Profile

Begin by inserting your email address. If you have an existing account, a message will be delivered to the email address on file. Please use a single email address throughout your experience with the Pinellas Boards, Councils, and Committees application. For specific instructions, visit www.pinellascounty.org/boards/applicants.htm.

Submit Date: Nov 19, 2017

Mr				
Prefix				
Oscar		Seguban		
First Name	Middle Initial	Last Name		
oseguban@gmail.com				
Email Address				
2600 65th Avenue North				
Street Address			Suite or Apt	
St. Petersburg			FL	33702
City			State	Postal Code
Home: (352) 410-3031	Business:	(800) 753-9104		
Primary Phone	Alternate Phone			
A1 Teletronics Inc.	Senior Acc	count Managee		
Employer	Job Title			
Sales Description				
Which Boards would you l	like to apply for	2		
	ike to apply for	f		
Lealman Community Redevel	opment Area Advi	sory Committee: Sub	mitted	
Are you currently a Pinella	s County reside	ent?		
⊙ Yes ⊜ No				
Yes C No				

Oscar Seguban Page 1 of 5

1.0			_	Disallas	C		4	la a	1	_
ш	vou	are	а	rinelias	County	resident.	101	HOW	IOHU	:

Are you registered to vote in Pinellas County?
⊙ Yes ○ No
Are you currently serving on any Pinellas County boards, councils, or committees?
○ Yes ○ No
If you are currently serving on any Pinellas County boards, councils, or committees, please name.
Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?
○ Yes ⓒ No
If you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County, please explain.
Do you serve on any state, regional or local government boards, councils or committees?
○ Yes ⊙ No
If you serve on any state, regional or local government boards, councils or committees, please explain.
Are you current with all taxes and any other financial obligations?
⊙ Yes ⊙ No

Oscar Seguban Page 2 of 5

If you are not current with all taxes and any other financial obligations, please explain.

Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
○ Yes ○ No
If you have been convicted of a Public Entity Crime, please explain.
Have you been convicted of a financial felony?
If you have been convicted of a financial felony, please explain.
Have you ever been convicted of a crime against children or seniors?
○ Yes ⊙ No
If you have ever been convicted of a crime against children or seniors, please explain.
Are you currently, or have you ever sued Pinellas County?

If you currently, or have ever sued Pinellas County, please explain.

○ Yes
 ○ No

Oscar Seguban Page 3 of 5

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)
C Yes ⊙ No
If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.
Interests & Experiences
State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.
Upload a Resume
Demographics
Ethnicity
Asian or Pacific Islander
Gender
✓ Male
05/18/1958 Date of Birth
The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:

Oscar Seguban Page 4 of 5

understand the responsibilities and commitment of time associated with an appointment t	
a Pinellas County board, council or committee.	

✓ I Agree *

Oscar Seguban Page 5 of 5

Profile

Begin by inserting your email address. If you have an existing account, a message will be delivered to the email address on file. Please use a single email address throughout your experience with the Pinellas Boards, Councils, and Committees application. For specific instructions, visit www.pinellascounty.org/boards/applicants.htm.

Submit Date: Jan 06, 2018

Mr.				
Prefix				
Roger	L	Byrd		
First Name	Middle Initial	Last Name		
letrogerdoit@gmail.com				
Email Address				
5044 Panther Drive				
Street Address			Suite or Apt	
Spring Hill			FL	34607
City			State	Postal Code
Home: (636) 262-5564	Home: (63	6) 219-9137		
Primary Phone	Alternate Phone	·		
Self Employed	President	LRDI L.L.C.		
Employer	Job Title			
Designer Builder Developer				
Designer Builder Developer Occupation				
Which Boards would you lil	ke to apply for?			
		•		
Lealman Community Redevelo	pment Area Advi	sory Committee: Su	ıbmitted	
_				
Are you currently a Pinellas	County reside	ent?		
○ Yes ○ No				

Roger L Byrd Page 1 of 5

Roger L Byrd Page 2 of 5

⊙ Yes ⊙ No

If you are not current with all taxes and any other financial obligations, please explain.

Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
○ Yes ⊙ No
If you have been convicted of a Public Entity Crime, please explain.
Have you been convicted of a financial felony?
○ Yes ○ No
If you have been convicted of a financial felony, please explain.
Have you ever been convicted of a crime against children or seniors?
○ Yes ⊙ No
If you have ever been convicted of a crime against children or seniors, please explain.
Are you currently, or have you ever sued Pinellas County?

