook, Visio, Project, OneNote, Teams, Publisher
- Experienced in Microsoft Power BI, ConstructConnect, Revu/BlueBeam
- Proficient in Dynamics CRM, Salesforce, Zoho, PipeDrive, BlueBeam, ServiceFusion
- Proficient in BMC Remedy, Connectwise CRM, Autotask, ServiceNow, AssetGen, LanSweeper, Quosal
- Proficient in Quickbooks, Epicor

2007 – 2014

American Red Cross of Greater New York New York, NY

Individual Responder Volunteer

- Mass Care Certified
- Shelter Operations Certified
- Disaster Assessment Certification – Pending
- Siebel Certification & Client Casework Certified
- Certified in CPR Adult and Infant

References Furnished Upon Request

Civil Service

APPLICANT INFORMATION

Applicant Name:	Laura A McDermott Matheric
Address:	3906 NW 56 ST Coconut Creek, FL 33073 33073
District:	C
Phone Number:	9547561117
Email Address:	laurali1981@aol.com
Applied Date:	4/7/2025 9:27:05 PM
Boards Selected:	Civil Service Parks and Recreation Advisory Planning and Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 15 years, 1 month	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	N
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	N
All	Have you ever served on a City Board?	N
All	Have you graduated from the City's Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks and Recreation's special events, volunteer activities, or fitness membership? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate Change, Education, Engineering, Environmental Science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban Planning?	Y
Planning and Zoning	I acknowledge that appointment to the Planning and Zoning Advisory Board requires the electronic filing of a Form 1 - Statement of Financial Interest document. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. [See Sections 112.3144 and 112.3145, Florida Statutes] (Planning and Zoning Advisory Board)	Y
Planning and Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental Science, Land Use, Land Development, Landscape Architecture, Law, Real Estate, Sustainability, or Urban Planning? (Planning and Zoning Advisory Board)	Y
Civil Service Parks and Recreation Advisory Planning and Zoning	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y

LAURA MCDERMOTT
3906 Northwest 56 Street
Coconut Creek, Florida 33073
LMCDERMO@Broward.edu
954-756-1117

• Educator • Poet • Literary Event Planner •

A poet with more than twenty years of event planning experience and nineteen years of teaching experience in developmental to advanced/honors level writing in such areas as composition, creative writing, literature and business writing; tutoring various genres of writing, as well as learned pedagogical skills for high school and collegiate level writing; and a completion of a college composition practicum and a college creative writing practicum from Florida International University (FIU). Demonstration of capabilities in classroom management in both a traditional and an online community by establishing a creative environment, implementing lesson plans and conducting classroom activities from freshman level to senior level writing, as well as literature and leadership. Gained business experience in diverse fields including event planning, professional development, editing and publishing, and other areas related to the literary arts. Previously served as a Senior Instructional Designer for the Title V I-Nest grant and has been a Professor of English at Broward College since August 2010 while also serving as the Dual Enrollment Faculty Coordinator since 2020. Received recognition for accomplishments as the 2008 Conference on College Composition and Communication Professional Equity Project Grant Recipient, a finalist for the 2016 Professor of the Year award, and a six-time nominee for the Endowed Teaching Chair Award of Broward College, ultimately being named the 2014 Wells Fargo Endowed Teaching Chair Award Recipient, and then again eight years later as the 2022 Robert Elmore Family Endowed Teaching Chair Award Recipient. Also named the 2022 Distinguished Professor for the Association of Florida Colleges. Involved with numerous community organizations including founding the Orange Island Arts Foundation in 2014 and is the President of the Women’s Club of Coconut Creek 2021-2024. The first book of poetry, *Visions on Alligator Alley: an Ekphrastic Story in Verse*, was released by Lominy Books in 2015. She is pursuing a Ph.D. in Higher Educational Leadership and Research Methodology at Florida Atlantic University and currently serves as the first Poet Laureate for the City of Coconut Creek, Florida, first of any municipality in Broward County.

EDUCATION

FLORIDA ATLANTIC UNIVERSITY <i>Doctor of Philosophy – currently pursuing a Ph.D. in Higher Educational Leadership & Research Methodology</i>	Boca Raton, Florida	May 2023 – present
FLORIDA ATLANTIC UNIVERSITY <i>Master of Educational Leadership</i>	Boca Raton, Florida	May 2025
FLORIDA INTERNATIONAL UNIVERSITY <i>Master of Fine Arts</i>	Miami, Florida	April 2007 English – Creative Writing: Concentration in poetry
FLORIDA STATE UNIVERSITY <i>Bachelor of Arts</i>	Tallahassee, Florida	April 2004 Major: English – Creative Writing, Minors: Business and Education

INSTRUCTIONAL EXPERIENCE

BROWARD COLLEGE <i>Department of English and Journalism</i> Tenured Faculty Professor of English Full-time Temporary Instructor Full-time Temporary Instructor Part-time Instructor	Pembroke Pines, Florida	August 2010 – present Spring 2010 Fall 2009 Spring 2007 – Summer 2009
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Regularly teach five or six courses a fall and spring semester as well as summer terms that are typically blended on campus, synchronous or asynchronous online. Such courses are ENC0017, ENC1101, ENC1102, LIT2000, CRW1001 and CRW1300. Currently serving as the Dual Enrollment Faculty Coordinator for high school teachers instructing general education courses. Also served as the Alpha Delta Rho chapter advisor of the Phi Theta Kappa Honor Society housed on the South campus.

- FLORIDA INTERNATIONAL UNIVERSITY** Miami, Florida Summer 2006 – Fall 2010
School of Arts and Science – Department of Public Administration
 As a part-time instructor, taught one online section of Personal Growth and Organizational Development and twenty-two sections of Communications Skills for Policy and Management, including web-enhanced and fully online sections, as well as designed and implemented writing courses to meet the specific needs of newly promoted police sergeants, fire lieutenants, and civilians who work for the Broward County Sheriff’s Office.
- FLORIDA INTERNATIONAL UNIVERSITY** Miami, Florida Fall 2006 – December 2010
School of Arts and Sciences – Department of English
 As a part-time instructor, taught six web-enhanced section Introduction to Creative Writing and three sections of Composition, including designing and implementing a course titled ENC 2301, “Writing for Transfer Students.”
- JOHNSON AND WALES UNIVERSITY** North Miami, Florida Fall 2008 – August 2010
College of Arts and Sciences
 As a part-time instructor, taught three sections of Introduction to Literary Genres and three sections of Freshman Composition.
- THE ART INSTITUTE OF FORT LAUDERDALE** Fort Lauderdale, Florida Fall 2008 – Spring 2009
General Education Department
 As a part-time instructor, taught two sections of Freshman Composition.
- FLORIDA INTERNATIONAL UNIVERSITY** Miami, Florida Summer 2004 – Spring 2007
Graduate Teaching Assistant
- Creative Writing Program’s Study Abroad Trip to Ireland – *Assistant Director*
 Developed promotional campaigns and coordinated travel plans
 - Online Writing Lab – *Promotions Assistant / Writing Tutor*
 Provided tutoring, coordinate and facilitate in-class mini-presentations
 - University Learning Center – *Writing Tutor*
 Provided tutoring, enrichment programs, and mini presentations to struggling writers
 - Freshman Interest Groups – *Assistant Program Coordinator*
 Coordinated learning communities for incoming freshman students
- BARRY UNIVERSITY** Miami Shores, Florida Fall 2006
School of Arts and Sciences
 As a part-time instructor, taught two web-enhanced sections of Basic English Composition for first-year students who have not had instruction in formal academic writing or students who need remedial English writing instruction.
- THE SCHOOLBOARD OF LEON COUNTY** Tallahassee, Florida January 2003 – June 2004
Substitute Teacher

NON-INSTRUCTIONAL EXPERIENCE

- BROWARD COLLEGE** Weston, Florida January 2020 - present
Dual Enrollment Faculty Coordinator
- Provides support to dual enrollment offsite instructors with a focus on course content and curriculum, the enforcement of college and department policy, as well as following the course syllabus and course outline
 - Act as a liaison to the Associate Deans and the high school adjunct instructors to collect and review syllabi from each instructor
 - Send reminders about turning in syllabi, completing enrollment verification, and entering grades in accordance with the academic calendar
 - Meet with Associate Deans as needed to identify areas of need to assist dual enrollment adjunct faculty
 - Contact adjunct instructors individually to assess their needs; connect new instructors with veteran instructors or mentors; organize professional development opportunities for the dual enrollment adjunct instructors, which may include advanced training on D2L, instructional training, etc.; collaborate with the Center for Teaching Excellence & Learning and/or the Instructional Design team for appropriate training

BROWARD COLLEGE

Pembroke Pines, Florida

September 2016–August 2017

*Senior Instructional Designer of the Title V, I-Nest Grant – Business Pathway**During the one-year contractual grant position:*

- Designed, developed, and managed a comprehensive professional development program for faculty integrating technologies and sound instructional pedagogies in the online environment for pathway faculty who were developing and/or redesigning contextualized web-enhanced, blended, and fully online courses.
- Provided leadership for instructional design issues and tasks related to the Pathways programs related faculty, programs and departments in regard to contextualization.
- Guided faculty in the design or redesign and development of course objectives, course content, course assessments, instructional strategies and activities for contextualizing Pathway courses offered in various delivery formats including e-learning.
- Participated in assessment of courses by collecting and reviewing syllabi from each faculty member, ensuring alignment with BC and Quality Matters standards, Federal copyright guidelines, and regional accreditation requirements.

