



BOARD DETAILS



OVERVIEW



SIZE 9 Seats



TERM LENGTH 36



TERM LIMIT 2

Nine (9) members; three (3) year terms. **TWO CONSECUTIVE TERM LIMIT** [Reference Ordinance No. 2842 (03/28/83); Ordinance No. 3541 (Name Change) (06/12/89)]. **CITY RESIDENCY REQUIRED.**

All members of the board shall be residents of the City. One (1) member shall be a registered architect. The City Commission shall, when possible, appoint a representative from each of the following areas of expertise: 1) History; 2) Real Estate and/or Real Property Appraisal and/or Finance; 3) Urban Planning and/or Law; 4) Engineering and/or Building Construction; and 5) Landscape Architecture.

The responsibility of the Historic Preservation Board (HPB) shall be to: 1) update the official inventory of cultural resources and submit recommendations and documentation to the City Commission; 2) develop programs to stimulate public interest in urban neighborhood conservation policies and goals; 3) advise property owners concerning funding and grant sources which might be available for the identification, protection, enhancement, perpetuation, and use of historic, architectural, archeological, and cultural resources; 4) cooperate with city, county, regional, state and federal government agencies in planning proposed and future projects to reflect the concerns and policies expressed in this article, and assist in the development of proposed and future land use plans; 5) advise property owners and local governmental agencies concerning the proper protection, maintenance, enhancement and preservation of cultural resources; 6) advise the City Commission concerning the effects of local governmental actions on cultural resources; 7) review and recommend sites, buildings, structures, objects, areas and districts, both public and private, for listing on the local register for historic places; and otherwise further the objectives and purposes defined in section 12-2 of the Gainesville Code of Ordinances.



DETAILS

ENACTING ORDINANCE WEBSITE

ENACTING ORDINANCE

Reference Ordinance No. 2842 (03/28/83); Ordinance No. 3541 (Name Change) (06/12/89)



City of Gainesville

HISTORIC PRESERVATION BOARD

BOARD ROSTER



MARK STERN

1st Term Oct 20, 2016 - Jun 01, 2019

Email: mark.stern84@gmail.com
Home: (352) 281-4885
Address:
5205 N.W. 27th Drive
Gainesville, FL 32605

Category Appraiser/Realtor
Appointed by City Commission



RICHARD SCOTT DANIEL

1st Term Apr 07, 2016 - Jun 01, 2019

Email: rscottdaniels2012@gmail.com
352-538-0325
352-376-7824

Appointed by City Commission



DANIELLE M MASSE

1st Term Oct 20, 2016 - Jun 01, 2019

Email: dmmasse@yahoo.com
Mobile: (401) 640-0284
Address:
730 NE 9th Ave
Gainesville, FL 32601

Appointed by City Commission



DAVID ENRIQUEZ

1st Term Oct 21, 2016 - Sep 30, 2017

Email: davidenriquez7219@gmail.com
Home: (813) 506-4757
Address:
32035001 Sledd Hall
Gainesville, FL 32612

Category Student Seat
Appointed by City Commission



BILL WARINNER

4th Term Sep 04, 2014 - Jun 01, 2017

(352) 514-2336
Address:
306 NE 5th Avenue
Gainesville, FL 32601-5403

Office Chair
Category Architect & Realtor
Appointed by City Commission



ELIZABETH ANN STACY

1st Term May 15, 2014 - Jun 01, 2017

(352) 505-5254
Address:
310 NW 8th Street
Gainesville, FL 32601



MICHELLE A. HAZEN

1st Term Mar 20, 2014 - Jun 01, 2017

(352) 219-2033

Address:

430 NE 9th Avenue
Gainesville, FL 32601



JAMES JAY D. REEVES JR.