Roger L Byrd Page 3 of 5

If you currently, or have ever sued Pinellas County, please explain.

○ Yes
 ○ No

Have you ever been arrested, charged, or indicted for violation of any federal, state, county,
or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil
penalty of \$150 or less was paid)

O Yes O No

If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.

Interests & Experiences

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.

I am an experienced design build general contractor. Developer. I have been working for some time after moving to Florida developing plans, costing, studying land use requirements, developments costs, possible relationships with governmental, charitable, for profit providers, and not for profit providers like The Florida Coalition for the Homeless. My goal was to consult and or build safe, affordable, low income housing up and down the Florida gulf coast. I have made several attempts already to meet with the county to be involved. Given my efforts, I am surprised I was not invited to apply. I have purchased, designed, and developed both residential and commercial developments personally. Besides my personal professional experience my brother owned one of the largest Civil Engineering companies in the Midwest for 25 years. I have been involved with, studied, or contributed to many more projects than I personally built or owned, either as a consultant or as a liaison. I have worked with Planning and Zoning Commissions, Construction departments, Met with boards both privately and publicly. Attending public hearings and addressed concerns of citizens. Worked with multiple vendors in disciplines in the process.

Upload	а	Resume
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Demographics

Roger L Byrd Page 4 of 5

Ethnicity
✓ Prefer not to Answer
Gender
✓ Male
10/04/1959
Date of Birth
The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:
I understand the responsibilities and commitment of time associated with an appointment to a Pinellas County board, council or committee.
✓ I Agree *
E

Roger L Byrd Page 5 of 5

ROGER BYRD

OBJECTIVE

To use the skills and experience I have acquired over my career to assist others in achieving their business objectives.

EXPERIENCE

2011-2015 Roger Byrd Residential Services Saint Charles, MO/

Spring

Hill, Fl

Owner / Operator

- Residentai; l Rehab and Remodel Serives
- Residential Property Management.
- Foreclosure Restoration and Remarketing.

2007-2011 Space Builders

Saint Charles, MO

Owner / Operator

- Design Build Commercial General Contractor.
- 10 Million in personal sales revenues in this period.
- Performed all duties required to complete projects from design to occupancy.

2003-2007 Space Builders

Saint Charles, MO

Project Manager / Commercial General Contractors

- Hired and managed all sub-contractors.
- Completed all bid work and client submittals for permits.
- Purchase windows, doors, hardware, accessories to complete projects.

2001-2003 HMI Concrete and ExcavationSaint Charles, MO

Owner / Operator

- Commercial and residential concrete services.
- Commercial and residential grading and hauling services.
- Successful start up that leads to Space Builders acquisition.

EDUCATION

1978 Graduate

Central High School

Florissant, MO

- Some college course work completed at community college.
- Self taught Microsoft office products word, excel, PowerPoint.
- Self taught computer construction requirements.

INTERESTS

Local volunteer in housing improvement charity. Faith based group with a focus on minorities and the physically challenged.

Lead consultant to "The Mission Comtimues" a national non-profit empowing veterans to improve their community and social skills.

Outdoorsman and former hunter education volunteer.

CONTACT

5044 Panther Drive, Spring Hill, FL. 34607

3822 Towers Road, St. Charles, MO. 63304

636-262-5564

rogerbyrd@hotmail.com

Profile

Begin by inserting your email address. If you have an existing account, a message will be delivered to the email address on file. Please use a single email address throughout your experience with the Pinellas Boards, Councils, and Committees application. For specific instructions, visit www.pinellascounty.org/boards/applicants.htm.

Submit Date: Dec 17, 2017

Mr				
Prefix				
Edward		Haylock		
First Name	Middle Initial	Last Name		
edyhay03@gmail.com				
mail Address				
6040 Dunbeath St N			_	
Street Address			Suite or Apt	
St. Petersburg			FL	33709
City			State	Postal Code
Mobile: (727) 479-8415	Business:	(813) 344-6210		
Primary Phone	Alternate Phone			
MCC Brokerage	Regional S	Sales Director	_	
Employer	Job Title			
Salaa				
Sales Occupation				
Which Boards would you li	ike to apply for	?		
Lealman Community Redevelo	opment Area Advi	sory Committee: Sub	mitted	
Are you currently a Pinella	s County reside	ent?		
⊙ Yes ○ No				