BROWARD COLLEGE / AACTE

Fort Lauderdale, Florida

January 2013 – May 2013

Coordinator, Educational Support for Veterans

- Completed a five-month long study I led on behalf of Broward College for the American Association of Colleges for Teacher Education based on an ask by then Second First Lady of the United State, Dr. Jill Biden.
- Gathered recommendations for what Broward College should adopt in compliance with assisting veteran-students.

PROFESSIONAL DEVELOPMENT

Summer Artist Residency	Fine Arts Work Center Provincetown, MA	August 4-9, 2024
Poetry Teachers Institute	The Poetry Foundation	July 22-26, 2024
AI Institute	Broward College	April 17, 2024
Poetry Teachers Institute	The Poetry Foundation	July 10-14, 2023
Aspen Words: Poetry Workshop with Major Jackson	The Aspen Institute	June 18-24, 2023
Leading by Lasso	Broward College	February 17, 2023
Bullet Journaling	Broward College	February 18, 2023
Designing Student-centered Courses	Association of College and University Educators	April 10, 2022
Inclusive Teaching Project	Broward College	April 13, 2022
Mindfulness in a Post-Pandemic Classroom	Broward College	April 8, 2022
Foundations for Rubrics	Broward College	March 30, 2022
Inclusive Teaching for Equitable Learning	Broward College	March 27, 2022
Video Editing in Adobe Rush	Broward College	March 13, 2022
Designing effective writing Assignments	Broward College	March 23, 2022
The Male Minority Initiative	Broward College	February 21, 2022
Designing quality Blended Online	Broward College	February 16, 2022
Appy Hour – Best Classroom Applications	Broward College	February 10, 2022
Best Practices in Asynchronous Learning	Broward College	January 31, 2022
Getting Ready to Teach Blended	Broward College	December 15, 2021
Inspiring Inquiry & Lifelong Learners in You Online Course	Association of College and University Educators	November 29, 2021
Enrollment Verification	Broward College	November 24, 2021
Honorlock (Self-paced)	Broward College	October 6, 2021
Online Entrepreneurial Mindset Facilitator Training	Broward College	May 7, 2021
SLS Instructor Training	Broward College	April 30, 2021
Promoting Active Online Learning	Association of College and University Educators	April 11, 2021
President’s Leadership Academy / Leadership Broward	Broward College	April 23, 2021
Development of Professional Learning Course	Broward College	March 12, 2021
Facilitation of Professional Learning course	Broward College	March 12, 2021
Create Inclusive & Supportive Online Learning Environment	Association of College and University Educators	December 6, 2020
Demystifying IPS: An Academic Discussion	Broward College	September 18, 2020
Advanced Zoom for Faculty	Broward College	August 25, 2020
Contextualization Project Workshop	Broward College	May 3, 2020
Blackboard Collaborate	Broward College	March 20, 2020
Tutor.com Training	Broward College	January 24, 2020
Microcredentials and Digital Badges in Higher Education	Academic Impressions	November 22, 2019
Dual Enrollment Myth Busters	Broward College	February 22, 2019
Emerging Leaders and Transforming Lives	Association of Florida Colleges	November 3, 2017

Academic Discipline & Department Meetings	Broward College	February 22, 2015
Intro to the Online Student Veteran Sensitivity	Broward College	February 22, 2015
Phi Theta Kappa (Ptk) and You	Broward College	February 22, 2015
English Faculty Retreat	Broward College	January 22, 2015
English & Journalism Dept. Strategic Planning	Broward College	September 18, 2015
From Soldier to Successful Student:	Broward College	June 15, 2015
Intro to D2L Version 10.4 Face to Face	Broward College	April 29, 2015
General Education Task Force	Broward College	April 17, 2015
English Faculty Retreat	Broward College	February 20, 2015
Academic Discipline & Department Meetings	Broward College	February 20, 2015
Meet the Honors Institute	Broward College	February 20, 2015
Academic Integrity Issues and Solutions	Broward College	February 20, 2015
Honors by Contract	Broward College	January 30, 2015
English Faculty Retreat	Broward College	January 28, 2015
International Honors	Broward College	October 24, 2014
Online Workday Travel Card Training	Broward College	July 1, 2014
Online P-Card Workshop	Broward College	July 1, 2014
Academic Discipline & Department Meetings	Broward College	February 21, 2014
Everything Honorable	Broward College	February 21, 2014
Where in the World is Broward College?	Broward College	February 21, 2014
Collegewide English Faculty Retreat	Broward College	February 7, 2014
Teaching English Language Learners in Gen-ed	Broward College	January 28, 2014
Effective Practices for Teaching Blended Classes	Broward College	March 24, 2013
From Soldier to Successful Student	Broward College	March 18, 2013
Getting Ready to Teach Online (Online)	Broward College	March 11-12, 2013
D2L Assessments and Grades	Broward College	February 27, 2013
From Soldier to Successful Student: Acclimating	Broward College	February 22, 2013
Developing Strategies That Will Increase Grant	Broward College	February 22, 2013
Collegewide English Department Retreat	Broward College	February 1, 2013
Fau Doctoral Program Information Session	Broward College	October 29, 2012
Success-Put Another Tool in Your Engagement Toolkit	Broward College	October 20, 2012
Creating A Climate of Success for All Students	Broward College	October 20, 2012
Bcae-Feli (Pd Credit or Stipend Awarded)	Broward College	August 7, 2012
Academic Discipline Meetings	Broward College	February 24, 2012
Student Assistance Program	Broward College	February 24, 2012
QEP - A Collaborative Effort	Broward College	February 24, 2012
New Faculty Institute- Session 1-Faculty Panel	Broward College	January 6, 2012
Introduction to DESIRE2LEARN (D2L)	Broward College	November 28, 2011
SLS Instructor Training Program	Broward College	October 15, 2011
Grademark: Streamlined Grading of Papers	Broward College	June 23, 2011
Cid - Student System Viewers	Broward College	June 1, 2011
Crw 5934 - Graduate Coursework	Florida International University	May 28, 2011
Eng 5058 - Graduate Coursework	Florida International University	May 28, 2011
Crw 5331 - Graduate Coursework	Florida International University	April 30, 2011
Academic Discipline Meetings	Broward College	February 25, 2011
Educational Planning	Broward College	February 25, 2011
Promoting Academic Integrity in Your Classes	Broward College	February 25, 2011
20111 English Faculty Retreat	Broward College	November 5, 2010
Blogging for 21ST Century Student Engagement	Broward College	October 18, 2010
To Blog or Not to Blog	Broward College	October 18, 2010
New Hire Orientation	Broward College	August 17, 2010

SERVICE TO THE COLLEGE

Dual Enrollment Faculty Coordinator	<i>Coordinator</i>	Spring 2020 - Present
Designed Research Skills Writing Course BU and Repository for BrowardUP	<i>Course Developer</i>	Fall 2022
Designed Technical Writing Course BU and Repository for BrowardUP	<i>Course Developer</i>	Fall 2022
College-wide Blended ENC 1102 Contextualized Course Development	<i>Course Developer</i>	Fall 2017

