

### Profile

**Robert**

First Name

**W**

Middle Initial

**Ostrow**

Last Name

**rob\_ostrow@yahoo.com**

Email Address

**133 NE 3rd Street**

Street Address

Suite or Apt

**Gainesville**

City

**FL**

State

**32601**

Postal Code

### Ward \*

District 4

**Home: (352) 317-6029**

Primary Phone

**Mobile: (352) 317-6029**

Alternate Phone

**University of Florida Department  
of Housing and Residence  
Education**

Employer

**Associate Director of Housing  
Operations**

Job Title

### Which Boards would you like to apply for?

Gainesville Cultural Affairs Board: Submitted

### Primary Phone Type

Cell

### Alternate Phone Type

Home

### Interests & Experiences

## Why are you interested in serving on a board or commission?

I've been a resident of Gainesville for almost 30 years. I would love to give back to the community by being on an advisory board that can make an impact on the community arts. I'm an active resident who enjoys the local music scene, art festivals and special events that make Gainesville special.

[Resume\\_051617.docx](#)

Upload a Resume

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## Demographics

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Male

### Are you a City of Gainesville Employee?

Yes  No

### Are you a City of Gainesville Intern?

Yes  No

### Are you currently on a City Advisory Board/Committee?

Yes  No

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If yes, which Advisory Board/Committee?

## **Robert W. Ostrow**

**133 NE 3rd Street, Gainesville, FL 32601  
352-317-6029 rob\_ostrow@yahoo.com**

### **Professional Summary**

**UF Department of Housing and Residence Education  
2015 - Present**

**Nov**

#### ***Associate Director of Housing for Operations Management***

- Overseeing the operation and management of the department's camps, conferences, and guest housing operations. Developing and preparing conferences services communication process to department, clients, and university.
- Responsible for sales and marketing activities including but not limited to sales calls, visits to current clients and prospective clients, sales initiatives in key markets, attendance at trade shows and industry events, planning conference services promotional events, distribution of promotional materials, organizing site visits and conducting tours, and recruitment of new conference clients.
- Working collaboratively with Housing's Financial Services staff to establish yearly conference and guest housing rental rates. Responsible for conference services and guest housing billing and works with Financial Services for invoicing and receipt of payment.
- Responsible for managing on-site conference events. Implementing policies and procedures regarding conference services program. Resolving conference and guest problems. Administers pre-planning, on-site, and post event conference group/client meetings.

***Assistant Director of Housing for Operations Management*  
2012 - Nov 2015**

**Sept**

- Multi department manager overseeing Conference Operations, Marketing, Desk Operations and Safety and Security for a 55 million dollar university housing operation.
- Supervised the Marketing Coordinator, and ensured that all marketing and communications messages were well aligned with the customer service philosophies of the organization.
- Supervised the Coordinator for Safety and Security. Responsible for the oversight of safety and security training and programs throughout the residence hall facilities.
- Worked with web-based application processes including scheduling, package tracking, on-line transfers, and tracking student communications.

***Office Manager*  
2012**

**Aug 2011-Aug**

- Hands on manager responsible for the 24-hour operation of the eleven residence hall area desks supporting 7500 students
- Consistently delivered feedback via e-mail, one-on-one coaching sessions and monthly meetings to 21 directs reports.
- Responsible for the desk assistant staffing process including hiring, training and time card submission for 75 student employees.
- Acted as a lead administrator for the on-line scheduling program that oversaw 300 employees while strictly following labor rules mandated by University of Florida.

**Accountant / Financial and IT Services Assistant  
Aug 2010-  
Aug 2011**

**Aug 2010-  
Aug 2011**

- Processed all procurement cardholder transactions.
- Assisted senior Accountant with input of invoices and documents voucher numbers and amounts against open encumbrances.
- Acted as cashier and used CASHNET system to process payments.

**Wachovia, Gainesville, FL  
2009**

**May 2009-Dec  
2009**

**Financial Center Manager**

- Served as a leader by exhibiting professionalism, promoting service awareness, being operationally sound and possessing strong leadership and teamwork skills.
- Developed specific strategies and monitored progress to meet and exceed goals and objectives.
- Made proactive calls to high value customers and identified potential opportunities for growth of customer relationship.

**Starbucks Coffee Company, Gainesville, FL  
July 2008**

**June 2006-  
July 2008**

**District Manager**

- Managed operations of a 9-store district, including the execution of promotions, achieving sales results, reducing overhead costs and employee development. Managed a staff of 120 employees and a budget of \$8 million.
- Led store manager team in consistently controlling labor expenses within .1% of quarterly goals.
- Conveyed the importance of hiring, training and development of employees, creating a 65% total turnover for the district over fiscal year 2007-2008.
- Subject matter expert in the knowledge of coffee created passion in the district to educate customers, increasing whole beans sales by 10% throughout fiscal year 2007-2008.

**Store Manager  
2006**

**June 2003-July  
2006**

- Managed daily operations of a high volume store, including the professional development of employees, executing excellent customer service, maintaining store cleanliness upkeep and achieving sales contribution goals.
- Using excellent coaching procedures, while developing four employees into future store managers.
- Developed into a Classroom Facilitator and Food Safety Manager, to expertly conduct monthly classes within the district.

## **Education**

Bachelor of Science Degree in Business Management awarded in 1995  
University of Florida, Gainesville, Florida

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**Profile**

nickolas

First Name

a

Middle Initial

ptschelinzew

Last Name

n.a.ptschelinzew@gmail.com

Email Address

507 nw 39th rd

Street Address

Suite or Apt

gainesville

City

FL

State

32607

Postal Code

**Ward \*** District 3

Mobile: (352) 256-5702

Primary Phone

Business: (352) 474-8802

Alternate Phone

The Tech Toybox

Employer

Project Manager / Senior R&D  
Scientist

Job Title

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**Which Boards would you like to apply for?**

Gainesville Code Enforcement Special Magistrate: Submitted

Historic Preservation Board: Submitted

Bicycle Pedestrian Advisory Board: Submitted

City Plan Board: Submitted

Gainesville Cultural Affairs Board: Submitted

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**Primary Phone Type** Cell

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**Alternate Phone Type** Office

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## Interests & Experiences

Why are you interested in serving on a board or commission?

I have been an active participant in this community and have continually volunteered for several non-profits and educational organizations. It is my belief that my life experiences, being brought to this country as infant, being raised by immigrant parents, serving in the US military, and attaining a PhD in a scientific field, have prepared me to contribute in a meaningful way to the community I have lived in and loved for so long.

[N\\_Ptschelinzew.pdf](#)

Upload a Resume

Please upload a file

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## Demographics

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Male

Are you a City of Gainesville Employee?

Yes  No

Are you a City of Gainesville Intern?

Yes  No

Are you currently on a City Advisory Board/Committee?

Yes  No

If yes, which Advisory Board/Committee?

# Nickolas A. Ptschelinzew, PhD

n.a.ptschelinzew@gmail.com | [www.linkedin.com/in/naptschelinzew](http://www.linkedin.com/in/naptschelinzew) | (352) 256-5702

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## OBJECTIVE

Obtain employment in a fast-paced engineering or scientific research environment where my initiative, competence, and perseverance are appreciated while allowing me the opportunities to improve my skills as well as learn new methods and practices in a multidisciplinary environment.