Edward Haylock Page 1 of 5

38 years
If you are a Pinellas County resident, for how long?
Are you registered to vote in Pinellas County?
⊙ Yes ⊙ No
Are you currently serving on any Pinellas County boards, councils, or committees?
⊙ Yes ⊙ No
C fes © NO
If you are currently serving on any Pinellas County boards, councils, or committees, please
name.
Do you have or hold any employment or contractual relationship with any business or any
agency which is subject to the regulation of or is doing business with Pinellas County?
○ Yes ⊙ No
O TES © NO
If you have or hold any employment or contractual relationship with any business or any
agency which is subject to the regulation of or is doing business with Pinellas County,
please explain.
Do you serve on any state, regional or local government boards, councils or committees?
e Voc e No
○ Yes ⊙ No
If you serve on any state, regional or local government boards, councils or committees,
please explain.
Are you current with all taxes and any other financial obligations?
- V - N

Edward Haylock Page 2 of 5

If you are not current with all taxes and any other financial obligations, please explain.
Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
○ Yes ⊙ No
If you have been convicted of a Public Entity Crime, please explain.
Have you been convicted of a financial felony?
C Yes ⊙ No
If you have been convicted of a financial felony, please explain.
Have you ever been convicted of a crime against children or seniors?
○ Yes No
If you have ever been convicted of a crime against children or seniors, please explain.
Are you currently, or have you ever sued Pinellas County?

Edward Haylock Page 3 of 5

If you currently, or have ever sued Pinellas County, please explain.

Have you ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)

If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.

DUI, 1999 Poss of Marijuana 1999

Interests & Experiences

State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.

Bachelor of Science - St. Petersburg College (Currently Pursuing - Spring 2019 Graduation) Holy Cross Catholic Church - Stewardship Committee Chair (2014-2017) Finance Committee (2014-2017) Campaign Manager - Pinellas County Commission Candidate William Walz, District 7 - 2012 See Professional Experience in attached Resume As a native of Lealman, my professional and civic experience will contribute to the area I have called home my entire life. My professional background in Sales and my Education in Business will contribute in promoting the area as a safe, convenient, and beautiful place to call home. For the last 10 years, I have specialized in community based insurance programs (Medicare and Medicaid) focused on low income Medicare Beneficiaries and have worked with various community based organizations throughout Lealman to help our vulnerable residents. My experience as a 38 year member of Holy Cross Catholic Church, also located within Lealman, helps me gain insight into the needs of other Lealman residents. Lastly, my time working as a Campaign manager allowed me to develop a better understanding of the issues effecting Pinellas residents in the years to come.

Upload	a l	Resume
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Demographics

Edward Haylock Page 4 of 5

Ethnicity
✓ Hispanic
Gender
✓ Male
03/11/1979
ate of Birth
The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:
understand the responsibilities and commitment of time associated with an appointment to Pinellas County board, council or committee.
▼ I Agree *
▼ 1.79100

Edward Haylock Page 5 of 5

EDWARD R. HAYLOCK

6040 Dunbeath Street North [] St. Petersburg, FL 33709 [] 727.479.8415 <u>EDYHAY@TAMPABAY.RR.COM</u>

SUMMARY OF QUALIFICATIONS

- Successful health and life insurance sales professional with over 13 years of experience and a proven track record to surpass company sales goals and maintain the highest levels of customer relationship management
- Developed new business opportunities utilizing exceptional prospecting, marketing, public speaking, and relationship building skills
- Advanced abilities in negotiation, presentation, recruiting and compliance; with a thorough knowledge of the industry's regulatory guidelines
- Recognized as a highly productive, dependable and efficient problem solver
- Managed the training, production, and support of several direct producer teams, while integrating these skills with an entrepreneurial work ethic to increase production

WORK EXPERIENCE

2016-Present Regional Sales Director - MCC Brokerage MCC Brokerage | Tampa, Florida

Established Regional Sale Director role at MCC by consolidating agent recruitment and broker development into a single new position. This role focuses on increasing direct agent production by building a career agent distribution channel. Other duties and accomplishments include: internal trainings, colleague development, event management.

- Secured over 25 Marketing Locations in Tampa Bay area
- Developed Grassroots Medicare Sales Strategy
- Created Best Practice Series Training Program
- Secured Provider Marketing Contract resulting in over 100 - 2016 Q4 enrollments.