Instructional Calendar Committee	<i>Co-Chair</i>	Fall 2020 – Summer 2023
President’s Leadership Academy	<i>Committee Member</i>	February 2020 – April 2021
College-wide Blended ENC 1102 Contextualized Assignment Designer	<i>Course Developer</i>	Spring 2020
Pathways Core Team	<i>Committee Member</i>	Fall 2018- Fall 2019
FAST Teams	<i>Committee Member</i>	Fall 2017-Spring 2019
Strategic Initiative	<i>Committee Member</i>	Fall 2017- Spring 2018
Quality Enhancement Plan (QEP)	<i>Scholar</i>	Fall 2017- Spring 2018
College-wide Blended ENC 1102 Contextualized Course Development	<i>Course Developer</i>	Fall 2017
College-wide Blended ENC 1101 Contextualized Course Development	<i>Course Developer</i>	Fall 2017
College-wide Blended ENC 1102 Course Development	<i>Course Developer</i>	Summer 2016
College-wide Blended ENC 1101 Course Development	<i>Course Developer</i>	Summer 2016
Online Student Veteran Sensitivity	<i>Program Developer</i>	Fall 2015 – Spring 2016
General Ed. Task Force Information Literacy Rubric	<i>Committee Member</i>	Spring 2015
Endowed Teaching Chair Selection Committee	<i>Committee Member</i>	Fall 2015 – Spring 2016
English Department M.F.L.A. Festival	<i>Co-Chair</i>	Fall 2015 – Spring 2016
English Department Book Selection Committee	<i>Co-Chair</i>	Fall 2015 – Spring 2016
General Education Task Force	<i>Committee Member</i>	Fall 2015
Search Committee: Assistant Professor of English	<i>Committee Member</i>	Fall 2015
From Soldier to Successful Student Training	<i>Program Developer</i>	Spring 2013 – Summer 2015
MLK Day of Service Grant Committee	<i>Committee Member</i>	Fall 2014 – Spring 2015
English Department M.F.L.A. Festival	<i>Co-Chair</i>	Fall 2014 – Spring 2015
Phi Theta Kappa, Alpha Delta Rho	<i>Chapter Advisor</i>	January 2011– December2014
Search Committee: Assistant Professor of English	<i>Committee Member</i>	Summer 2012
Black History Month Planning Committee	<i>Committee Member</i>	Fall 2012 – Spring 2013
Search Committee: Assistant Professor of Chemistry	<i>Committee Member</i>	Spring 2011
Hispanic Heritage Month Planning Committee	<i>Committee Member</i>	Fall 2011 – Spring 2012
Hispanic Heritage Month Planning Committee	<i>Committee Member</i>	Fall 2010 – Spring 2011
Black History Month Planning Committee	<i>Committee Member</i>	Fall 2010 – Spring 2011

SERVICE TO THE COMMUNITY

WOMEN’S CLUB OF COCONUT CREEK <i>Member and Current Club President</i> Works closely with city commissioners and the mayor in the management of a 501(c)3 organization that supports youth endeavors through the sponsorship of an annual scholarship award, which is a set of monetary awards based on academic merit, financial need, community service, and other scholastic activities that is granted to students who are currently in their senior year of high school and reside within the City of Coconut Creek. To date, \$339,850.00 in scholarships have been awarded to 466 Coconut Creek youth.	Coconut Creek, Florida	June 2018 – Present
MONTEVILLE HIGH SCHOOL <i>Judge for the High School Poet Laureate Contest</i> Guest poet laureate judging a poet laureate contest.	Oakdale, Connecticut	October 21, 2024
PALMETTO ACADEMY OF LEARNING AND SUCCESS <i>Judge for 7th and 8th Grade Spooky Story Contest</i> Guest author judging a middle grades short story writing contest.	Myrtle Beach, South Carolina	October 31, 2022
GRACE BAPTIST CHURCH <i>Sunday School Teacher; AWANA Small Group Leader</i> Organize and oversee classroom with a range of tasks including developing lesson plans and leading children in educational activities with age-appropriate teachings. Assist parents and caretakers in the spiritual trainings and religious education of their children in every phase of their spiritual formation and mental development by motivating, encouraging, and guiding the children with stories and scriptures that can ignite within them the responsibility to be good, reasonable people.	Deerfield Beach, Florida	June 2019 – October 2023
GUILD FOR ART AND LITERATURE OF COCONUT CREEK (Officially registered as Orange Island Arts Foundation) <i>Founding President</i> Founded a 501(c)3 non-profit corporation in the State of Florida, that encourages creativity; cultivates learning; and engages youth, established and aspiring artists, and the community at large with the literary arts.	Coconut Creek, Florida	August 2014 –June 2020

PHI THETA KAPPA INTERNATIONAL HONOR SOCIETY <i>Alumni Coordinator</i> Chartered and coordinated the alumni chapter for the Florida region		April 2013 – 2018
MIAMI BOOK FAIR INTERNATIONAL <i>Volunteer</i> Regularly volunteer services to assist in the planning and execution of the annual fair		Fall 2004 – Present
GIRLS’ CLUB <i>2014- 2015 Writer-in-Residence</i> Created writing projects and workshops centered on the year-long exhibit, “The Moment. The Backdrop. The Persona.”	Fort Lauderdale, Florida	November 2014–October2015
PALM BEACH POETRY FESTIVAL <i>Festival Coordinator</i> Coordinated and publicized an annual literary event in Palm Beach County, Florida, Florida, which showcased workshops, reading, professional and up-and-coming local and national writers.	Lake Worth, Florida	August 2005 – June 2014
THE ART INSTITUTE OF FORT LAUDERDALE <i>Student Employment Advisor</i> Assisted students with resume review and proper business etiquette. Planned and publicize monthly professional development-based events. Performed employment job searches for part time and full-time work, as well as for internships. Acted as liaison between students, the institution and employers.	Fort Lauderdale, Florida	May 2008 – February 2009
THE LITERARY SALON <i>Event Coordinator</i> Planned, publicized and ran monthly literary events at the Luna Star Café in North Miami, Florida, which showcased professional and up-and-coming local and national writers.	North Miami, Florida	July 2005 – May 2007
THE SCHOOLBOARD OF LEON COUNTY <i>Educational Tutor</i> Tutored students in the Florida Writes – essay portion of the FCAT, the Adult Community Education and General Educational Development Tests’; and the Florida State University’s Service-Learning Project.	Tallahassee, Florida	August 2003 – June 2004

PUBLICATIONS

BOOKS

POETRY IN THE PARKS: POETRY OF PLACE BiblioBoard, Broward County Libraries July 20, 2024
Editor of a collection of poetry and artwork from participants who attended the Broward County Cultural Division Individual Artist Grant supported project, “Poetry in the Parks: Nature of Place.”

BUTTON POETRY May 14, 2024
Möbius Love Song, a chapbook manuscript, was picked as a semifinalist in an intensely competitive 2023 Button Poetry Chapbook Contest

ORANGE ISLAND REVIEW, vol. 2 no. 1 Beating Windward Press November 21, 2016
Managing editor for a journal of a collection of poetry and artwork from high school students throughout the U.S. and edited entirely by a high school editorial staff.

ORANGE ISLAND REVIEW, vol. 1 no. 2 Beating Windward Press November 18, 2015
Managing editor for a journal of a collection of poetry and artwork from high school students throughout the U.S. and edited entirely by a high school editorial staff.

VISIONS ON ALLIGATOR ALLEY Lominy Books August 29, 2015
Published an ekphrastic story in verse inspired by the 2015 Girls’ Club Fort Lauderdale gallery exhibit “The Moment. The Backdrop. The Persona.” Poems inspired by artwork from the exhibit depict a story through verse as well as by visual landscape by tracing the journey of a Florida woman who struggles with the overwhelmingly masculine world she lives in, and with feelings of desire, longing, and deep mourning.

ORANGE ISLAND REVIEW, vol. 1 no. 1 Beating Windward Press April 22, 2015

Managing editor for a journal of a collection of poetry and artwork from high school students throughout the U.S. and edited entirely by a high school editorial staff.

GULF STREAM LITERARY MAGAZINE

Book review accepted for publication

Finance and Marketing Director October 2006 –
December 2006

Financial analysis
Event coordinating
Budgeting
Press releases
Read submissions

Business Editor

April 2006 – October 2006

Event coordinating
Liaison for reading events
Solicited bids for contractors
Pres releases
Read submissions

Fall 2006

Associate Editor

January 2006 – April 2006

Read submissions

POETRY

PACKINGTOWN REVIEW: A JOURNAL OF LITERATURE AND THE ARTS

“What Do You Want From Me?”