6th Term Sep 04, 2014 - Jun 01, 2017

(352) 284-4399

Address:

305 NE 5th Avenue
Gainesville, FL 32601

Category Preservation Architect



JASON STRAW

2nd Term Jun 20, 2013 - Jun 01, 2016

(352) 371-3571

Address:

518 NW 2nd Street
Gainesville, FL 32601

Profile

jason

First Name

straw

Last Name

Middle Initial

jasonstrawwoodworker@gmail.com

Email Address

518 N.W. 2nd St.

Street Address

Suite or Apt

Gainesville

City

FL

State

32601

Postal Code

District 1

Ward

Home: (352) 317-3571

Primary Phone

Home: (352) 215-0942

Alternate Phone

self

Employer

Building Contractor

Job Title

Which Boards would you like to apply for?

Historic Preservation Board

Home

Primary Phone Type

Cell

Alternate Phone Type

Interests & Experiences

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

I currently serve on the HPB as the only certified building contractor. In the past I specialized in historic home restoration. I feel that my unique experiences bring a needed grounding to the boards discussions.

Upload a Resume

Please upload a file

Demographics

Ethnicity

Gender

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?


**BOARD OF ADJUSTMENT
APPOINTMENT BALLOT**

Openings: **One (1) Opening (City Residency Required)**
Applications: **One (1) Application**


NAME OF APPLICANT
Jamie S. Bell (2/16/17 – 11/1/20) *applied to SHIP
READVERTISE FOR ADDITIONAL APPLICANTS




BOARD DETAILS




OVERVIEW



SIZE 5 Seats



TERM LENGTH 36



TERM LIMIT 2

(5-members; 3-year terms) Created by Ordinance No. 1997 (December 16, 1984), Ordinance No. 3777, and Ordinance 060109). After the initial appointments, each member shall be appointed for up to two consecutive terms of three years each, and shall hold office until a successor has been appointed and qualified. Service on the Board May not exceed six (6) consecutive years; however, reappointment may occur after one (1) year absence from the board. Vacancies shall be filled for the unexpired term of any member whose office becomes vacant. Terms shall expire November 1 of the year the term expires. CITY RESIDENCY REQUIRED.

Requirements for Members: Experience: The membership of the Board of Adjustment shall, whenever possible include at least three members with experience in the following areas: a) Urban Planning; b) Architecture; c) Landscape Architecture; d) Law; e) Development; or f) Construction. The Board shall have the powers and duties under the zoning and building chapter provisions, of the City: 1) Administrative Review; 2) Special Exceptions; 3) Variances; 4) Decisions; and 5) Additional duties as may, by ordinance, be delegated to it and which shall pertain to the above assigned powers. Members of the Board of Adjustment shall be and remain bona fide residents of the city.



DETAILS

ENACTING ORDINANCE WEBSITE

ENACTING ORDINANCE

Created by Ordinance No. 1997 (December 16, 1984), Ordinance No. 3777, and Ordinance 060109)



City of Gainesville

BOARD OF ADJUSTMENT

BOARD ROSTER



DARRELL L MURRAY

Appointed by City Commission

1st Term Oct 20, 2016 - Nov 01, 2019

Email: dmurray@nei-sys.net

Business: (352) 505-2844

Mobile: (407) 230-1520

Address:

2009 NW 14th Ave

Gainesville, FL 32605



ADAM BOUDREAUX

Appointed by City Commission

1st Term Nov 05, 2015 - Nov 01, 2018

Email: aboudreaux@ufl.edu

352-575-8822

352-294-3804



DANIEL C HARLOFF

Appointed by City Commission

1st Term Nov 05, 2015 - Nov 01, 2018

Email: danharloff@yahoo.com

352-215-6276



RICHARD H SCHNEIDER

Office Vice Chair

1st Term Jun 05, 2014 - Nov 01, 2017

(352) 377-6508

Address:

3290 NW 37th Street

Gainesville, FL 32605



KEITH R SAINT

Category Student Seat

Appointed by City Commission

1st Term Jan 21, 2016 - Sep 30, 2017

Email: krsaint@ufl.edu

256-577-5015



VACANCY

Office Chair

Profile

Jamie

First Name

S

Middle Initial

Bell

Last Name

sortevikj@gmail.com

Email Address

1523 NE 12th Terrace

Street Address

Suite or Apt

Gainesville

City

FL

State

32601

Postal Code

District 2

Ward

Mobile: (954) 245-9720

Primary Phone

Home: (

Alternate Phone

Suwannee River Water
Management District

Employer

Project Manager

Job Title

Which Boards would you like to apply for?