2012-2016 Benefit Consultant - WellCare Health Plans WellCare Health Plans | Tampa, Florida

Provided outside marketing activities for WellCare Health Plans in Pinellas County Fl. Responsible for providing compliant in home and group Medicare sales presentations to Medicare beneficiaries. All leads are self-generated through outside informal and formal marketing events. Created and maintained relationships with Primary Care providers through regular meetings and activities. Managed provider and member relationships with effective problem solving techniques. Other duties and accomplishments include:

- Achieved 100k Presidents Club 2013, 2014, and 2015
- Provide coaching and counseling to new colleagues
- Managed back office material logistics
- Enrolled over 600 members in 4 years
- Awarded Top Retention Rate 2014, 2015

2010-2012 Field Sales Representative - United Healthcare Medicare Solutions

United Healthcare | Tampa, Florida

Currently providing sales consultations to Medicare beneficiaries through group seminars and in-home presentations. Also responsible for educating

EDWARD R. HAYLOCK

6040 Dunbeath Street North [] St. Petersburg, FL 33709 [] 727.479.8415 <u>EDYHAY@TAMPABAY.RR.COM</u>

beneficiaries on Medicare programs and United Healthcare products. Other duties and accomplishments include:

- Providing ongoing support to Medicare book of business
- Providing Medicare training to new colleagues
- Top 10 Sales 2010 and 2011 AEP
- Generated over \$1,000,000 in annual premiums in 2011

2007-2010 Account Executive - Consumer Segment Aetna | Tampa, Florida

Responsible for individual medical and Medicare products in Citrus, Hillsborough, Marion, Pasco, Pinellas and Polk counties. Developed a team of 150 individual medical brokers and 115 Medicare brokers who represented approximately \$10 million in premiums. Other responsibilities and achievements included:

- Averaging 115% of production goals
- Hosted recruiting seminars which increased primary producing broker levels by 300% in 2009
- Established a Medicare retail kiosk which provided a 20% boost in AEP sales
- Awarded Percentage of Quota Leader for Florida

2005-2007 Account Executive - ACEC Life Health Trust

Health Plan Services | Tampa, Florida

Managed a small group Engineering Association Health Plan. Also handled sales in seven states with additional duties including lead generation, quoting, underwriting and closing. Additional responsibilities and accomplishments included:

- Adding over 1,000 new members
- Recruited, trained and supported agents in territory, which led to a result of over 50 new agents recruited
- Developed an agent bonus program, which increased sales by approximately 25% in the fourth quarter of 2006

EDWARD R. HAYLOCK

6040 Dunbeath Street North [St. Petersburg, FL 33709 [727.479.8415 <u>EDYHAY@TAMPABAY.RR.COM</u>

EDUCATION AND PROFESSIONAL DEVELOPMENT

- Associates of Business Administration Degree 2014
 St. Petersburg College | St. Petersburg, FL
- Bachelor of Science in Business Administration Management In Pursuit St. Petersburg College | St Petersburg, Fl.
- 2-15 Life, Health, and Variable Annuity License
- Forum Consultative Sales Skills Course
- AHIP Medicare Certification
- Richardson Consultative Sales Course

ADDITIONAL QUALIFICATIONS

- Fully functional use of Microsoft Office Suite and Adobe Acrobat Professional
- Excellent written and verbal communication skills

Profile

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Submit Date: Jan 09, 2018

Ms.				
Prefix				
Iris		Parrish		
irst Name	Middle Initial	Last Name		
parrish13@gmail.com				
Email Address				
5165 42nd place N				
Street Address			Suite or Apt	
St. Pete			FL	33709
City			State	Postal Code
Mobile: (727) 488-1079	Home:			
Primary Phone	Alternate Phone			
FIS	Implement	tation Analyst		
Employer	Job Title			
Finance				
Occupation				
Which Boards would you like	e to apply for	?		
		0 1 0.1		
Lealman Community Redevelop	ment Area Advi	sory Committee: Sur	omittea	
Are you currently a Pinellas	County reside	ent?		
⊙ Yes ⊙ No				

Iris Parrish Page 1 of 5

15 yrs
If you are a Pinellas County resident, for how long?
Are you registered to vote in Pinellas County?
⊙ Yes ○ No
Are you currently serving on any Pinellas County boards, councils, or committees?
○ Yes ○ No ○
If you are currently serving on any Pinellas County boards, councils, or committees, please name.
Do you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County?
C Yes ⓒ No
If you have or hold any employment or contractual relationship with any business or any agency which is subject to the regulation of or is doing business with Pinellas County, please explain.
Do you serve on any state, regional or local government boards, councils or committees?
○ Yes ○ No
If you serve on any state, regional or local government boards, councils or committees, please explain.
Are you current with all taxes and any other financial obligations?
⊙ Yes ◌ No

Iris Parrish Page 2 of 5

lf y	ou are not	current with al	I taxes and a	ny other fina	ancial obligations	, please explai	n.