April 2025

WILD ROOF JOURNAL: Issues #27

“Within”

September 1, 2024

CREE-KU

Wrote a haiku a day about the city of Coconut Creek throughout the month of July published on social media. #Creeku2024

August 1-31, 2024

CREE-KU

Wrote a haiku a day about the city of Coconut Creek throughout the month of July published on social media. #Creeku2024

July 1-31, 2024

CREE-KU

Wrote a haiku a day about the city of Coconut Creek throughout the month of June published on social media. #Creeku2024

June 1-30, 2024

PURPLE INK PRESS

“Half February: Classroom 1216, 9th Grade Language Arts”

June 1, 2024

THE CLOSED EYE OPEN: Issue XI

“Magellanic”

April 1, 2024

CREE-KU

Wrote a haiku a day about the city of Coconut Creek throughout the month of March published on social media. #Creeku2023

March 1-31, 2024

THE SAD GIRL DIARIES

“Check, Mate”

March 17, 2024

THE DEWDROP

“Flame and Draft”

March 10, 2024

CREE-KU

Wrote a haiku a day about the city of Coconut Creek throughout the month of February published on social media. #Creeku2023

February 1-29, 2024

CREE-KU

Wrote a haiku a day about the city of Coconut Creek throughout the month of January published on social media. #Creeku2023

January 1-31, 2024

CREE-KU

Wrote a haiku a day about the city of Coconut Creek throughout the month of August published on social media. #Creeku2023

August 1-31, 2023

CHAMELEON CHIMERA: AN ANTHOLOGY OF FLORIDA POETS

“Half February: Classroom 1216, 9th Grade Language Arts”

July 15, 2023

CITY OF COCONUT CREEK'S POET LAUREATE PAGE

July 2023

Coconut Creek, Florida Quarterly poem entitled ““Within” written about the City of Coconut Creek, Florida

CREE-KU

April 1-30, 2023

Wrote a haiku a day about the city of Coconut Creek throughout the month of April published on social media. #Creeku2023

CITY OF COCONUT CREEK'S POET LAUREATE PAGE

March 2023

Coconut Creek, Florida Quarterly poem entitled ““The Season’s First Golden Trumpet” written about the City of Coconut Creek, Florida

CREE-KU

January 1-31, 2023

Wrote a haiku a day about the city of Coconut Creek throughout the month of January published on social media. #Creeku2023

CITY OF COCONUT CREEK'S POET LAUREATE PAGE

January 2023

Quarterly poem entitled “Butterfly Poem” written about the City of Coconut Creek, Florida

CREE-KU

December 1-31, 2022

Wrote a haiku a day about the city of Coconut Creek throughout the month of December published on social media. #Creeku2022

CITY OF COCONUT CREEK'S POET LAUREATE PAGE

November 2023

Poem entitled “Our Baggage: a Creekside Collaborative Poem” written in collaboration with military veterans who live in the City of Coconut Creek, Florida

CREE-KU

September 1-30, 2022

Wrote a haiku a day about the city of Coconut Creek throughout the month of September published on social media. #Creeku2022

SLIVER OF STONE

March 28, 2015

“Rebirth” and “Summer Solstice”

THE WHIMSICAL PROJECT

December 2, 2014

“Scenes from the Rearview Mirror”

POETS AND ARTISTS

August 1, 2013

“Mechanics,” “A Childhood Glossary of Auto Mechanics,” “Glossary of a First Love,” “Glossary of a Heartbreak,” and “Glossary of the Dating Bluebook”

SCREW IOWA!

March 7, 2010

“My First Car”

VIEW FROM VIRGINIA KEY

January 25, 2010

One poem accepted for publication

EIGHT CENT JOURNAL: A MODERN ANTHOLOGY OF MIAMI POETS

April 9, 2011

“Ampersand”

FIVE CENT JOURNAL: A MODERN ANTHOLOGY OF MIAMI POETS

November 8, 2009

“My First Car”

THREE CENT JOURNAL: A MODERN ANTHOLOGY OF MIAMI POETS

May 2, 2009

“There’s a Miami in Ohio”

TWO CENT JOURNAL: A MODERN ANTHOLOGY OF MIAMI POETS

March 21, 2009

“Jesus on a Diet”

ONE CENT JOURNAL: A MODERN ANTHOLOGY OF MIAMI POETS

February 6, 2009

“Rolling Back the Odometer”

KEY WEST WRITER'S CONFERENCE ONLINE ANTHOLOGY

Fall 2006

Editor of an online anthology published in conjunction with Carnegie Mellon University Press and Florida International University. One poem accepted for publication.

MAKING WAVES

Three poems accepted for publication

Spring 2006

PRESENTATIONS / WORKSHOPS

THE NORTH REGIONAL BROWARD COUNTY LIBRARY

Coconut Creek, Florida

Featured poetry instructor of a four-part for National Poetry Month workshop entitled "Poetic Hand Cuff: The Kinky Side of Form."

Tarrazu Coffee Company: Participant Reading

April 26, 2025

Organized a poetry reading event sponsored by the North Regional Broward County Library and the City of Coconut Creek, Florida

Poetic Pile-On: Because Misery Loves Company

April 15, 2025

Workshop explored collaborative poetry techniques.

Must I Paint You a Picture?

April 8, 2025

The workshop examined the elements of ekphrastic poetry.

Haiku: Where Less is More, Even if it's Less

April 1, 2025

The workshop discussed the multilayered details that go into creating this Japanese classical poem.

BROWARD COUNTY CULTURAL DIVISION

Coconut Creek, Florida

Summer 2024

Recipient of an Individual Artist Grant to offer "Poetry in the Parks: Nature of Place" as a three-part workshop series in various parks throughout the city of Coconut Creek highlighting their natural habitat as a mean source to write poetry about.

CITY OF COCONUT CREEK

Coconut Creek, Florida

May 27, 2024

Featured poet at the Memorial Day Ceremony sponsored by the City of Coconut Creek, Florida

THE NORTH REGIONAL BROWARD COUNTY LIBRARY

Coconut Creek, Florida

Featured poetry instructor of a four-part for National Poetry Month workshop entitled "Writing to Connect us with the Emotions: Poetry of Pathos."

World of Brigadeiro: Participant Reading

April 24, 2024

Organized a poetry reading event sponsored by the North Regional Broward County Library and the City of Coconut Creek, Florida

Lettering the Love Letter

April 15, 2024

Explored strategies for crafting passionate and precise poems of the various definitions of love.

Embracing Grief with Gratitude

April 10, 2024

The workshop explored how grief is a moving and illuminating source for poetry.

Composing from Compassion

April 1, 2024

Workshop that examined how poets make sense of the world, express their deepest emotions, create healthy coping strategies for deep personal needs or articulate an overwhelming sense of joy.

THE CORAL SPRINGS COCONUT CREEK REGION CHAMBER

Spring 2024

Guest lecturer for the Chamber of Commerce Biz Academy. Taught a four-part series entitled "AI and the New Business Reality for Coral Springs and Coconut Creek."

MY FAVORITE POEMS CROSS-COUNTY MATCH UP

Aventura, Florida

October 21, 2023

Organized a reading as part of a twenty-person panel "favorite poems" reading in collaboration with the Office of Poet in the Miami-Dade County office of Mayor Daniela Levine Cava in collaboration with President Obama's Inaugural Poet, Richard Blanco.

THE SUPPLIER DIVERSITY EXCHANGE

Statewide Event, Florida

August 30, 2023

Featured guest poet at the annual partnership conference between Broward College Office of Supplier Relations & Diversity and The Florida Department of Management Services Office of Supplier Diversity.

CITY OF COCONUT CREEK

Coconut Creek, Florida

June 16, 2023

Organized featured student-poets at the "Juneteenth" event sponsored by the City of Coconut Creek, Florida.