## EDUCATION

- Doctor of Philosophy in Materials Sciences and Engineering**, University of Florida **Dec 2015**
- Magnetic Moment Imaging of Organic Targets
- Master of Science in in Materials Sciences and Engineering**, University of Florida **Dec 2010**
- Micro-molding Bulk Metallic Glasses
- Bachelor of Science in Materials Sciences and Engineering**, University of Florida **Aug 2009**
- Focus on Metallurgy and Spectroscopy

## EXPERIENCE

- The Tech Toy Box, Prototype Development Center** Gainesville, FL **Feb 2016 – Present**  
*Senior Developmental Scientist / Project Manager*
- Researched and developed techniques and applications for engineering and physics projects
  - Produced operational plans for large-scale and long term projects
  - Constructed prototypes using an array of disciplines and equipment
  - Mentored interdisciplinary teams in engineering customer driven devices and systems
  - Led process and production improvement efforts
  - Experienced with plastic injection molding, CNC machining, welding, inductive heating , and CAD
  - Managed reports, budgets, and workflow utilizing project management software
- UF, Department of Materials Science and Engineering**, Gainesville, FL **Jan 2011 – Dec 2015**  
*Graduate Student, Paul Holloway Research Group (Microfabritech)*
- Developed portable magnetic imaging system (PhD dissertation)
  - Worked on thin film deposition: E-beam, ALD, oxide sputter, thermal and plasma evaporation
  - Fabricated biomedical devices: antigen detection, neural implant migration, IR stimulated healing
  - Built and maintained optic systems: laser/photo diodes, fiber optics, spectrometers
  - Wrote/modified code: C++, MS Visual Studio, Python, Unix, Java, LabView, Comsol, Fusion 360
  - Designed experiments: simulation and modeling, prototype construction, design of experiment
- Major Analytical Instrumentation Center**, Gainesville, FL **Aug 2009 – May 2013**  
*Instrument Operator / Trainer FIB, SEM, and XRD*
- Trained users in sample preparation, instrument operation, and data analysis
- UF, Department of Materials Science and Engineering**, Gainesville, FL **Aug 2008 – Dec 2010**  
*Graduate Student, Gerald Bourne Research Group*
- Micro Molded BMG (Bulk Metallic Glass) for MEMS applications (Master's thesis)
  - Performed failure analysis using SEM, FIB, TEM, XRD, and optic spectroscopy
- U.S. Air Force**, Elmendorf AFB, AK **May 1995 – May 1999**  
*Air Transportation Specialist (Active duty, enlisted, honorably discharged)*
- Awarded National Defense Service Medal

## CERTIFICATIONS

- Lean Six Sigma Green Belt**, License No. 16053125 **Apr 2016**
- Material Characterization Certificate**, University of Florida **Dec 2012**



**Profile**

Thomas

First Name

J

Middle Initial

Pyche

Last Name

pychetj@gmail.com

Email Address

1710 NW 2nd Ave., Apt. 26

Street Address

Suite or Apt

Gainesville

City

FL

State

32603

Postal Code

**Ward \***

District 4

Mobile: (352) 467-9865

Primary Phone

Mobile:

Alternate Phone

Bob Graham Center at UF

Employer

Coordinator

Job Title

**Which Boards would you like to apply for?**

Citizens Advisory Committee For Community Development: Appointed

Gainesville Cultural Affairs Board: Submitted

**Primary Phone Type**

Cell

**Alternate Phone Type**

None Selected

**Interests & Experiences**

## Why are you interested in serving on a board or commission?

I am interested in serving the City of Gainesville and providing input for what I think is best for my adopted city. A recent University of Florida graduate, I bring a strong interest in local government and community development. I work at the Bob Graham Center for Public Service coordinating student programs and outreach. My position and interests put me in a good position to learn about and understand both university and community needs.

Thomas Pyche Resume.pdf

Upload a Resume

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## Demographics

### Ethnicity

Hispanic

### Gender

Male

### Are you a City of Gainesville Employee?

Yes  No

### Are you a City of Gainesville Intern?

Yes  No

### Are you currently on a City Advisory Board/Committee?

Yes  No

If yes, which Advisory Board/Committee?

# THOMAS PYCHE

P.O. Box 12632, Gainesville, FL 32604 • (352) 467-9865 • tpyche@ufl.edu

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## EDUCATION

### University of Florida (Gainesville, FL) | May 2017

Major: Bachelor of Science, Journalism

Minor: Florida Teaching

## EMPLOYMENT

### Student Programs and Outreach Coordinator

January 2016 to Present

Bob Graham Center for Public Service | Gainesville, FL

- Assisted the communications director with the creation of publications for the Bob Graham Center for Public Service.
- Facilitated public programs for the Bob Graham Center for Public Service

### Administrative Assistant

September 2014 to Present

Turner, O'Connor, Kozlowski, PL | Gainesville, FL

- Manage the general needs of the office, including answering phones, filing documents, receiving payments and compiling research.

### Legislative Affairs and Public Relations Intern

January 2014 to April 2016

Florida Fund for Minority Teachers, Inc. | Gainesville, FL

- Create legislative affairs and public relations publications for the program by compiling and interpreting data from multiple sources, including the Florida Department of Education.

### Student Supervisor

September 2013 to March 2016

Stephen C. O'Connell Center | Gainesville, FL

- Facilitate security and guest relations for any type of event taking place in or contracted to the Stephen C. O'Connell Center.

### Charitable Giving Intern

May 2014 to August 2014

Bi-Lo Holdings, LLC | Jacksonville, FL

- Partially coordinated the review and disbursement of \$3.1 million in grants through the Bi-Lo Holdings Foundation.
- Managed communications and sponsorships with non-profit organizations in the company's eight-state region.

## ACTIVITIES

### Reubin Askew Scholar

March 2015 to Present

Bob Graham Center for Public Service | Gainesville, FL

- Participate in public policy courses, a mentorship program and a civic research project.

### Student Advisory Board Member

September 2014 to April 2015

David F. Miller Center for Retailing Education and Research | Gainesville, FL

- Assist the Miller Center in organizing events, while partnering in program development and guiding/mentoring internship-seeking students.

**Profile**

Ashley

First Name

Rella

Last Name

Middle Initial

aprella110@gmail.com

Email Address

110 NE 16th Ave

Street Address

Suite or Apt

gainesville

City

FL

State

32601

Postal Code

**Ward \***

District 2

Mobile: (352) 281-5477

Primary Phone

Business: (352) 376-0924

Alternate Phone

Sandwich Inn

Employer

Operations Partner

Job Title

**Which Boards would you like to apply for?**

City Beautification Board: Appointed

Gainesville Cultural Affairs Board: Submitted

City Plan Board: Submitted

Citizens Advisory Committee For Community Development: Submitted

Gainesville Art in Public Places Trust: Submitted

**Primary Phone Type**

Cell

**Alternate Phone Type**

None Selected

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## Interests & Experiences

Why are you interested in serving on a board or commission?

I have a business on the Eastside of town. I operate the oldest restaurant in Gainesville. In 25 years the only thing that has changed is the addition of a gas station on the corner, while millions of dollars have been spent in every other area of Gainesville. The roads need help, old businesses need help, new businesses need an opportunity, new businesses need the approval to move into the neighborhoods. The Eastside needs attention, it needs community involvement from the city, and is in dire need of people to advocate for assistance in the form of policies, grants, budgeting, and board approvals to make this happen. There is a lot of talk about what needs to happen, I am prepared to put action to it. Gainesville needs to actually become the town it tries to promote itself to be. Cultural, Inclusive, and Progressive.

Upload a Resume

Please upload a file

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## Demographics

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Female

Are you a City of Gainesville Employee?

Yes  No

Are you a City of Gainesville Intern?

Yes  No

Are you currently on a City Advisory Board/Committee?

Yes  No

If yes, which Advisory Board/Committee?