Have you been convicted of a Public Entity Crime? Public entity crime is defined by Florida Statute, sec. 287.133 as a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
○ Yes ○ No
If you have been convicted of a Public Entity Crime, please explain.
Have you been convicted of a financial felony?
○ Yes ○ No
If you have been convicted of a financial felony, please explain.
Have you ever been convicted of a crime against children or seniors?
○ Yes ○ No
If you have ever been convicted of a crime against children or seniors, please explain.
Are you currently, or have you ever sued Pinellas County?

Iris Parrish Page 3 of 5

If you currently, or have ever sued Pinellas County, please explain.

○ Yes ⊙ No

or municipal law, regulation or ordinance? (Exclude traffic violations for which a fine or civil penalty of \$150 or less was paid)				
○ Yes ⊙ No				
If you have ever been arrested, charged, or indicted for violation of any federal, state, county, or municipal law, regulation or ordinance, please explain.				
Interests & Experiences				
State your background, including your education, work experience, civic or community organization memberships and positions, and any professional licenses or memberships, and explain how this applies to the function of the board, council or committee.				
Talented and accomplished professional, with extensive background in Project Management, Business Development, Production Control, Quality Assurance, and Operations Management. Have the ability to communicate with all levels of the team, both internally and externally.				
Upload a Resume				
Demographics				
Ethnicity				
✓ American Indian/Alaskan Native Aleutian				
Gender				
10/02/1957				
Date of Birth				
The Pinellas County Commission strives to promote diversity and provide reasonable accommodations for individuals with disabilities. If you are requesting accommodation, please indicate below:				

Iris Parrish Page 4 of 5

I understand the responsibilities and commitment of time associated with an appointment to a Pinellas County board, council or committee.

▼ I Agree *

Iris Parrish Page 5 of 5

Cell: 727-488-1079 Iparrish13@gmail.com

Professional Profile

Talented and accomplished professional, with extensive background in Project Management, Business Development, Production Control, Quality Assurance, and Operations Management. Have the ability to communicate with all levels of the team, both internally and externally.

AREAS OF EXPERTISE

- Process Evaluation & Improvement
- Project Manager
- Client advocate

- Policy documentation review & writing
- Risk assessment & management
- Driving results

- Relationship manager across teams
- Consulting/Sales
- On-time reporting

EDUCATION

Bachelors' Degree Business Management - National Louis University – Tampa, FL Masters Certification: Stevens University – Project Management – Morristown, NJ Associates Degree: Tampa Technical Institute – Computer Engineering – Tampa, FL

Computer Skills and Qualifications

Proficient with Microsoft Outlook, Word, Excel, Power Point, MS Project, Lotus Notes, Rent Manager, Sales Force, SMIS, SOI, PeopleSoft – 360 & NorthStar, Tree Tab, Master Tax, Client View, Mainframe, and other Dashboard tools.

Relevant Experience

FIS / Implementation - Deconversion Analyst

St. Petersburg, FL

Act as the primary liaison between clients and the technical staff and the deconverting financial institution's.

- Currently managing 42 deconverting projects
- Handle moderately complex issues
- Use MS Project for each project to track time, cost and timeline requirements.

IPC Consulting / Tax Compliance Specialist

Bradenton, FL

Employed to reduce TriNets backlog of SUTA's (State Unemployment Tax Act) forms and worked as a Tax Compliance Specialist.

- Created SUTAs for Passport and SOI clients
- Completed the POA documents for the client's approval and signatures
- Assisted in the mapping out the first phase of the Stage 5 process
- Initiated the first of several SUTA/CSS/Stage 5 process documents
- Supported the maintenance team with the major back-log and cleanup of the CA-EDD notices
- Reviewed and validated the clients /state rate notices on a daily basis.

Express Employment Services / Administrative Assistant/ Property Management

St. Petersburg, FL

Rresponsible for the enforcement of the property management company's policies, procedures, in addition to the community's rules and regulations. Achieved the goals and objectives established for each property. Studied and stayed with-in the state of Florida's Residential Landlord & Tenant Act as well as other low income governmental laws and regulations. Worked with the First Housing team to ensure that the documentation submitted was in compliance.