CITY OF COCONUT CREEK	Coconut Creek, Florida	May 29, 2023
Featured poet at the Memorial Day Ceremony sponsored by the City of Coconut Creek, Florida		
LYONS CREEK MIDDLE SCHOOL	Coconut Creek, Florida	May 24, 2023
Featured poet in Mr. Oliver Gutierrez' 8 th Grade Social Studies class teaching the students how to write poems for Juneteenth.		
WORLD OF BIGADERIO	Coconut Creek, Florida	April 26, 2023
Organized a poetry reading event sponsored by the North Regional Broward County Library and the City of Coconut Creek, Florida.		
THE NORTH REGIONAL BROWARD COUNTY LIBRARY	Coconut Creek, Florida	
Featured poetry instructor of a four-part for National Poetry Month workshop entitled "Writing Poetry Portraits of Our Lives."		
<i>Write What You Know</i>		April 3, 2023
Workshop that examined how poets make sense of the world, express their deepest emotions, create healthy coping strategies for deep personal needs or articulate an overwhelming sense of joy.		
Poems about Family and Its Utterly Unique Bonds		April 5, 2023
The workshop explored how families are the complicated as the individuals that make them up.		
Poems of Place		April 10, 2023
Explored writings poems about various places that map our lives.		
Poems that Bear Witness		April 12, 2023
Explored how poetry archives historic experiences and develop writing strategies to clarify our own truths about history.		
BROWARD COLLEGE	Pembroke Pines, Florida	March 16, 2023
Featured poet alongside Ashley M. Jones, Poet Laureate of Alabama, as part of the 2023 AHCD SpringFest event is titled, "An Evening with America's Poet Laureates: A Virtual Panel."		
THE SENIOR CENTER	Coconut Creek, Florida	January 19, 2023
Featured poetry lecturer on the art of poetry entitles "What in Your Poem?" sponsored by the City of Coconut Creek, Florida		
CITY OF COCONUT CREEK	Coconut Creek, Florida	December 9, 2022
Featured poet at the "Jazz Under the Stars" event sponsored by the City of Coconut Creek, Florida		
CITY OF COCONUT CREEK	Coconut Creek, Florida	November 11, 2022
Featured poet at the Veterans Day Ceremony sponsored by the City of Coconut Creek, Florida		
CITY OF COCONUT CREEK	Coconut Creek, Florida	August 25, 2022
Poetry reading and appointment as First Poet Laureate of the City of Coconut Creek, Florida, first of any municipality in Broward County, Florida		
CITY OF COCONUT CREEK	Coconut Creek, Florida	May 30, 2022
Featured poet at the Memorial Day Ceremony sponsored by the City of Coconut Creek, Florida		
NOVA SOUTHEASTERN UNIVERISTY	Davie, Florida	November 14, 2019
Featured poet at the event "The Humane Experience – Poet and Art in Healthcare," sponsored by Martin and Gail Press Health Professions Division Library at NSU		
SWIRL WINE BISTRO	Coconut Creek, Florida	October 27, 2019
Featured poet at the event "Sunday Salon South Florida," a reading sponsored by Orange Island Arts Foundation		
ASSOCIATION OF FLORIDA COLLEGES	Palm Harbor, Florida	November 1-3, 2017
Lead an Educational Concurrent Session entitled "Seeing the Forest for the Trees: Using the Charrette Design Process to Create and Integrate Contextualized Gen Ed Learning Activities with Career-themed Material" at the 68th AFC Annual Meeting and Conference. Discussed the charrette design process – a collaborative exercise – how contextualized activities help students see the relevance in content they may not find inherently interesting, and shared information collected from its use.		

GIRLS' CLUB Read poetry at part of the event "Flip Out," an exhibit of sketchbooks by local artists and the release of the catalog <i>Self-Proliferation</i> "	Fort Lauderdale, Florida	June 25, 2016
THE GALERY AT THE AVALON Featured poet at the event "There will be Words #46"	Orlando, Florida	June 14, 2016
LUNA STAR CAFE Featured poet at the event "Return of the Native Son"	North Miami, Florida	June 2, 2016
BLACK DOG ON THE SQUARE Featured poet at the event "Literary Night"	Tallahassee, Florida	May 26, 2016
INKWOOD BOOKS Featured poet at the monthly reading series	Tampa, Florida	May 10, 2016
MIAMI BOOK FAIR INTERNATIONAL Read poetry as part of a panel event	Miami, Florida	November 22, 2015
GIRLS' CLUB Read newly released book of poems at launch party celebration	Fort Lauderdale, Florida	September 26, 2015
BOOKS AND BOOKS Guest poet for the Writer's on the Bay Reading Series	Coral Gables, Florida	September 13, 2015
GIRLS' CLUB <i>The Moment: Decoding Instances</i> Led workshop that examined characters and the relationships they build from the perspective of one episode in life.	Fort Lauderdale, Florida	March 19 and 28, 2015
<i>The Backdrop: The Language of Landscape</i> Led workshop that examined how the description of scene and place can reveal so much about characters and the relationships they build by discussing poems which use the page as its canvas.		April 16 and 25, 2015
<i>The Persona: The Fitting Room</i> Led workshop that examined the persona poem from the point of view of a speaker—the voice that sings or cries or whispers in the reader's ear – as a means to find closure in a situation or to understand human nature		May 21 and 30, 2015
MIAMI BOOK FAIR INTERNATIONAL Read poetry as part of a paneled event	Miami, Florida	November 22, 2014
MIAMI BOOK FAIR INTERNATIONAL Read poetry as part of a paneled event	Miami, Florida	November 23, 2013
PALM SPRINGS NORTH ELEMENTARY SCHOOL Honored guest speaker at the Author's Tea	Palm Springs North, Florida	October 24, 2013
MIAMI BOOK FAIR INTERNATIONAL Read poetry as part of a paneled event	Miami, Florida	November 24, 2012
MIAMI BOOK FAIR INTERNATIONAL Read poetry as part of a paneled event	Miami, Florida	November 19, 2011
MIAMI BOOK FAIR INTERNATIONAL Read poetry as part of a paneled event	Miami, Florida	November 20, 2010
MIAMI BOOK FAIR INTERNATIONAL Member of a Miami Poetry Collective's paneled poetry reading entitle "Eventually We Noticed the Smoke: A Poeme-Fleuve"	Miami, Florida	November 15, 2009
HIALEAH GARDENS ELEMENTARY SCHOOL Honored guest speaker at the Author's Tea	Hialeah Gardens, Florida	March 20, 2009

DADA RESTAURANT Guest judge of a slam poetry contest for the National Poetry Slam (NPS) district finals	Delray Beach, Florida	April 28, 2008
BROWARD COLLEGE, SOUTH CAMPUS Guest poetry instructor for Barbra Nightingale's undergraduate literature class	Pembroke Pines, Florida	April 21, 2008
BOOKS AND BOOKS Guest poet for the Writer's on the Bay Reading Series	Coral Gables, Florida	September 23, 2007
NOVA SOUTHEASTERN UNIVERSITY Guest workshop leader of "Award Winning Poets" for the Life Long Learning Institute	Miami, Florida	December 7, 2006
FIU'S WOMEN'S STUDIES CONFERENCE Organized a discussion panel to read at Florida International University. Presented a research project entitled, "A Creative Partnership: The Consciousness of Plath and Hughes."	Miami, Florida	March 28, 2006
PALM SPRINGS NORTH ELEMENTARY SCHOOL Honored guest speaker at the Author's Tea	Palm Springs North, Florida	October 6, 2005
NOVA SOUTHEASTERN UNIVERSITY Honored guest reader of poetry in conjunction with the Hannah Kahn Poetry Foundation	Davie, Florida	September 16, 2005
FLORIDA INTERNATIONAL UNIVERSITY Guest judge of a slam poetry contest for Denise Duhamel's undergraduate poetry class	Miami, Florida	November 29, 2005
FLORIDA INTERNATIONAL UNIVERSITY Guest poetry instructor for Scott Kass' undergraduate Introduction to Creative Writing class	Miami, Florida	November 3, 2005
FIU'S WOMEN'S STUDIES CONFERENCE Guest poet	Miami, Florida	March 29, 2005

INTERNSHIP EXPERIENCE

WEDDINGS BY ELAINE <i>Wedding Coordinator Intern</i>	Tallahassee, Florida	January 2002 – June 2004
<ul style="list-style-type: none"> • Assisted in wedding planning preparations and during the matrimonial rehearsal and ceremony • Scheduled and confirm event reservations • Assisted in the 2002 annual meeting of the Florida Funeral Directors Association 		
FLORIDA MEDICAL ASSOCIATION <i>Meeting Planner Intern</i>	Tallahassee, Florida	August 2001 – December 2001
<ul style="list-style-type: none"> • Assisted department chairman in planning several association meetings • Scheduled and confirmed event reservations • Designed spreadsheets and sent mailers via mail merge • Traveled onsite to a monthly association meeting 		

HONORS AND AWARDS

- 2024 Broward County Cultural Division Individual Artists Grant Recipient
- *Möbius Love Song*, a chapbook manuscript, was picked as a semifinalist in an intensely competitive 2023 Button Poetry Chapbook Contest
- 2022 Distinguished Professor for the Association of Florida Colleges
- 2022 Finalist for the Association of Florida College's Professor of the Year Award
- August 25, 2022, appointed First Poet Laureate of the City of Coconut Creek, Florida
- 2022 Robert Elmore Family Endowed Teaching Chair Award Recipient of Broward College
- Nominated as an Endowed Teaching Chair Award Recipient of Broward College in 2022, 2021, 2019, 2014, 2012, and 2009
- ACUE: Inspiring Inquiry & Lifelong Learners in Your Online Course microcredential December 2021
- ACUE: Promoting Active Online Learning microcredential April 2021
- ACUE: Creating an Inclusive and Supportive Online Learning Environment microcredential December 2020
- 2019 Sabbatical Recipient of Broward College