City of Gainesville  
**APPLICATION FOR ADVISORY BOARDS/COMMITTEES**  
(Please Print or Type)

NAME: David J. Ruiz

ADDRESS: 4000 SW 23<sup>rd</sup> Street Apt 5-307

CITY, ST: Gainesville, FL ZIP 32608

PHONE: (HOME)\_(352) 665-0019

EMAIL: davidruiz@gmail.com

OCCUPATION/POSITION: Bilingual Customer Care Associate

EMPLOYER: Infinite Energy, Inc.

ARE YOU A CITY OF GAINESVILLE EMPLOYEE? YES \_\_\_ NO X

IF YOU ARE A CITY OF GAINESVILLE EMPLOYEE, WHAT DEPARTMENT DO YOU WORK FOR: \_\_\_\_\_

Training/Experience related to Board(s)/Committee(s) to which appointment is being sought: Have served on the CAB since Jan 2012 under County appointment. Currently serve as Vice Chair of board and looking to run for Chair as city appointee. I support the city's programs and events on regular basis to help the cultural department thrive in connecting to the community.

**BOARDS APPLYING FOR:**

1) Cultural Affairs Board (CAB)

2) \_\_\_\_\_

**MEETING DATE ATTENDED:**

1) \_\_\_\_\_

2) \_\_\_\_\_

EDUCATIONAL BACKGROUND			PROFESSIONAL ORGANIZATIONS
COLLEGE/HIGHER EDUCATION	GRAD?	DEGREE	
UF	No	Poli Sci	
High School: Pahokee High		Location: Pahokee, FL	
REFERENCES			
NAME		PHONE NUMBER	
1) See attachment			
2)			
3)			

Please indicate any contact made with City Commission members concerning this application				
	Appointment	Phone Call	E-mail	Other/Comments
Mayor Lauren Poe				
Commissioner C. Goston				
Commissioner H. Warren				
Commissioner A. Hayes-Santos				
Commissioner D. Arreola				
Commissioner H. Ward				
Commissioner H. Budd				

Additional information may be attached to this form

DEMOGRAPHIC INFORMATION  
(Voluntary)

RACE:     African American     White     Asian American     X Hispanic American     Other

SEX:     X Male     Female

Have you ever been convicted of an Ordinance or Statute other than a minor traffic violation?    YES  NO  X

If YES, please explain:

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Reside Within City of Gainesville City Limits?    YES  X    NO

Are you a "relative" of a member of the City Commission?    YES  NO  X

Section 112.3135, Florida Statutes defines "relative" as an individual who is related to the public official as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister."

David Ruiz

11/7/2017

Signature

Date

**FOR CLERK'S OFFICE OFFICIAL  
DATE/TIME STAMP**



## PROFESSIONAL STATEMENT

I have amassed a great deal of customer service experience in my current position as a customer care associate at Infinite Energy. As an employee of Infinite Energy, I have gained a wealth of knowledge in meeting customer needs and anticipating potential issues. In addition, I have attained event coordinator experience in my past employment at the University of Florida campus as an employee of the Dean of Students Office and as a student leader. I have also learned quite a great deal by coordinating programs and events in the local community through a non-profit I am involved with. I am interested in applying for an open position of Director of Community Impact. I have experience that will make me an asset to any team.

I have gained the skills necessary for this position through my extensive experience in marketing and event coordination. I have for the last 4 years been the Director of the annual Downtown Latino Festival. As the Director, I was in charge of gathering vendors and sponsors, coordinating the stage performances, and working with local business, government agencies, and non profits to make the event a great success every year. This position is a volunteer position where I give back because of my love for community service and passion for event programming, etc.

My previous position at the University of Florida's Dean of Students Office's Institute of Hispanic-Latino Cultures, I gained valuable experience programming events (social, pre-professional, and cultural) for our target population (students).

## WORK EXPERIENCE

**Infinite Energy, Gainesville, Florida**

October 2010 to Present

**Customer Care Associate (Bilingual)**

- Handle and resolve customer interactions with complete confidentiality to include "one call" resolutions
- Assist customer questions, complaints and billing inquiries
- Complete work processes to maintain, update and/or activate customer accounts
- Manage customer interactions and transactions
- Record details of inquiries, comments, complaints and record details of actions taken
- Act as "on the job trainer" for newly hired representatives
- Identify problem areas and recommends ways to improve efficiency
- Perform other duties as assigned by supervisor
- Identify and resolve problems in a timely manner
- Manage difficult or emotional customer situations

**The Oaks Mall, Gainesville, Florida**

October 2008 to October 2010

**Customer Service Representative**

- Provided customer service to mall patrons
- Sold hundreds of dollars worth of lottery sales & gift cards daily
- Balanced sales through nightly audit
- Answered multi-line phones & transferred calls to multiple departments

## LEADERSHIP EXPERIENCE

**Downtown Latino Festival**

**Director**

January 2008 to September 2013

- Coordinate with City of Gainesville staff for festival permit
- Identify and Coordinate potential Sponsors and Vendors for participation in Festival
- Organize UF student groups, local bands/performers for the on stage entertainment
- Publicize event through FB, posters, press releases, newspaper articles, radio interviews, etc
- Direct/Manage entire event

**Gainesville/Alachua County Cultural Affairs Board (GACCAB)**

**Member**

January 2012 to Present

- Advise the City Commission, the County Commission, and the Dept of Cultural Affairs regarding the policies and concerns relating to cultural activities
- Attend monthly board meetings
- Advise the Director of the Dept of Cultural Affairs in the promotion of fine arts, literary arts, performing arts and crafts
- Develop local art resources and assist Director of the Dept of Cultural Affairs in the planning and implementation of community arts involvement in and around the City of Gainesville
- Review budget/grant proposals of cultural organizations seeking funding
- Vice Chair, Gainesville/Alachua County Cultural Affairs Advisory Board (August 2015 to Present)

**Hispanic Heritage Month**

May 2005 to December 2005

**Programming Director**

- Directed seven main events (Opening Ceremony, Soccer Tournament, Pageant Show, Talent Show, Fashion Show, Comedy Night, & Closing Ceremony)
- Interviewed and selected main Event Directors
- Supervised each main Event Director
- Coordinated & led all Programming meetings
- Networked with Hispanic-Latino & non-Hispanic-Latino student organizations interested in sponsoring events
- Outreached to UF Departments interested in conducting events

**State of Florida**

**Latino Leaders Advisory Committee on HIV & AIDS**

July 2004 to June 2007

- Participated in conference calls to discuss State's Minority health initiatives
- Communicated and crafted recommendations and analysis on State policy
- Traveled for consultations with the State
- Networked with fellow Advisory Committee Members on new ways for the State to address HIV/AIDS in Hispanic-Latino communities
- Attended 18<sup>th</sup> Annual East Coast Migrant Stream Forum as committee delegate to discuss migrant health issues (Oct. 2005)

**Mexican-American Student Association**

**Public Relations Director**

December 2003 to May 2005

- Arranged all publicity for events
- Attended Hispanic-Latino Student Council meetings as MASA representative
- Administered all carwashes for fundraising
- Networked through several mediums to publicize group's programs
- Prepared and implemented all communication with local businesses
- Represented organization in public
- Coordinated programming planning

**Vice President**

- Assist the president in the organization's operations
- Supervise appointed officers
- Assist in the coordination of activities/programs