Board of Adjustment, City Beautification Board, Gainesville Human Rights Board, Historic Preservation Board, State Housing Initiatives Partnership

Cell

Primary Phone Type

Alternate Phone Type

Interests & Experiences

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

I moved to Gainesville in 2008 to pursue a degree in Agricultural and Biological Engineering at the University of Florida; I've stayed in Gainesville because I love the town, the people, and the culture. As a young, newly married professional, I'm looking to fully put down roots and become an active member of the Gainesville community at-large. Through my current position I have experience in Water Use and Environmental Resource permitting, project management, natural resource conservation and restoration, stormwater management and flood protection. I've also worked for a number of Gainesville businesses, received a Bachelor of Science in Engineering from UF, and am currently pursuing a Master of Science in Engineering; I expect to become a certified Professional Engineer in February 2018. I believe my work and technical experience, coupled with my love for Gainesville and desire to give back to my community, provide me with unique qualifications to serve on a number of Citizen's Advisory Boards/Committees.

[Jamie Sortevik Bell - Resume - CAC.pdf](#)

Upload a Resume

Please upload a file

Demographics

Caucasian/Non-Hispanic

Ethnicity

Female

Gender

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?

Jamie Sortevisk Bell, E.I.

1523 NE 12th Terrace, Gainesville, FL 32601
Phone: 954.245.9720
E-mail: sorteviskj@gmail.com

Education

University of Florida, Gainesville, FL

- **MS:** Environmental Engineering **December 2018**
Specialization: Water Resources Planning and Management
- **BSE:** Agricultural and Biological Engineering **May 2013**
Specialization: Land and Water Resources

Work Experience

Suwannee River Water Management District **February 2014 - Present**

Project Manager, *full time*

- Administration of \$1.5 million annual RIVER Grant funding program, assisting local government entities with water supply, water quality, flood protection, and natural resource restoration projects
- Management of complex water resource projects: prepare and execute contracts; review engineering design plans; approve purchase, reimbursement, and funding requests; build relationships with agencies and municipalities; track project deadlines and deliverables; ensure efficient project completion.

Engineer I, *full time*

- Assist public with permit application process, perform technical review of Environmental Resource Permit applications, prepare permit staff reports, and confirm adherence to Florida Administrative Code

Leonardo's 706/The Flying Biscuit Cafe **July 2013 - February 2014**

Server, *full time*

- Employed at two restaurants simultaneously
- Assisted in daily food preparation, provided in-depth menu knowledge and excellent customer service

Stonewood Grill and Tavern, LLC. **January 2011 - July 2013**

Head Training Coach/Head Server, *full time*

- Coordinated and performed new employee orientation and staff-wide training classes on a monthly basis
- Audited daily cash flow and all weekly paperwork, regularly oversaw restaurant in manager's absence

Domino's Pizza, Inc. **November 2008 - May 2011**

Assistant Store Manager, *full time*

- Youngest manager of largest Domino's franchise in the Southeast US, managed 20-25 employees daily
- Reviewed all transactions; regulated food production, customer satisfaction, and employee relations

Skills and Certifications

- Proficiency in Microsoft Office Suite, ArcGIS software packages, AutoCAD, and Daptiv
- Florida Certified Contract Manager, expiration: June 30, 2020

Notable Awards

- *First Place*, Treasure Coast Research Park Water Farming Design Competition, May 2013
- *Employee of the Decade*, Domino's Pizza, Inc., December 2010

**GAINESVILLE HUMAN RIGHTS BOARD
APPOINTMENT BALLOT**

Openings: **One (1) Opening – (City Residency Required)**
Applications: **Seven (7) Applications**

***partial term to replace Jennifer M. Goins**

NAME OF APPLICANT
Angelita N. Kraemer (2/16/17 – 2/22/18)
Jennifer M. Meiselman Titus (2/16/17 – 2/22/18) *applied to BPAB
Satori Days (2/16/17 – 2/22/18)
Jacof Teran (2/16/17 – 2/22/18)
Sergio R. Rodriguez-Ferro (2/16/17 – 2/22/18)
Jasmine J. Haddaway (2/16/17 – 2/22/18)
Larry D. Pryor, II (2/16/17 – 2/22/18)
READVERTISE FOR ADDITIONAL APPLICANTS



BOARD DETAILS



OVERVIEW



SIZE 7 Seats



TERM LENGTH 36



TERM LIMIT n/a

(Seven (7) members; 3-year terms). CITY RESIDENCY REQUIRED.