- Nominated as the 2016 Professor of the Year
- SPD Project Proposal Grant Recipient Summer 2015
- 2014 Wells Fargo Endowed Teaching Chair Award Recipient of Broward College
- Portion of the poem “Scenes from the Rearview Mirror” earned Third Honorable Mention in the 2013 Poetry Society of Virginia’s Adult Contest renamed as “Visions on Alligator Alley”
- Awards earned as the advisor of the Alpha Delta Rho Chapter of Phi Theta Kappa
 - Broward College Student Life Awards for the Phi Theta Kappa chapter, Alpha Delta Rho
 - Advisor of the Year
 - Organization of the Year
 - Event of the Year: Student Veterans Week
 - Regional Awards for the Phi Theta Kappa chapter, Alpha Delta Rho
 - Five-Star chapter status for 2012
 - First place in the Florida region for its "Honors in Action Project"
 - Fourth place in the Florida region as a "Most Distinguished Chapter"
 - Awarded one scholarship to send a member to the Phi Theta Kappa 2012 Honors Institute in Denver, Colorado June 2012
 - International Awards for the Phi Theta Kappa chapter, Alpha Delta Rho
 - Five-Star chapter status for 2012
 - Named in the top 100 of several thousand chapters within the organization
 - Awarded with 50 other chapters as having a “Most Distinguished chapter”
 - Named with 28 other chapters for conducting the “Most Distinguished Honors in Action Project”
 - Awarded five separate Pinnacle Awards for increasing member enrollment 151% from previous years
 - Awarded the Paragon Advisor award out of 1500+ chapter advisors within the Phi Theta Kappa organization
- 2008 Conference on College Composition and Communication Professional Equity Project Grant Recipient
- Florida International University Graduate Assistantship Recipient
- Bright Future’s Merit Scholarship Recipient
- Dean’s List – Florida International University
- Dean’s List – Florida State University

AFFILIATIONS

- Association of Florida Colleges (AFC)
- Association for the Study of Higher Education (ASHE)
- The Association of Writers and Writing Programs (AWP)
- Council for the study of Community Colleges (CSCC)
- Delta Epsilon Iota – Academic Honor Society
- Graduate English Association – Florida International University
- Leadership Broward
- Lambda Iota Tau – International Honor Society for Students of Literature
- Miami Poetry Collective
- The National Society of Leadership and Success (NSLS)
- Phi Theta Kappa International Honor Society (PTK)
- Phi Sigma Theta – National Honor Society
- Quality Enhancement Plan Scholar
- Society of Poetic Elements – Florida State University
- Women’s Club of Coconut Creek – Coconut Creek, Florida
- United Faculty of Florida (UFF)

Civil Service

APPLICANT INFORMATION

Applicant Name:	Stacey Miller
Address:	4440 NW 42 TER Coconut Creek 33073
District:	C
Phone Number:	9542953312
Email Address:	smiller@landmarkservicesllc.com
Applied Date:	2/28/2025 5:23:53 PM
Boards Selected:	Civil Service Parks and Recreation Advisory Planning and Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 26 years	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	Y
	How long have you been a business owner in Coconut Creek? (Years and/or months): 20 years	
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Becky Tooley 2021	
All	Have you graduated from the City `s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks and Recreation `s special events, volunteer activities, or fitness membership? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate Change, Education, Engineering, Environmental Science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban Planning?	Y
Planning and Zoning	I acknowledge that appointment to the Planning and Zoning Advisory Board requires the electronic filing of a Form 1 - Statement of Financial Interest document. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. [See Sections 112.3144 and 112.3145, Florida Statutes] (Planning and Zoning Advisory Board)	Y
Planning and Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental Science, Land Use, Land Development, Landscape Architecture, Law, Real Estate, Sustainability, or Urban Planning? (Planning and Zoning Advisory Board)	Y
Civil Service Parks and Recreation	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y

Advisory

Planning and
Zoning

Stacey M. Miller

7401 Wiles Road, Suite 331 | Coral Springs, Florida 33073
Cell 954-295-3312 smiller@landmarkservicesllc.com [LinkedIn](#)

Leadership Summary

Business owner / entrepreneur with 20 years' executive directorship, business association management, virtual office management, and corporate meeting/event planning and facilitation.

Summary of Qualifications

- Owner / entrepreneur
- Team Leader
- Time management / multi-task orientated
- Proficient in MS Office applications
- Proficient in Social Media marketing
- Comprehensive Event Coordination

Professional Experience

LANDMARK BUSINESS SERVICES, CORAL SPRINGS, FL

President, August 2006 – Present

- Launched a successful business and trade association management company
- Manage a team of consultants to provide daily services to multiple associations
- Coordination and management of:
 - o Events: golf tournaments, galas, conferences, webinars, strategic planning retreats
 - All event logistics
 - Contract negotiations
 - Onsite facilitation
 - o Tradeshow
 - o Financial management of operating accounts
 - o Marketing of meetings and special events
 - Social media promotions
 - Flyers
 - Analysis of promotion/marketing strategies
 - E-Campaign creation (Constant Contact, MailChimp)
 - Website updates for blogs, calendar, event pages (WordPress)
 - o Programming development
 - o Membership Recruitment & Retention
 - o Sponsorships and advertising sales
 - o Business development and promotion via leads and referrals
 - o Professional liaison for local and national affiliates
 - o Facilitate remote/virtual meetings via Zoom and MS Teams
 - o Develop and maintain strong relationships with community resources
 - o Blog writer

Education

MOLLOY COLLEGE, ROCKVILLE CENTRE, NY

Bachelor of Science in Psychology / Education, May 1994

Awards & Affiliations

- 2024 Recipient – Rebuild Broward Black Dresses & Blueprints – Women in Construction
- 2016 Recipient – 1 of 100 Outstanding Women in Broward County (Boys & Girls Club Broward County)
- Board Member – Cameras For Kids Foundation
- Board Member – Construction Recruiters Network
- Member – Circle of Wise Women, Junior Achievement of South Florida

References and Portfolio Available Upon Request

Civil Service

APPLICANT INFORMATION

Applicant Name:	Benjamin Nazario Vega
Address:	2505 ANTIGUA TER F1 Coconut Creek 33066
District:	B
Phone Number:	9545323156
Alt Phone Number:	9545921856
Email Address:	benazario@gmail.com
Applied Date:	3/22/2025 12:28:51 AM
Boards Selected:	Civil Service Parks and Recreation Advisory Planning and Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 18 yrs.	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	N
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	Y
	Currently Serving: Parks and Recreation Advisory Jackie Railey	
All	Have you ever served on a City Board?	Y
	Served Prior: Belvedere, Railey 2022, 2024	
All	Have you graduated from the City's Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks and Recreation's special events, volunteer activities, or fitness membership? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate Change, Education, Engineering, Environmental Science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban Planning?	Y
Planning and Zoning	I acknowledge that appointment to the Planning and Zoning Advisory Board requires the electronic filing of a Form 1 - Statement of Financial Interest document. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. [See Sections 112.3144 and 112.3145, Florida Statutes] (Planning and Zoning Advisory Board)	Y
Planning and Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental Science, Land Use, Land Development, Landscape Architecture, Law, Real Estate, Sustainability, or Urban Planning? (Planning and Zoning Advisory Board)	Y

Civil Service Parks and Recreation Advisory Planning and Zoning	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y
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RESUME

BENJAMIN I. NAZARIO VEGA

2505 Antigua Terrace, F-1

Telephone Number: (954) 532-3156

Coconut Creek, FL 33066

Objective: As a retired engineer, I seek to serve my community where possible. Recent member of the Coconut Creek Parks & Recreation Advisory Board [2024-25]. Presently a member of American Legion Post 142, Pompano Beach, and a Volunteer with AARP Livable & Age Friendly Community Advocacy Team and my Church. Past member of Parks & Recreation Advisory Board.

Work Experience:

Benjamin I. Nazario, Registered Engineer — U. S. Virgin Islands **2003 - 2006**

Self-employed performing Construction and Project Management, Construction Site Inspection and Surveys, and Engineering Surveys on contract basis in the V. I. as available.

Virgin Islands Housing Authority (VIHA), St. Croix, USVI **1995 - 2002**

Director of Modernization

Responsible for the administration and management of the Department of Modernization, St. Croix district. Supervised two (2) Project Managers, four (4) Inspectors, and one (1) Secretary monitoring new construction, demolition, and renovation projects in public housing communities. Administered and monitored Hurricane damage repairs and reconstruction of a 400-unit public housing community by FEMA & U. S. Army Corps of Engineers. Coordinated the inspection and repairs for Hurricane Marilyn and other natural hazard mitigation for VIHA on St. Croix. Interacted with and initiated reports for the U. S. Department of Housing and Urban Development (HUD) on VIHA activities on St. Croix district; and initiated Community Development Block Grant (CDBG) applications for hazard mitigation and renovation projects. Monitored contractor compliance with abatement of hazardous materials, both lead-based paint (LBP) and asbestos abatement.