**AWARDS**

Hispanic/Latino Hall of Fame (Charter Induction Class of 2008), University of Florida	April 2008
Certificate of Appreciation, FL. Department of Health, Bureau of HIV/AIDS	June 2007
Impact Award, Dean of Students Office/Center for Leadership & Service	March 2007
Special Recognition, Gainesville Chamber of Hispanic Affairs	September 2006
Association of Hispanic Alumni's Colonel Glenn A. Farris Scholarship	May 2005
Presidential Recognition, University of Florida	April 2005
Institute of Hispanic-Latino Cultures 2005 Outstanding Leader of the Year Award	April 2005
Pepsi Bottling Group's Fifth Annual Leadership Luncheon	January 2005
Gatorship Leadership Retreat	January 2004
Certificate of Appreciation, Dean of Students Office	September 2003
Appreciation Award from Hispanic Student Association	November 2003
Certificate of Completion, Art of Leadership Conference	October 2003
Hispanic-Latino Leader of the Month Award from Hispanic Student Association	January 2003
Member of the Month Award from Black Student Union	October 2001
President George W. Bush's Student Service Award & Scholarship	May 2001
Community Involvement Nominee, Palm Beach County 2001 Pathfinders Awards	April 2001
Prudential Florida Youth Initiative Institute Graduate, Prudential Youth Leadership Institute	January 2001

# David Joseph Ruiz

**Address:** 4000 SW 23<sup>rd</sup> St, Apt. 5-307 Gainesville, FL 32608 ♦ **Email:**  
davidjrui@gmail.com ♦ **Phone:** (352) 665-0019

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## REFERENCES

### Professional

#### **Pe'Laur Washington**

Customer Care Team Lead  
Infinite Energy  
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pywahington@infiniteenergy.com

#### **Stalicia White**

Customer Care Team Lead  
Infinite Energy  
7001 SW 24<sup>th</sup> Ave  
Gainesville, FL. 32607  
(352) 331-1654 ext 15329 (W)  
swhite@infiniteenergy.com

#### **Leticia Martinez**

Director, Multicultural Affairs &  
LGBTQA Program  
University of Texas at Arlington  
Box 19353, 300 West First Street  
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(817) 272-2099 (W)  
(817) 272-3722 (F)  
martinezlc@uta.edu

#### **Ellen Kostewicz**

Operations and Marketing Coordinator  
Multicultural and Diversity Affairs  
P301 Peabody Hall  
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Gainesville, FL. 32611  
(352) 392-1217 (W)  
ellenck@multicultural.ufl.edu

#### **Emily Lambert Gill**

(850) 607-3910 (C)  
Eblambert3@gmail.com

### Personal

#### **Andrea Zuniga**

Senior Ad Trafficker  
ALM Media  
120 Broadway, 5<sup>th</sup> Floor  
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azuniga@alm.com

Gainesville, FL. 32641  
(352) 334-7972 (W)  
(352) 316-4023 (C)  
Teresa.white2@flhealth.gov

#### **Teresa White**

Area 3/13 Minority AIDS Program  
Coordinator  
Alachua County Health Department  
224 SE 24th Street

#### **Fran Ricardo**

Director of Development  
Rural Women's Health Project  
P.O. Box 12016  
Gainesville, FL. 32604  
(352) 372-1095 (W)  
rwhep@cafl.com

**Profile**

Jordan

First Name

Sharpshair

Last Name

jsharpshair@gmail.com

Email Address

115 SE 16th Ave

Street Address

Apt H104

Suite or Apt

Gainesville

City

FL

State

32601

Postal Code

**Ward \***

District 1

Mobile: (352) 226-0168

Primary Phone

Home:

Alternate Phone

University of Florida

Employer

Clinical Service Representative

Job Title

**Which Boards would you like to apply for?**

- Bicycle Pedestrian Advisory Board: Submitted
- Student Community Relations Advisory Board: Submitted
- Historic Preservation Board: Submitted
- Gainesville Cultural Affairs Board: Submitted
- City Beautification Board: Submitted
- Gainesville Human Rights Board: Submitted

**Primary Phone Type**

Cell

**Alternate Phone Type**

None Selected

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## Interests & Experiences

Why are you interested in serving on a board or commission?

I've lived in Gainesville for 10 years now. It is a great place to live and I want to help keep it that way. I'm in a place in my life where I have the time to give something back and I think serving the city in some capacity would be a great way to accomplish that.

[Resume - Jordan Sharpshair.pdf](#)

Upload a Resume

Please upload a file

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## Demographics

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Male

Are you a City of Gainesville Employee?

Yes  No

Are you a City of Gainesville Intern?

Yes  No

Are you currently on a City Advisory Board/Committee?

Yes  No

If yes, which Advisory Board/Committee?

# Jordan A Sharpshair

115 SE 16th Avenue, Apt H104, Gainesville, Florida 32601 United States  
(352) 226-0168 | jsharpshair@gmail.com | <http://www.linkedin.com/in/jsharpshair>

## EDUCATION

**Masters of Science, Higher Education Administration**  
*Bay Path University*

Longmeadow, MA  
February 2018

**Bachelor of Science, Recreation, Parks, and Tourism**  
*University of Florida*

Gainesville, FL  
May 2013

- Specialization: Tourism and Hospitality Management

## EXPERIENCE

**University of Florida, Student Health Care Center**

*Clinical Service Representative*

*Charge Entry Personnel*

*Patient Financial Services Representative*

Gainesville, FL  
March 2017 – Present  
June 2016 – March 2017  
April 2015 – June 2016

- Created programming to relay relevant life knowledge and skills to student patient population in an informative and entertaining manner.
- Educating University of Florida students on processes involved in obtaining mental health services at SHCC Psychiatry.
- Helping to coordinate clinical care both within and outside of UF Student Health Care Center.
- Oversaw the processing of medical charges and transmitting of claims to patient accounts and/or insurance companies within timely filing deadlines.
- Assisting students in navigating the healthcare system as they transition into adults while encouraging them to be active participants in their health care.

**SpringHill Suites by Marriott- Gainesville (Sage Hospitality)**

*Front Office Supervisor*

Gainesville, FL  
May 2013 - April 2015

- Hired as Guest Services Representative and promoted to a supervisory position in July 2014.
- Ensured the smooth operation of the Front Desk department while completing tasks such as posting tax exempt room revenue in hotel budget management system.
- Served as Interim Sales Coordinator to relieve temporary understaffing and regularly provided managerial support to the Housekeeping department.
- Executed Night Auditor responsibilities such as property file back-up, incidental reconciliation, and facility security.

**University of Florida, College of Nursing**

*Field Experience Intern*

Gainesville, FL  
August 2012 - December 2012

- Assisted in the preparation and execution of the Alumni Reunion involving 130 guests.
- Helped coordinate various event aspects such as menu preparation and room set-up.
- Involved in the execution of other events including Gator Nurse Gatherings and the Spring Career Fair.

## UNIVERSITY INVOLVEMENT

**Florida Opportunity Scholars Academy of Leadership**

*Member*

Gainesville, FL  
January 2012 - November 2012

- Participated in an annual leadership retreat during which presentations were given on a variety of subjects and tasks were given to hone personal attributes and job skills.
- Completed the Clifton StrengthsFinder assessment and discovered that my top five strengths are Input, Harmony, Discipline, Consistency, and Analytical.
- Attended workshops and activities focusing on skills for career advancement and leadership development.

**Cooperative Living Organization**

*Public Relations Officer*

Gainesville, FL  
January 2009 - April 2010

- Devised advertisement and marketing strategies to recruit potential members.
- Organized social activities for current members including bi-annual Formal attended by 70 guests.

### Profile

**Brandon**

First Name

**Telg**

Last Name

Middle Initial

**brantelg@gmail.com**

Email Address

**4472 Vienna Woods Way**

Street Address

Suite or Apt

**Gainesville**

City

**FL**

State

**32605**

Postal Code

**Ward \***

District 2

**Home: (352) 262-2904**

Primary Phone

**Home:**

Alternate Phone

**Self Narrate**

Employer

**Executive Director**

Job Title

### Which Boards would you like to apply for?

Gainesville Cultural Affairs Board: Submitted

### Primary Phone Type

Cell

### Alternate Phone Type

None Selected

### Interests & Experiences

## Why are you interested in serving on a board or commission?

I believe in Gainesville as a community and in its current citizen-centered focus. I believe in the potential of what our cultural and arts organizations are capable of. I want to use my time, skills and talent to give back to my community, as a member of this board, and help be part of what makes this city great.

