

OBJECTIVE

To provide public service using 7 years of experience in Municipal Clerk's Office setting. Experience includes preparation of public and quasi-judicial hearing notices; composing and preparing resolutions and ordinances; serving as liaison to the Commission and board members, including minute taking and transcription; assisting in employee hiring and training; budget preparations; processing and monitoring of expenditures; public election coordination and support; and research and production of public records requests.

EXPERIENCE

Town Clerk, TOWN OF LAUDERDALE-BY-THE-SEA, Lauderdale-By-The-Sea, Florida (06/2014 to present)

Perform daily town clerk functions, provide administrative support to Town Manager and Commissioners:

- Create agendas and prepare minutes for Commission and public hearings
- Attend and record Commission meetings
- Coordinate Municipal Election
- Review Commission action and process required documentation
- Compose proclamations, reports, and correspondence
- Initiate Records Management Program
- Streamline the organization of the Town's official documents
- Attest to Town ordinances, resolutions, agreements, and contracts
- Assist Town departments with document searches
- Create effective working relationships with other Town departments
- Prepare and coordinate all advertisements
- Receive and deposit funds
- Audit monies collected and posted
- Assist in the preparation of the Town's budget
- Responsible for responding to all public records requests
- Accurately maintain official Town records
- Reconciling bank deposits
- Supervise the codification of Town ordinances
- Review department payroll
- Assist in the editing of Town's newsletter
- Serve as liaison to the general public
- Custodian of Records
- Contract Administrator
- Contact person for procurement solicitations

Deputy Clerk, TOWN OF LAUDERDALE-BY-THE-SEA, Lauderdale-By-The-Sea, Florida (08/2013 to 06/2014)

Performed as Acting Town Clerk. Provided administrative support to Town Clerk, Town Manager and Commissioners.

- Assist Town Clerk in daily functions of the office

- Assist in the creation of agendas and transcription of minutes for Commission
- Attend Commission meetings, as needed
- Compose proclamations, reports, and correspondence
- Responsible for collection of monies for citations; processing appeals
- Coordinate Commission's requests for information
- Assist in the coordination of special State election and regular municipal election
- Respond to requests for information, search files for necessary documentation
- Distribution of various parking permits
- Verify payroll information for Office Specialist position
- Prepare cash receipts for deposit
- Create forms to streamline auditing process within the department
- Monitor the dispersal of payroll checks; distribute all in-coming mail
- Assist in the editing of Town's newsletter

Senior Office Specialist, TOWN OF LAUDERDALE-BY-THE-SEA, Lauderdale-By-The-Sea, Florida (01/2013 – 08/2013)

Organized and carried out a wide variety of administrative functions; provided information to the public or customers.

- Answer phones
- Record searches
- Received and routed outgoing and incoming mail
- Maintained and updated electronic records
- Maintained department supplies
- Received quotes or bids
- Processed purchase order request
- Index and file correspondence
- Coordinated responses for requested information
- Monitors contracts for compliance
- Back-up support for Town Hall Reception Desk
- Responsible for the completion of codification for the Village's ordinances
- Organize meetings, arrange travel, and monitor travel expenses
- Provide administrative support in coordinating elections
- Compose advertisements for public hearings
- Maintain inventory of Town owned property and equipment
- Provide support with collection of taxes
- Backup for the preparation of payroll; distribution
- Responsible for research/production of documentation/information based on public records requests
- Assist in training for new employees
- Provide customer service to the general public

Accounting Specialist, TOWN OF Lauderdale-By-The-Sea, Lauderdale-By-The-Sea, Florida (01/2012 – 01/2013)

Assist Finance Director in daily functions, maintaining various department records and updating assigned accounts, performing various administrative support duties relevant to the accurate maintenance of assigned account duties.

- Payroll
- Verified all invoices/ receipts received through unit checks and balance procedure
- Prepared banking deposits
- Generated a variety of reports and statements relating to assigned accounts
- Responded to inquiries concerning records and assigned accounts
- Accounts Payable – Data Entry
- Generated vendor payment
- Assisted in Budget preparation

Accounts Payable, Residential Accounts Receivable, BERGER COMMERCIAL REALTY, Fort Lauderdale, Florida (05/2009 to 07/2011)

- Processed Commercial payments
- Processed rental payments
- Processed residential utility payments
- Bank Deposits
- Bank Reconciliation

Accounts Payable, CBRE, Fort Lauderdale, Florida (02/2004 – 07/2008)

- Account payables for over 2 million square feet of commercial real estate

EDUCATION

Attended Florida A&M University

Certified Municipal Clerk

Registered Parliamentarian – In progress

MEMBERSHIP

Florida Association of City Clerks

Broward County Association of City Clerks

International Institute of Municipal Clerks

National Association of Parliamentarians

PERSONAL REFERENCES

Available upon request