Government of the U. S. Virgin Islands

Department of Planning & Natural Resources

1990-1995

Director, Division of Environmental Protection

Responsible for the administration and management of the Division of Environmental Protection. The Division administered seven (7) federally funded environmental program grants totaling over \$1.5 million dollars, supervised administrative and technical staff of over twenty (20) employees, coordinated the Territory's response with the U. S. Environmental Protection Agency (USEPA), oversaw the issuance of environmental permits and the enforcement of the environmental statutes. Coordinated hazards response with the Virgin Islands Territorial Emergency Management Agency (VITEMA).

Department of Conservation & Cultural Affairs

1984-1990

Director, Division of Coastal Zone Management

Responsible for the administration and management of the U. S. Virgin Islands Coastal Zone Management program. The Division reviews all applications for subdivisions, earth change permits, and development in the Territory's Tier I Zone (coastal waters), issues' permits, and leases for the use and occupancy of the trust lands and other submerged filled lands.

RESUME

Benjamin I. Nazario Vega

Page 2

Worldwide Protein VI Inc. St. Croix, VI

1982-1984

Project Engineer

Responsible charge for the revamp of a mariculture and Ocean Thermal Current (OTC) technology facility on St. Croix, and the construction of a mariculture facility for shrimp and fish on the island of Long Island, Bahamas for the Worldwide. Protein Bahamas Ltd.

Hess Oil Virgin Islands Corp. (HOVIC), St. Croix

1969 -1982

Construction Project Superintendent

Responsible for civil construction performed at the refinery by a 200-man contractual labor force under the company's supervision and several contract projects. Project Engineer on \$23 million, 52 acre, St. Croix "Limetree Bay Container Port" project from design phase through construction until project was turned over to the USVI Government.

Senior Project Engineer

Responsible for the layout of all construction projects, contractual construction of piping and supporting structures, building foundations, soil exploration, earthwork, marine and docking facilities, pile structures and cofferdams, roads, and property surveys.

Government of the U. S. Virgin Islands

Department of Public Works, St. Croix

1967 -1969

Public Works Project Supervisor

Resident inspector at a 316-house units Residential Housing Project constructed for the V. I. Urban Renewal and Development Agency.

Education:

Graduated from the New York City Community College, Brooklyn, New York with an Associate Degree in Applied Science, Major in Mechanical Technology. Attended Hunter College in New York City and the University of the Virgin Islands, St. Croix Campus.

Military Service:

1954 -1967

Served thirteen (13) years in the New York Air National Guard {NYANG}, a reserve component of the U. S. Air Force. Participated in active duty airlifting cargo flights to Vietnam and other military destinations with the U. S. Air Force as a Panel Flight Engineer on C-97G aircraft. Attained the rank of Master Sergeant (E-7) and received an Honorable Discharge.

Professional License:

Registered Engineer License No. 212E, U. S. Virgin Islands

Civil Service

APPLICANT INFORMATION

Applicant Name:	Alene B Smith
Address:	2465 Ginger Ave Coconut Creek 33063
District:	A
Phone Number:	9546494705
Email Address:	lenis1@comcast.net
Applied Date:	3/11/2025 5:56:01 AM
Boards Selected:	Civil Service

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 16 years	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	N
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	Y
	Currently Serving: Civil Service Sandra Welch	
All	Have you ever served on a City Board?	Y
	Served Prior: Sandra Welch 2	
All	Have you graduated from the City`s Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	N
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y

Alene (“Leni”) Smith

2465 Ginger Avenue • Coconut Creek, Florida 33063 • (954) 649-4705 • Lenis1@comcast.net

OVERVIEW

Resourceful • Results-Oriented Senior-Level Professional • Operations / Logistics / Events / Facilities

Significant non-profit, corporate and private sector experience. Extensive diversified experience with documented successes in operations, budgeting and logistics. Proven record of executing under pressure and multi-tasking, while achieving strong, sustainable results. Strong background in special events.

STRENGTHS, SKILLS, & VALUES

- Building management
- Budget, finance/expense control
- Proposal review
- Contract negotiation
- Meeting planning
- Troubleshooting
- Project planning/management
- Client/vendor/sponsor relationships
- Operations and administration
- Event production
- Crisis management
- Collaborative business partner
- Logistics
- Travel planning
- Quality assurance
- On-site management
- Research
- Loyal leader

EXECUTIVE SUMMARY

- ***Astute project manager:*** Excels at overseeing projects from conception to completion. Employing a high-energy approach, sets effective priorities, manages multiple tasks and coordinates all aspects of each project.
- ***Strategic thinker and problem solver:*** Initiates and executes short and long-term tactical plans, develops timelines and manages project implementations accomplishing all encompassing results. Utilizes a skillful and organized approach to broaden the focus, all while maintaining a laser focus on the details.
- ***Meticulous planner*** who thrives in the details by masterfully assessing a current situation, determining the needs of the mission, and reorganizing for success, sometimes under the most stressful conditions of time and resources.

PROFESSIONAL EXPERIENCE

Junior Achievement of South Florida (JASF) / JA World Huizenga Center at Broward College 2008-Present

Junior Achievement of South Florida is a non-profit organization that was founded locally in 1959 by the Fort Lauderdale Rotary Club. Programs now span grades K-12, with age-appropriate curricula designed to teach elementary students about their roles as individuals, workers, and consumers and to prepare middle grade and high school students for key economic and workforce issues they will face. Junior Achievement programs reached over 50,000 Broward and south Palm Beach County students annually.

SR. Director of Operations (2010-present)

Responsible for day to daily operations of a 60,000 sq. ft. specialty purpose building:

- Ensure all systems are maintained and code compliant including fire, plumbing, electrical
- Plan all safety training for staff
- Track and maintain insurance for the building as well as numerous vendors, contractors, and clients

- Responsible for all facility budget's
- Event logistics
- Program and maintain HVAC operations
- Developed a special operations emergency plan to assure the safety of all staff and up to 500 students daily
- Negotiated and executed contracts with all vendors and contractors
- Liaison between Broward College (land owner) and Junior Achievement of South Florida
- Responsible for all government inspections
- Site planning for numerous events ranging in size from 10 to over 1,000 attendees
- Managed the maintenance/upkeep of all building components

Owners Representative (2008-2010)

- Liaison between JASF, architect and general contractor
- Researched the needs of JA programs to ensure that the building would meet those needs
- Worked closely with architect and engineers to modify the original design to better fit the needs
- Issued change orders to contractor
- On-site representation from ground breaking through Certificate of Occupancy
- Negotiated with suppliers and sub-contractors in order to purchase direct, saving JASF over \$500,000
- Worked with sponsors, "tenants," architects, designers and sub-contractors for the successful build-out of over 60 storefronts
- Coordinated the completion of punch list items

MDM Group, Ltd. / Pro Series Inc. – Miami Beach Air & Sea Show

2017-2023

Coordinated logistics for Media day and enlistee recruitment ceremony.
Liaison between Air Operations and Coast Guard Air Station

Director of Media Day & Air Operations Support Coast Guard Air Station Opa-Locka

MDM Group, Ltd. / Pro Series Inc. - Fort Lauderdale Air & Sea Show

1996 - 2008

Director of Ground Operations

Coordinated all aspects of this special event which attracted more than 4 million spectators over a three-day period to this free-to-the-public event. Worked closely with all governmental agencies and contractors to build a "Temporary City" in order to produce the event. Designed the site plan for over 5 miles of area to insure functionality and safety in order to execute a successful and safe event.