[CV Current.docx](#)

Upload a Resume

Please upload a file

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## Demographics

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Male

### Are you a City of Gainesville Employee?

Yes  No

### Are you a City of Gainesville Intern?

Yes  No

### Are you currently on a City Advisory Board/Committee?

Yes  No

If yes, which Advisory Board/Committee?



4472 Vienna Woods  
Way  
Gainesville, FL 32605

## Brandon W. Telg

(352) 262-2904  
brantelg@gmail.com  
www.brandontelg.com

### Education:

University of Florida, Gainesville, FL - MS Leadership Development Spring 2015  
University of Central Florida, Orlando, FL - BA Stage Management Fall 2011  
Santa Fe College, Gainesville, FL - AA Completed in Theater Spring 2009

### Experience:

**Story Solutions, LLC** June 2016 to  
present  
Co-Founder

**Changeville** April 2016 to  
present  
Executive Director

**University of Florida** Jan. 2016-  
May 2016  
Adjunct Lecturer

**University of Florida, Video & Collaboration Services** Mar. 2014 to  
present  
Telecommunication Applications Analyst

**Self Narrate, Inc.** July 2013 to  
present  
Founder & CEO, Web Designer, Video Content Developer

**Betterme Productions** Feb. 2015-  
Sept. 2015  
Co-owner/operator

**University of Florida, College of Dentistry** Jan. 2012-  
Mar. 2014  
Educational Resource Manager/Instructional Designer

**Cirque du Soleil: La Nouba** May 2011-  
Aug. 2011  
Stage Management Intern

### Publications:

Telg, B. (2016). *Self Narrate Monthly Column*. Gainesville, FL: Gainesville Sun.

Telg, B., Jones, J. & Barnes, C. (2016). *Break Your Invisible Chains*. Gainesville, FL: Self Narrate.

Telg, B., Jones, J. & Telg, R. (2015). Story development. University of Florida Cooperative Extension Service Publication Series (WC215). Gainesville, FL.

Telg, B., Jones, J. & Telg, R. (2015). Letting them in: Sharing your story with people outside of your industry. University of Florida Cooperative Extension Service Publication Series (WC216). Gainesville, FL.

Telg, B., Jones, J. & Telg, R. (2015). Face-to-face storytelling. University of Florida Cooperative Extension Service Publication Series (WC217). Gainesville, FL.

Telg, B., Jones, J., Telg, R. & Raulerson, B. (2015). Storytelling through social media. University of Florida Cooperative Extension Service Publication Series (WC218). Gainesville, FL.

### **Presentations:**

- Telg, B.W., & Jones, J. (2016, November) Keynote: Defining the story of Gainesville. STORY:GNV Conference. Gainesville, FL.
- Telg, B.W., & Jones, J. (2016, November) Storytelling as identity capital. USF Center for Leadership & Civic Engagement. Tampa, FL.
- Telg, B.W., & Jones, J. (2016, September) Storytelling: What's my why? Wedgworth Leadership Institute. Gainesville, FL.
- Telg, B.W., & Jones, J. (2016, July) What is my story: For middle school students. FOCUS Summer Program. Gainesville, FL.
- Telg, B.W., & Jones, J. (2016, May) Storytelling to improve agriculture. Florida Ag Institute. Gainesville, FL.
- Telg, B.W., & Jones, J. (2016, April) Storytelling for digital humanities. THATCamp. Gainesville, FL.
- Telg, B.W., & Jones, J. (2016, March) Hosting. TEDxUF. Gainesville, FL.
- Telg, B.W., & Jones, J. (2016, February) Share your story. FRANK Conference. Gainesville, FL.
- Telg, B.W. (2016, January) Storytelling in rehab. UF Shands Rehab Hospital. Gainesville, FL.
- Telg, B.W., & Jones, J. (2016, January) Disability identity. UF Shands Rehab Hospital. Gainesville, FL.
- J. & Barnes, C. (2016, January) Strengthening the story: Digging deeper in mission, vision and values. UF Hillel Board of Directors. Orlando, FL.
- Telg, B.W. & Jones, J. (2015, December) Storytelling for business. TAMID UF. Gainesville, FL.
- Telg, B.W. & Jones, J. (2015, November) What is your why. USF Center for Leadership & Civic Engagement. Tampa, FL.
- Telg, B.W. (2015, October) The power of storytelling. PechaKucha: Gainesville. Gainesville, FL.
- Telg, B.W. & Jones, J. (2015, October) Easy as PIE webinar: Storytelling with self narrate. UF/IFAS Center for Public Issues Education. Gainesville, FL.
- Telg, B.W. & Jones, J. (2015, October) Self narrate: Storytelling seminar. United Church of Gainesville. Gainesville, FL.
- Telg, B.W. & Jones, J. (2015, October) Guest lecture for DIG6551: Applied interactive storytelling. University of Central Florida. Orlando, FL.
- Telg, B.W., Jones, J. & Barnes, C. (2015, September) Defining the story: Mission, vision and values. UF Hillel Board of Directors. Gainesville, FL.
- Telg, B.W. & Jones, J. (2015, September) Self narrate: Four-week story development course. United Church of Gainesville. Gainesville, FL.
- Telg, B.W. & Jones, J. (2015, August) Self narrate: Tell your story, grow yourself. Gator Amputees Support Group At Shands Rehab Hospital. Gainesville, FL.
- Telg, B.W. & Jones, J. (2015, May) Persuasive storytelling for Tobacco Free Florida. Hendry County Health Department. LaBelle, FL.

Telg, B.W. & Jones, J. (2015, May) Persuasive storytelling for Tobacco Free Florida. Alachua County Health Department. Gainesville, FL.

Telg, B.W. (2015, April) Connections: Comparing Options For Recording Video Conferences With Mediasite (Poster). Sonic Foundry Unleash Conference. Madison, WI.

Telg, B.W. & Jones, J. (2015, April) Persuasive storytelling for Tobacco Free Florida. Alachua County Health Department. Gainesville, FL.

Telg, B.W. & Jones, J. (2015, April) Self narrate: Tell your story, grow yourself. Starter Space. Gainesville, FL.

Telg, B.W. (2015, April) Self narrate: Why I lead. 1st Annual AEC Research-Extension Symposium. Gainesville, FL.

Telg, B.W. (2015, March) Self narrate: What is your why. University of Florida Global Gator Initiative Conference. Gainesville, FL.

Telg, B.W. & Jones, J. (2015, February) Self narrate: Digital storytelling. University of Florida Center for Digital Health And Wellness. Gainesville, FL.

Telg, B.W. & Jones, J. (2015, January) Self narrate: Telling your story as an artist. Art Lab. Gainesville, FL.

Telg, B.W. (2014, November) Self narrative: Tell your story, grow yourself. Florida Occupational Therapy Association 2014 Annual Conference. Fort Myers, FL.

Telg, B.W. & Mcallister, M. (2014, September) Using streaming media and videoconferencing with your course.

Telg, B.W. & Jones, J. (2014, September) Self narrate. North Central Florida Occupational Therapists Forum. Gainesville, FL. - Attendees were given Continuing Education Credits

Telg, B.W. (2014, September) Self narration and oral communication. AEC3030 - University of Florida. Gainesville, FL.