Membership should be representative of the city population.

Created by Ordinance 980524 (12/14/98) amending Chapter 8 of the Code of Ordinances. Providing for the Human Rights Board; authorizing certain duties, powers, functions and responsibilities; providing for the enforcement, filing, processing and hearing of complaints of discrimination based upon sexual orientation, age, race, color, sex, religion, creed, national origin, physical or mental disabilities, marital status, familial status and occupation; providing for civil actions, penalties and other remedies.



DETAILS

ENACTING ORDINANCE WEBSITE

ENACTING ORDINANCE

Created by Ordinance 980524 (12/14/98) amending Chapter 8 of the Code of Ordinances.



City of Gainesville

GAINESVILLE HUMAN RIGHTS BOARD

BOARD ROSTER



BELINDA SMITH

Appointed by City Commission

2nd Term Apr 07, 2016 - Feb 23, 2019

(352) 872-8555
Address:
602 NW 4th Street
Gainesville, FL 32601



WALLACE DONN SMITH, II

Appointed by City Commission

1st Term Apr 07, 2016 - Feb 22, 2019

Email: donnsmith1@gmail.com
415-577-5330
352-594-1033



MARIE SMALL

Appointed by City Commission

2nd Term Apr 07, 2016 - Feb 22, 2019

Address:
1265 SE 12th Avenue
Gainesville, FL 32641



ALBA N HENESY

Appointed by City Commission

1st Term Apr 07, 2016 - Feb 22, 2019

Email: albahenesy@gmail.com
352-327-8343



RYAN C. STITH

1st Term Feb 05, 2015 - Feb 22, 2018

(352) 328-6132
Address:
2701 SW 13th Street
Unit #E2
Gainesville, FL 32608



JEREMIAH TATTERSALL

Appointed by City Commission

2nd Term Jul 02, 2015 - Feb 22, 2018

Email: jeremiahtattersall@gmail.com
(407) 617-7060
Address:
206 NE 2nd Avenue
Gainesville, FL 32601



ROBERT B MALDONADO

Category Student Seat
Appointed by City Commission

1st Term Nov 05, 2015 - Sep 30, 2017

Email: robertmaldonado@gmail.com
904-553-2567



VACANCY

Appointed by City Commission

Profile

Angelita

First Name

N

Middle Initial

Kraemer

Last Name

anaomikraemer@gmail.com

Email Address

1216 SW 2nd Ave

Street Address

Apt. 66

Suite or Apt

Gainesville

City

FL

State

32601

Postal Code

District 5

Ward

Mobile: (352) 277-4219

Primary Phone

Home:

Alternate Phone

Haven Hospice

Employer

Human Resources Recruiting
Assistant

Job Title

Which Boards would you like to apply for?

Gainesville Human Rights Board

Cell

Primary Phone Type

Alternate Phone Type

Interests & Experiences

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

My college career as well as my full time employment is focused on employment law and ethical issues. I believe that I can serve my community by offering both my knowledge and enthusiasm for solving issues regarding discrimination. Serving on this particular board would also allow me the opportunity to expand my understanding of such matters to be a better resource for those affected.

Resume2016.docx

Upload a Resume

Please upload a file

Demographics

Hispanic

Ethnicity

Female

Gender

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?

Angelita Naomi Kraemer

Tel: (352) 277-4219 | Email: anaomikraemer@gmail.com

Summary

Enthusiastic student with experience in Recruiting and healthcare, eager to utilize and expand my knowledge of the HR field.