- Included all site-plan design and implementation for the infrastructure
- Planned and coordinate: electrical needs, plumbing needs, offices, security plan, signage, fencing, sanitary, communications, credentials, cleaning services, sound and staging, tenting, transportation and parking, road closures, VIP seating, Food & Beverage to both the private areas as well as the general public
- Ground logistics for two Air & Sea Shows in Oswego, NY
- Planned and implemented all corporate and personal meetings including travel and hotel negotiations and bookings

Personal Confidential Assistant to President

- Planned and coordinated: All business and family travel: Hired and oversaw all construction renovation for both commercial and residential properties: Planned and implemented parties for personal and military guests
- Responsible for provisioning and maintaining the residence and corporate yacht

Junior Achievement of South Florida (JASF)

1994 to 1996

Director of Special Events

- Responsible for coordinating and executing numerous fundraising events, always exceeding the financial goals
- Mini "Formula" Cart Races, Golf Tournament, Gala, Bowl-A-Thon
- Networking to continually recruit supporters and donations
- Responsible for recruiting all volunteers needed to successfully staff events

COMMUNITY INVOLVEMENT / SPECIAL INTERESTS

- City of Coconut Creek Civil Service Board 2023-24
- City of Coconut Creek Citizens Academy Graduate 2023
- City of Coconut Creek Ambassador
- City of Coconut Creek Safety Advisory Board 2022
- Tamarind Village HOA – Arbitration Committee 2023
- Tamarind Village HOA – Architectural Committee 2024
- Parachute Jump with the Army Golden Knights
- Rappelled off 12 story hotel to raise money for Gilda's Club
- Hiked five continuous days on the Appalachian Trail
- Whitewater rafted on seven Rivers
- US Army Golden Knight Baton Recipient
- Architectural Review Chair for Homeowners Association
- Blockbuster & Carquest Bowl – Past Social Chairwoman
- Broward Economic Development Council – Past Member
- Contemporaries of the Museum of Art – Past Social chairwoman
- Cystic Fibrosis Foundation – Past Volunteer
- Honda Golf Classic – Past Volunteer
- Junior League – Past Member
- Lipton Championship Tennis – Past Volunteer
- Super Bowl – Past Volunteer

ADDITIONAL SKILLS / TRAINING / CERTIFICATIONS

- MS Office, MS Teams, Outlook, ACT, Raiser's Edge, Quicken, I-VUE, Internet, Sharepoint
- C.E.R.T. Coconut Creek & Coral Springs
- FEMA IS-100
- FEMA IS-700
- State of Florida Licensed Real Estate Broker (Former Commercial Appraisal Designation)
- CPR / First Aid
- Safety and Active Shooter Training
- Former USCG Operators License
- "Safe Driver" license status
- State of Florida Notary

Civil Service

APPLICANT INFORMATION

Applicant Name:	Nikki-Ann Thomson
Address:	4383 NW 42 CT Coconut Creek 33073
District:	C
Phone Number:	9548543054
Email Address:	nikkiannthomson@gmail.com
Applied Date:	2/24/2025 10:47:46 AM
Boards Selected:	Civil Service Parks and Recreation Advisory Planning and Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	How long have you been a full-time resident of Coconut Creek? (Years and/or months): 18	
All	Are you at least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the City for operation at the location?	N
	How long have you been a business owner in Coconut Creek? (Years and/or months): 0	
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City of Coconut Creek?	N
All	Are you a member of a current City Board?	Y
	Currently Serving: Sandra Welch	
All	Have you ever served on a City Board?	Y
	Served Prior: Civil Service 2023	
All	Have you graduated from the City`s Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks and Recreation`s special events, volunteer activities, or fitness membership? (Parks and Recreation Advisory Board)	N
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity? (Parks and Recreation Advisory Board)	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate Change, Education, Engineering, Environmental Science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban Planning?	Y
Planning and Zoning	I acknowledge that appointment to the Planning and Zoning Advisory Board requires the electronic filing of a Form 1 - Statement of Financial Interest document. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. All elected state and local public officers are required to file a financial disclosure form and many appointed board members also must file. [See Sections 112.3144 and 112.3145, Florida Statutes] (Planning and Zoning Advisory Board)	Y
Planning and Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental Science, Land Use, Land Development, Landscape Architecture, Law, Real Estate, Sustainability, or Urban Planning? (Planning and Zoning Advisory Board)	Y

Civil Service Parks and Recreation Advisory Planning and Zoning	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility? (Civil Service Board, Parks and Recreation Advisory Board, Planning and Zoning Advisory Board)	Y
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Nikki-Ann Thomson

nikkiannthomson@gmail.com

954-854-3054

Professional Summary

Accomplished Professional bringing proven expertise in Claims, Risk, Compliance and Construction Management. Excellent interpersonal and team leadership abilities. Significant experience with Property and Casualty insurance, ranging from Underwriting to Claims.

Experience

All Lines Independent Insurance Adjuster

May 2019 - Current

All Lines Adjuster LLC

Coconut Creek, FL

- Worked as an independent contractor in handling a wide array of assignments including doing residential and commercial property re-inspections with public adjusters, field adjusters, contractors, plumbers, electricians, engineers, mitigation teams, etc.
- Ascertaining cause of loss and delineating damages in order to make equitable compensation for damages attributable to the reported claim.
- Conducted underwriting review of the application, underwriting file, declarations page, policy, mitigation credits, and other public records to determine activity at property.
- Reviewed claims previously investigated by insurance adjusters to add new level of review and make final determination about payment authorizations.
- Effectively resolved complex claims with severe exposure levels by using exceptional file handling abilities.
- Effective and experienced manager with proven ability to lead, motivate, empower, guide and organize diverse staff to provide innovative, effective and efficient coordination of processes and implementing such.
- Employed meditation techniques to improve the level of communication between disputants and increase their understanding of each other's issues.
- Applied the relevant laws, regulations and policies, combined with related precedents and personal expertise, to reach fair and equitable conclusions.

Senior Claims Adjuster

Jul 2017 - Mar 2019

Heritage Insurance Company

Sunrise, FL

- Investigates, evaluates, and finalizes claims resulting from property and casualty losses.
- Maintained accurate documentation to retain claim file integrity.
- Investigated claims using technical knowledge of the insurance company's requirements and the industry's standards.
- Negotiated settlements for each claim and assisted with litigation when settlements could not be reached.

- Effectively resolved complex claims with severe exposure levels by using exceptional file handling abilities.
- Roundtabled data analytics to executive team and principals, to make recommendations re: policy and claim management.
- Actively communicated with construction and other vendors to ensure timely and comprehensive completion of projects.

*Compliance and Underwriting Manager
IWS Acquisition Corporation*

*Dec 2011 - Mar 2016
Boca Raton, FL*

- Worked with public or private sector procurement processes, including services to vendors or vendor support
- Collaborated with business unit managers to discern and address service needs of specific customer classes.
- Designed cross-functional financial policies to reduce redundancies and expedite customer application processing.
- Oversaw group-wide compliance with underwriting and sales goals, addressing any deficits in collaboration with appropriate personnel.
- Monitored credit quality of return customers to prevent high-risk loan disbursements.
- Analyzed high-volume loan requests for important business customers, aligning financial responses with internal financial goals.
- Determined the appropriate premiums and amounts of coverage, preventing both under- and over-insured consumers.
- Kept fair mix of risk and mitigation, helping company maintain robust revenue stream without taking on too much risk.
- Made the final determination to either approve or deny the request for insurance.
- Carefully evaluated insurance applications to check the risk level of insuring the client.

Education

*Master of Science: Disaster and Emergency Management
Nova Southeastern University*

*Dec 2021
Ft. Lauderdale, FL*

*Master of Business Administration: Organizational Management
University of Phoenix*

*Sep 2006
Ft. Lauderdale, FL*

*Bachelor of Arts: English
Florida State University*

*Aug 2004
Tallahassee, FL*

Certifications

- FEMA-NFIP-Commercial and Residential Large Loss-SSID0005683203
- SCLA- American Educational Institute
- Accredited All Lines Claims Adjuster-FL#D025199
- Florida Emergency Preparedness Association-Member
- NPN-3637712

Accomplishments

- Maintained states statutes, regulatory updates, and case law on applicable states for the carrier
- Coordinated, addressed and attended Mediations/Neutral Evaluations and Appraisals Responded to Department of Financial Services complaints to conclude disputes (TX, SC, FL)
- Determined the validity of Appraisal Demands, Civil Remedy Notices and assisted law firms with handling
- Trained adjusters and examiners in regards to compliance, reserves (indemnity & expense)
- Provided weekly reviews on statistics/trends to Executives
- Reviewed field adjuster reports and estimates of damaged residential properties to request payments
- Negotiated claims settlements with the insured's, public adjusters and attorneys
- Prepared property risk assessment review and inspection reports pre-loss and the claim inspection reports post-loss Investigated and settled commercial & residential hurricane losses, in excess of \$1,000,000.
- Coordinated with property management companies and the Condominium Associations the safe return of homeowners
- Reviewed and investigated 25-30 auto claims per week
- Settled cases based on facts and merits of the files
- Prepared financial reports for management review related to liability, subrogation and salvage.
- Researched compliance of 1200 Allstate agents writing property policies
- Trained the audit team of 4 members to conduct field inspections for underwriting and claims
- Consulted on fair claims handling practices, bad faith, policy conditions
- Advised claims team regarding, estoppels, waivers, preservation of evidence, subrogation potential
- Contracted with various insurance companies through third party administrators handling claims
- Worked assignments for Lloyd's of London, CJW, Zurich, ZC Sterling NCA Group, Florida Select, Texas Select, York STB, First Protective and St Paul, Universal North America.
- Accomplished Insurance professional bringing proven expertise in claims operations and practices.