Telg, B.W. & Jones, J. (2014, April) The labor of our stories. Institute of Hispanic-Latino Cultures. Gainesville, FL.

### **Grant Projects:**

**Storytelling For Therapy Project** - Self Narrate, in conjunction with the Shands Rehab Hospital & the UF Medical Guild – Leading a year-long project to capture the stories of Occupational Therapy patients. The aim of this project is to help people complete their recovery and develop a deeper understanding of their “disability identity.”

### **Organizational Leadership:**

**STORY:GNV** - Conference Organizer, Developed concept for conference, maintained budget, created all branding for the conference as well as identified and communicated with all speakers and panelists. Over 90 people registered for the inaugural conference.

**Changeville Music Festival** - As an Executive Director, I manage the logistics of the festival, developing internal structures and plans for all elements of all festival events. This includes, but is not limited to, booking artists, developing and implementing marketing, developing collaborative relationships with downtown businesses, and managing our student team. I am also responsible for developing and maintaining the budget.

**Self Narrate, Inc.** - Founder & Executive Director, Web Designer, Video Content Developer. Self Narrate is an organizational and personal development

service utilizing self narrative as a tool for growth. Through this nonprofit, I have developed numerous leadership and personal development tools, evaluating each to the needs of the client's organization. I have also led numerous keynotes and presentations on story development.

**Betterme Productions** - Co-Founder of Betterme Productions, a video production company that emphasizes authentic storytelling.

**Live Mighty** - Co-Founder of Live Mighty, a merchandising and public speaking management company.

**Healthy Families** - Created an annual financial plan for Healthy Families Alachua.

**GainesvilleDads.org** - Created website that compiles all known resources in the Gainesville community for fathers. This resource is currently being utilized in prison release programs in the area.

## **Video Production:**

### **BettermeTV Webseries**

Produced and co-hosted the first few episodes of BettermeTV, Gainesville's first local talk show webseries.

### **The Faces of Bonnaroo 2015 Video Series**

With Betterme Productions, helped design and produce a series of 10 videos from Bonnaroo 2015. The videos showcase different non-profit organizations that were featured at Bonnaroo as well as telling the stories of various Bonnaroo attendees.

### **The Faces of One Spark 2015 Video Series**

With Betterme Productions, helped design and produce a series of 15 videos from One Spark 2015. The videos showcase different organizations making an impact in Florida. For many of these organizations, this was the first video content generated that tells their story.

### **CORE Incorporated "Introduction" Video**

With Betterme Productions, helped develop all elements of CORE Incorporated's "Introduction" video, explaining what this nonprofit organization does. Wrote script. Helped direct, film and edit. This video was used to successfully fundraise at One Spark 2015.

### **We Are Neutral Narrative Video & Commercial**

Helped the non-profit organization We Are Neutral define their narrative and created organizational narrative content and produced a commercial.

### **Gainesville Compost Narrative Video**

Helped Gainesville Compost define their narrative and created organizational narrative content.

### **Wedgworth Leadership Institute "Why I Lead" Series**

Produced a series of videos for the Wedgworth Leadership Institute showing how graduates of the Institute developed their leadership philosophies.

### **Tobacco Free Florida Training Video - Systems No, Systems Go**

Produced a training video for the Tobacco Free Florida initiative training healthcare professionals on the use of tobacco awareness systems.

### **Thinking Locally, Engaging Globally grant project**

Edited a series of Reusable Learning Object videos for use in UF AEC courses. These videos were shot in Brazil, Venezuela and other countries to show the differences in agricultural norms in these areas.

### **UF Genetics STEP: Scientific Thinking & Educational Partnership Project**

Produced, shot, edited and animated an extensive series of videos interviewing scientists working in Genetics for the purpose of creating science-oriented videos for a high school audience. These videos have been used to promote UF on PBS, ESPN.com and at the Florida Museum of Natural History. These videos won the 2015 ANREP National Innovative Program Award.

### **Skills/Strengths:**

**Expert:** Final Cut Pro, Mediasite, iMovie, PhotoShop, LiveType, Microsoft Office Suite (Word, Outlook, Excel, Powerpoint, etc.), Social Networking

(Facebook/Twitter/Google Analytics/Tumblr, etc), TurningPoint, Camtasia

**Proficient:** Wordpress, InDesign, Adobe Premiere, Garage Band, E-learning (Sakai/Canvas), Sharepoint, Web design concepts

### **Training/Certification:**

#### **Goodman Center Storytelling Workshop**

Successfully completed the Goodman Center's "Storytelling for the Gator Good" workshop at UF, designed to teach administrators how to tell better institutional stories.

#### **UF Supervisory Challenge**

Successfully completed UF HR's supervisory challenge course, an extensive, 12 course program designed to improve managerial skills and human relations in the workplace.

### **Honors/Awards:**

#### ***Alpha Tau Alpha***

Honor Society for Agricultural Education

---

## Profile

Oliver

First Name

Telusma

Middle Initial

Last Name

otelusma96@gmail.com

Email Address

3700 SW 27th St.

Street Address

Apt. G201

Suite or Apt

Gainesville

City

FL

State

32608

Postal Code

### Ward \*

District 4

Home: (910) 431-3451

Primary Phone

Home:

Alternate Phone

University of Florida

Employer

Research Coordinator- Latino  
Diaspora of the Americas Project

Job Title

---

### Which Boards would you like to apply for?

Student Community Relations Advisory Board: Submitted

Gainesville Cultural Affairs Board: Submitted

Citizens Advisory Committee For Community Development: Appointed

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### Primary Phone Type

Cell

### Alternate Phone Type

None Selected

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## Interests & Experiences

## Why are you interested in serving on a board or commission?

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The importance of preserving and promoting history and heritage across multiple cultures not only drives my work but also my art. During a period of time in which cultural diversity is under assault in multiple facets, I believe it is more important than ever that we work to honor and protect those cultures and legacies that enrich our community. One of the most important elements of that is working to ensure that protection is prevalent in multiple areas of our community like schools and after school programs. I am a firm believer in the idea that you cannot change someone's reality if you cannot step into it. Whether it is the potential to facilitate collaboration between the University of Florida and the city to expand opportunities for children in underserved communities to learn about their culture and heritage or work to facilitate development, I believe that a leader has to be active in inserting themselves into the communities they wish to see change in. One of the most notable areas of change I believe can be affected is the increase of culture taught in our schools. In my role as a research coordinator in the Latino Diaspora of the Americas Project, I've understood that there is a need to give students a space to learn about how their culture has impacted their local community, and there is a dearth of students of color here at the University of Florida. For the past two years, a fellowship program has been in active development to address both those needs, with the chance to not only give students the chance learn more about the community they live in but also address critical areas of need in curriculum. That project not only is a display of my commitment to preserving culture but also my willingness to ensure others have the same opportunity.

[Resume March 2017.docx](#)

Upload a Resume

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## Demographics

### Ethnicity

African American

### Gender

Male

### Are you a City of Gainesville Employee?

Yes  No

**Are you a City of Gainesville Intern?**

---

Yes  No

**Are you currently on a City Advisory Board/Committee?**

---

Yes  No

---

If yes, which Advisory Board/Committee?