- Monitored upcoming resident renewals/re-certifications on a monthly basis.
- Responsible for completing resident worksheets for upcoming 30, 60, 90 day timeframes.
- Responsible for contacting residents to schedule renewal/recertification appointments.
- Worked with the resident and third-party entities to verify sources of income.
 - Back ground checks
 - Credit report & I9 reports to confirm US Citizenship

IPC - Consulting_Client Personal Care Support

St. Petersburg, FL

Adept at providing accurate and detailed care to clients as per instructions ability to carry out individualized care of clients irrespective of social, economic, and cultural groups. Comprehensive knowledge of performing household services and running errands.

- Coordinated appointments to show homes to prospective buyers for my client's home.
- · Conferred with escrow companies, lenders, home inspections and other subcontractors as needed.
- Arranged meetings between buyers when details of transaction needed to be negotiated.

IPC Consulting/ Sales Tax Consultant

Clearwater, FL

It was discovered that my client needed to obtain either the sales tax dollars or a tax certificate for each invoice they had created over the past 21 years of operation. I was brought in as a consultant to help relieve the burden of their current employees. My responsibilities were to reduce the company's long overdue sales tax debit of \$80 million dollars.

- Generated a data base by using MS Excel / Pivot tables. Sorted my information from the highest dollar invoices to the smallest, then grouped the data by look back periods based on the IRS regulations.
- Wrote and created the new sales income tax compliance process and procedures.
- Reduced my customer's sales debit from \$80 million to \$6 million by collecting the required back dated sales tax certificate's and or collected the sales tax dollars.

Johnson Controls - Account Executive

Tampa, FL

Sold Energy Conservation Measures, with minimal supervision, while utilizing the JCI offerings persuasively, persistently and confidently to building owners at the C-level while reaching optimal profit levels. Sold \$22 million dollars in Energy Performance Contracts.

- Managed the ongoing sales process, developed and maintained relationships while responding to and anticipating my customer needs.
- Particularly focusing on selling HVAC Control Systems. Equipment, and building automation technology.
- Demonstrated technical expertise and business acumen to develop credibility, loyalty, trust and commitment.
- Pursued customers and consultants that are responsible for the decision making of systems purchases in new and renovated buildings.
- Addressed customer's operational and environmental objectives, needs and requirements.
- Positively and credibly influenced design and construction with contractors and consultants.
- Obtained several new clients and was able to bring a combined profit of over \$7.8 million energy related projects to the corporation.

NORESCO - Project Developer

Cary, NC

As the PHA – Public Housing Project Developer it was my responsibility to oversee the development of each energy efficiency project by assessing and structuring the whole package. From the concept phase to completion of the customer's energy solutions.

Technical / Financial Support of Sales Activities:

- Conducted preliminary walk-through of customer's facilities to determine project viability
- Assisted in the preparation of PowerPoint slides for customer presentations
- Presented the business case portion of the proposal for oral interviews and customer board meetings used to select the ESCO – (Energy Savings Company)

Financial Modeling of Energy Performance Contracts:

- Gathered all of the energy savings calculations, sub-contracted costs, and purchased material cost from the Energy Engineers and populated NORESCO's financial model called the "deal board".
- Teamed up with the Measurement & Verification Engineers to develop the best cost effective, risk appropriate M&V plan for our customer.

Proposal Writing and Review / QC:

Responsible for assisting the Proposal Administrator (PA) with the review, edits, and assembly of the RFP –
proposal details and audit documents.

Water & Energy Savings Corporation (W&ESCO) / Account Executive

St. Petersburg Beach, FL

Responsible for selling Energy Performance contracts to the local HUD Public Housing facilities in the following states FL, GA, MS, AL, TN, Ark, & NC. A valued road warrior only home five days a month. I sold the very first EPC in the state of Arkansas.

Coastal Construction- Project Manager - Tenant Improvement

Safety Harbor, FL

Pursued new tenant improvement job opportunities in the Tampa Bay area where we could create new work spaces. As the Project Manager, was accountable for project costs, profitability, and client relationships. Worked with both internal and external customers in order to complete project goals.

- Managed multiply projects and served as primary liaison between client and multiple internal groups to ensure clarity of project goals and deadlines.
- Established rules and regulations to ensure that our subcontractors acted in accordance with local and state insurance requirements.

This is the end of my resume