

# Carlos Mondesir

[mondescarlos@gmail.com](mailto:mondescarlos@gmail.com) - 954-692-4001

United State Air Force Veteran

## EDUCATION AND TRAINING

---

**Florida International University** | Class of Spring 2020

Master in Public Administration

\*Received early administration to graduate school in Summer '18

**Florida International University** | Class of Spring 2019

Bachelor in Public Administration Major | 3.89 GPA | Dean's List Fall '17 and Spring '18

Certificate in National Security Studies

Certificate in Public Policy Studies

### Honor Societies

Tau Sigma

Phi Kappa Phi

Golden Key

Sigma Alpha Lambda

**Broward College** | Summer '17

Undergraduate Transfer | 3.6 GPA | Dean's List Summer '17

**Community College of the Air Force** | Class of April '17

Associate of Applied Science in Criminal Justice

**Dillard High** | June '13

Emerging Technology Magnet Program (Game Design and Simulation)

## WORK EXPERIENCE

---

**City of Pompano Beach Human Resources Department**

**Receptionist | April 2018 - Present**

Responsible for handling general inquiries, filing employee records, and processing public records request and subpoenas. Assisting the HR Specialist and Clerk with conducting seminars, onboarding, policy review, mass policy distribution, the departments paperless initiative, and other responsibilities. Perform work assigned by the Human Resources Director and Senior Analyst.

**City of Plantation Police Department**

**Records Assistant | March 2017 - March 2018**

Was responsible for preparation, entry, and maintenance of records in accordance with Florida State Statue 119. Filed citations, DNA reports, case filing recommendation, crime analysis reports, and other documents. Performed background checks, fingerprinting, processed report service request, collected fees, and work assigned by the Records Systems Coordinator.

**United States Air Force (Active Duty) | Wright-Patterson AFB**

**Senior Airman | Law Enforcement Officer (Security Forces) | June 2014 - December 2016**

Managed Entry Control Points, performed vehicle inspections, background checks, and served as a quick response force. Also, provided security for VIPs, served as sentry for VIPS planes and those assigned to 445 Airlift Wing, and other law enforcement responsibilities

## PAST ORGANIZATION AND COMMUNITY INVOLVEMENT

---

Wright-Patterson AFB Rising 6

Habitat for Humanity of Greater Dayton

JB San Antonio, Peer Advisers for Change

Broward County League of Cities

Florida Students Working Against Tobacco

Kappa Alpha Phi Youth Leadership

Development League

Dillard High School Air Force JROTC