# Oliver Telusma

---

3700 SW 27th St. Apt. 1G-201C | (910)-431-3451 | otelusma96@ufl.edu

## **UNIVERSITY OF FLORIDA- INNOVATION ACADEMY | JANUARY 2015-PRESENT**

Major: Political Science

Minor: Spanish/Innovation

## **Extracurricular Activities and Service**

### **ADMINISTRATIVE ASSISTANT | DOCTORS ON WHEELS | AUGUST 2014-JANUARY 2016**

- Fielding telephone calls for the office manager
- Managing the calendar and organizing appointments between the physician, nurse and patients
- Mailing important documents and correspondences between the practice and lab sites, hospitals and other practices
- Drafting important correspondences between the office manager, lab sites, hospitals and other practices

### **FELLOW | YOUNG PEOPLE FOR (YP4)-PEOPLE FOR AN AMERICAN WAY FOUNDATION | APRIL 2016-PRESENT**

- Selected based on a comprehensive proposal that addresses educational, race-based and income based disparities as well as potential reforms in voting rights/voter registration
- Organizing for educational reform and racial justice within Alachua County, both in high schools and in the university setting

### **PROJECT COORDINATOR | LATINO DIASPORA IN THE AMERICAS PROJECT | MAY 2016-PRESENT**

- Tasked with preserving and promoting Latinx history and the diaspora in North, Central and South America through interviews, transcriptions and audio and video editing
- Established a research project that utilizes innovative educational models to close the achievement gap between white and minority students in Alachua County
- Coordinated interviews and events with nationally and internationally renowned poets like Rossy Evelin Lima and Matt Sedillo

## **Awards and Honors**

### **OUTSTANDING FRESHMAN LEADERSHIP-SAVANT LEADERSHIP HONORARY|APRIL 22<sup>ND</sup>, 2015**

- Recognized for superior leadership and service among first year students at the University of Florida for the 2014-2015 academic year

### **MR. HSA 2015-2016|OCTOBER 1<sup>ST</sup>, 2015**

- Awarded first place in a scholarship pageant to serve as the official representative for the Hispanic Student Association for the 2015-2016 Academic Year

### **SOPHOMORE SPEAKER- LAUNCH INTO IA 2016|JANUARY 4<sup>TH</sup>, 2016**

- Awarded for being chosen out of 2<sup>nd</sup> year applicants to deliver sophomore message and introduce the keynote speaker at Launch into IA

### **BLACK ECONOMICS | BLACK STUDENT LEADERSHIP CONFERENCE | OCTOBER 28<sup>TH</sup>, 2016**

- Discussed the reality of people of color in navigating spaces that are designed to devalue them financially and make it more difficult for them to become economically independent

**GUEST LECTURER | YP4 NATIONAL SUMMIT, WASHINGTON, D.C. | JANUARY 13<sup>TH</sup>, 2017**

- Discussed the reality of people of color in navigating spaces that are designed to devalue them financially and make it more difficult for them to become economically independent

---

## Profile

Teresa (terri)

First Name

M.

Middle Initial

Weichman

Last Name

tweich1010@gmail.com

Email Address

1965 SW 65th Drive

Street Address

Suite or Apt

Gainesville

City

FL

State

32607

Postal Code

## Ward \*

District 3

Mobile: (561) 252-3486

Primary Phone

Mobile: (561) 252-3486

Alternate Phone

Newly retired

Employer

Grant Administrator

Job Title

---

## Which Boards would you like to apply for?

Gainesville Cultural Affairs Board: Submitted

---

## Primary Phone Type

Cell

---

## Alternate Phone Type

None Selected

---

## Interests & Experiences

## Why are you interested in serving on a board or commission?

I am interested in serving on the Gainesville Cultural Affairs Board because I wish to improve the community where I live and also improve what others outside of Gainesville experience and visit. I want to develop community interaction and resources. I have vast experience in budgets, grants and also outreach, as reflected on my resume.

[Resume TWeichman Apr2018 Advisory Bd Cultural.pdf](#)

Upload a Resume

[TWeichman-](#)

[Cover Ltr Cultural Affairs Bd Apr 2018.pdf](#)

Please upload a file

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## Demographics

### Ethnicity

Prefer not to Answer

### Gender

Female

### Are you a City of Gainesville Employee?

Yes  No

### Are you a City of Gainesville Intern?

Yes  No

### Are you currently on a City Advisory Board/Committee?

Yes  No

If yes, which Advisory Board/Committee?

**Terri Weichman**  
1961 SW 65<sup>th</sup> Drive Gainesville, FL 32607  
[tweich1010@gmail.com](mailto:tweich1010@gmail.com) (561) 252-3486

April 17, 2018

I feel I am a perfect candidate for the Gainesville Cultural Affairs Board. I would very much enjoy having the opportunity to explain my qualifications. In addition to my desire to increase community involvement and tourism, I have experience in budgets, grants and outreach, as demonstrated on my resume. I am newly retired, therefore I have time to devote to the Board. I am excited about the Board opening and feel I am the person that you are looking for.

As reflected on my resume, I have over 18 years experience in grant administration, with emphasis on post award, including budgets, and preparation and submission of financial reports. I have vast experience in managing Federal, State, Foundation, and Industry grant funding. I also have seven years outreach experience, developing partnerships and marketing planning and implementation.

I have excellent communication skills, as well as strong administrative and organizational capabilities. I am very detailed in my work, providing meticulous scrutinizing of all work projects and products.

I graduated with a Bachelor of Business Administration degree, "Summa cum laude", in which I studied organizational behavior, public policy, and accounting. I am a nationally Certified Grants Management Specialist and Grant Professional Certified.

I believe my experience, education, attention to detail, will allow me to make a significant contribution.

Sincerely,

Teresa (Terri) Weichman, CGMS, GPC  
(561) 252-3486

**Terri Weichman, CGMS, GPC**  
1961 SW 65<sup>th</sup> Drive Gainesville, FL 32607  
tweich1010@gmail.com (561) 252-3486

## **PROFESSIONAL EXPERIENCE**

### ***Grants Coordinator/Administrator, Research Programs and Services***

Florida Atlantic University: Harbor Branch Oceanographic Institute

Fort Pierce, Florida

October 2012 to April 2017

- Post award grant management of federal, state, foundation, industry and state university internal grants
- Grant financial management
- Generate financial reports, review and approval of grant expenditures, such as requisitions, expense reports and spend authorizations
- Ensure compliance with regulations, requirements and policies
- Experience with accounting and research administration
- Work with FAU Principle Investigators, Business Managers and Department of Research staff, analyze and interpret financial reports for multitude of grant awards
- Facilitate Principle Investigators in submission of no-cost extensions
- Perform Budget Amendments
- Monitor awards for end dates and close out of awards
- Monitor sub-awards regarding invoicing, expenditures and adhering to Federal regulations
- Development of grant proposal budgets, budget projections
- Submission of Proposals, Letters of Intent, and Statements of Interest
- Determine Cost Allocations for grant personnel is budgeted and fund availability
- Assist with Labor Payroll Accounting Adjustments for submission

### ***National Grants Manager/ Program Administrator***

National Association of Police Athletic/Activities Leagues, Inc.

Jupiter, Florida

October 2006 to March 2012

- Senior Grant Department Administrator national non-profit organization
- Management of grant awards: pre and post award, through close-out
- Responsible for multi-million dollar grant budgets
- Financial management/ Financial analysis
- Ensure federal grant expenditures are in compliance with federal regulations: Uniform Guidance and Cost Principles
- Review billing and invoices/perform drawdowns, reimbursements for multiple cost centers
- Prepare and submit Federal Financial Reports
- Prepare for auditors, coordinate and ensure submission of Single Audit Report
- Address and resolve audit findings
- Award, audit, monitor and oversee sub-awards
- Oversee contractors and consultants
- Liaison with funding agencies/sponsors
- Interview, hire, train, supervise and manage staff
- Conduct national presentations, trainings and technical assistance
- Plan and facilitate workshops and national events
- Researching, identifying funding opportunities
- Coordinate, develop and submit grant proposals to funding agencies
- Create and incorporate content for organization's website
- Compile data, complete and submit programmatic reports to funders
- Oversee national programs and projects

***Director: Healthy Communities Access Program (Promoted)***

Health Care District of Palm Beach County

West Palm Beach, Florida

February 2005-October 2006

- Promoted within organization to this position
- Developed, implemented and evaluated Federal grant program from inception of program
- Management of grant awards: pre and post award
- Prepared, developed, and monitored annual budget, including staffing levels and budget projections
- Ensure compliance to federal regulations and requirements
- Ensured submission of Federal Financial Reports and Single Audit Reports
- Researched, identified, developed and submitted grant proposals to funding agencies
- Interviewed, hired, supervised, performed staff evaluations, and trained multi-cultural/multi-lingual staff
- Provided multi-site management and supervision
- Developed short term goals and long term Strategic Action Steps
- Planned and facilitated Consortium meetings
- Coordinated trainings for staff regarding federal, state, and local guidelines and requirements
- Compiled data, completed and submitted program reports to Grantors/Sponsors
- Tracked legislative changes to programs
- Developed health & social service databank, automated data collection/storage system

### ***Outreach Specialist***

Health Care District of Palm Beach County (then promoted to above position)

West Palm Beach, Florida

October 1998-February 2005

- Developed, implemented and evaluated State and Foundation grant program from inception of program
- Prepared and directly responsible for annual budget
- Researched, identified, developed and submitted grant proposal applications to funding agencies
- Conducted trainings, presentations and technical assistance to community agencies and organizations
- Provided presentations at local, state and national conferences
- Planned and facilitated workshops, events, coalition meetings and community forums
- Created, developed and maintained successful working partnerships with 400+ community organizations, social services, medical professionals, healthcare providers, and businesses
- Created and maintained database of 400+ community partners
- Developed marketing plan to create program awareness
- Designed, had translated and distributed marketing materials
- Developed short term goals and long term Strategic Action Steps
- Gathered information and content for organization's website
- Prepared and distributed listserv/newsletters to community partners
- Created and distributed news releases to media outlets, created and published print advertisements
- Budgeted and scheduled media campaigns, oversaw and approved television and radio commercials
- Performed television, radio and print interviews
- Compiled data, completed and submitted programmatic reports to funders
- Tracked legislative changes to programs

### **EDUCATION**

**Bachelor of Business Administration "Summa cum Laude"**

Northwood University, West Palm Beach, Florida

***Certified Grants Management Specialist "CGMS"*** (National Grants Management Association)

***Grant Professional Certified "GPC"*** (Grant Professionals Certification Institute)

***Certificate in Grants Management*** (Management Concepts)

**STRONG COMPUTER SKILLS:** Proficient in PC application of Microsoft; Word, Excel, PowerPoint, Publisher, Outlook, Workday, grantsERA and the Internet. Strong computer skills: word processing, spreadsheets, database creation and management

### Profile

Lauria

First Name

White

Middle Initial

Last Name

lwhite7777@hotmail.com

Email Address

2323 NE 12th Str.

Street Address

Suite or Apt

Gainesville

City

FL

State

32609

Postal Code

### Ward \*

District 2

Mobile: (352) 246-5961

Primary Phone

Home:

Alternate Phone

Union Juvenile Residential Facility

Employer

Case Manger/Transition Specialist

Job Title

### Which Boards would you like to apply for?

Gainesville Cultural Affairs Board: Submitted

### Primary Phone Type

Cell

### Alternate Phone Type

None Selected

### Interests & Experiences



## Why are you interested in serving on a board or commission?

I served on the CAB in 2008 - 2009 along with Sheldon Packer and Connie Gesualdi who referred me. I was nominated for chair during that time but my job relocated to GA. My drive and tenacity for the Arts have continued thus far. I have relocated back to Alachua county and would like to serve on the board once again. I have seen the improvements that Alachua county has made over the past few years and I aspire to be a part of any future endeavors.

[Lauria White Resume 110216.doc](#)

Upload a Resume

Please upload a file

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## Demographics

### Ethnicity

African American

### Gender

Female

### Are you a City of Gainesville Employee?

Yes  No

### Are you a City of Gainesville Intern?

Yes  No

### Are you currently on a City Advisory Board/Committee?

Yes  No

If yes, which Advisory Board/Committee?

# Lauria White

2323 NE 12<sup>th</sup> Street  
Gainesville, FL 32609

Cell: (352) 246-5961  
LWhite7777@hotmail.com

## Career Focus

An advantageous position utilizing my skills in Public Services and Youth Outreach and Prevention. A Career Educator versed in collaborating and building strong working relationships with fellow staff, supervisors and community members.

## Skill Highlights

- Exceptional organizational skills
- Strong Communicator
- Detail-oriented
- Excellent interpersonal skills
- Exceptional written and verbal communicator
- Committed to cultivating student leadership
- Understands various learning styles
- Proficient in creating and maintaining schedules
- Case planning
- Compassionate
- Conflict resolution training
- Exceptional problem solver
- Urban public schools background
- Positive and encouraging
- Fast learner
- Microsoft Office and Outlook proficiency
- SMART Board familiarity
- CPR certification

## Experience

### Case Manager

Brunswick Job Corps Center

05/2009 – 02/2016  
Brunswick, GA

- Case Manage and provide Counseling services to young adults' ages 16 - 24.
- Information, Interventions, and referrals).
- Develop and maintain educational records and program documentation according to company and Department of Labor standards (assessments, educational plans, progress notes, termination summaries, etc.).
- Communicate and coordinate with other department to maintain a successful career path.
- Perform routine assessments and evaluations. Interviewed and assessed new clients each week.
- Completed documentation for all clients attending group sessions.
- Conferred with parents and guardians, teachers and administrators to resolve clients' behavioral and academic Barriers.

### Career Skills Instructor

Gainesville Job Corps Center

03/2005 – 05/2009  
Gainesville, FL

- Instruct and coordinate lesson plans and activities for daily learning
- Preventative Behavioral Counseling Performed as routine student assessments and
- Evaluations Detailed Record and file management Assists in Case Management.
- Conferred with parents, guardians and departmental staff to resolve clients' behavioral and academic barriers. Enforced both classroom and administration policies and rules at all times by using a variety of teaching methods such as lectures, discussions and critical thinking.

**Senior Records Specialist**  
Gainesville Job Corps Center

03/1999 – 03/2005  
Gainesville, FL

- Prepare and process Student records on a weekly basis
- Maintaining data of over 300 students using general office organization skills
- Doubled as Student Records Coordinator when needed
- Operated Multiple line Phones
- Maintained financial responsibilities regarding student travel and billing.
- Made copies, sent faxes and handled all incoming and outgoing correspondence.
- Created PowerPoint presentations used for business development.
- Organized files, developed spreadsheets, faxed reports and scanned documents.
- Managed daily office operations and maintenance of equipment.

**Registration Clerk**

Alachua County Tax Collectors

04/1996 – 01/1999  
Gainesville, FL

- Increase Annual Sales.
- Registered vehicles, boats, etc. to the State of Florida.
- Demonstrated effective presentation and Customer service.
- Maintain records of vehicle registrations.
- Processed an average of 50 - 100 transactions each day in a timely manner.
- Answered customers' questions and addressed problems and complaints in person and via phone.

**Education**

**Bachelor of Arts: St. Leo University - Psychology**  
Gainesville, FL, United States

2008

**Associate of Arts: St. Leo University - Liberal Arts**  
Gainesville, FL, United States

2006

**Additional Information**

- Community Theater Group Co-Founder
- City of Gainesville, Cultural Arts Board Member
- Dean List (BCU -1995 -97)
- Committee Member, Regional Plan Implementation (Career Success Standards) for Job Corps.

**References Available Upon Request**