Professional Experience

Recruiting Assistant 08/2015- present

Haven Hospice

- Help manage turnover by implementing employee appreciation programs
- Create HR scorecards to determine and improve areas of weakness
- Help manage personnel files and assist with auditing
- Increase number of new hires in each orientation
- Complete background screening process including references, employment verification, criminal background, education verification and fingerprinting
- Provide assistance to candidates throughout to pre-hire process
- Assist with prescreening candidates and build strong relationships with managers to help them understand their recruiting needs
- Provide feedback to hiring managers regarding candidate assessments and prescreens
- Recognize red flags during the hiring process including behavioral challenges and noncompliance issues

Senior Clerk 09/2014-07/2015

Alachua County Health Department

- Interviewed clients for financial eligibility of services
- Participated in public speaking at the University of Florida to educate healthcare students about the We Care program
- Acted as liaison between program coordinators and clients as well as between physician and patients
- Maintain spreadsheets for current client procedures
- Consistently cleared 5 patients receive colonoscopy screenings each month
- Schedule clients for colorectal screenings and dental clinics
- Assist in bi-monthly clinical setting initiatives
- Complete mail out of financial statements
- Meet with local free clinics to improve services
- Billed insurance companies for Flu Mist vaccine using Availity

Medical Assistant 02/2012- 08/2014

Wayne S. Blocker MD, PA

- Assisted physician in minor procedures including biopsies and IUD insertion
- Completed full workup of OB/GYN patients
- Ordered medical supplies for office
- Called in prescriptions to local pharmacies
- Record keeping of inventory and outgoing specimens
- Sterilized metal instruments used in office
- Reviewed OB agreements with patients

Professional Memberships

- SHRM Member since 10/2015

Professional Trainings

- Effective Interviewing (Edge Interview)
- HR Best Practices Training (Pedro Forment)
- SHRM Student Summit 2016- Atlanta

Education

- **Pennsylvania State University-** Estimated graduation 08/2018
B.S. Labor and Employment Relations

Profile

Jennifer

First Name

R

Middle Initial

Meiselman Titus

Last Name

meiselmantitus@gmail.com

Email Address

4738 NW 82nd Rd

Street Address

Suite or Apt

Gainesville

City

FL

State

32653

Postal Code

District 2

Ward

Mobile: (352) 222-3203

Primary Phone

Business: (352) 214-2217

Alternate Phone

Jennifer Meiselman Titus

Employer

Sole Practitioner

Job Title

Which Boards would you like to apply for?

Bicycle Pedestrian Advisory Board, Gainesville Human Rights Board, Gainesville/Alachua County Cultural Affairs Board, Public Recreation and Parks Board

Cell

Primary Phone Type

Office

Alternate Phone Type

Interests & Experiences

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

I love Gainesville! I want to contribute to our community in a meaningful way. I truly want to help. I am a practicing attorney and a mother of three children. I have the unique perspective of understanding rules, government, and process and truly caring about the future of our community for my children. The reason that I selected the committees that I did is that I strongly believe in equal access under law and that Gainesville should be a welcoming city. I also am a cyclist and enjoy riding bicycles with my husband and a children. I also support the arts and love public art! I look forward to using my skills to benefit our great city!

JMT_revised_resume.10.16.docx

Upload a Resume

Please upload a file

Demographics

Caucasian/Non-Hispanic

Ethnicity

Female

Gender

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?

JENNIFER MEISELMAN TITUS

P.O. Box 358993
Gainesville, FL 32635

(352) 214-2217
jennifer@jennifermtlaw.com

- Member of the Florida Bar
- Florida Supreme Court Certified Family Mediator

COMMUNITY INVOLVEMENT

- Adult Member/Volunteer/Co-Leader for Daisy & Brownie Troop 709
- Volunteer at Talbot Elementary School
- Volunteer at B'Nai Israel Community Day School

EDUCATION

California Western School of Law, San Diego, California
Juris Doctor *Magna cum laude*, April 2003

- Top 5.8% based on class standing 12/2004
- Executive Lead Articles Editor, California Western Law Review, Summer 2002-Summer 2003
- Academic Achievement Award: Highest Grade in Class: Contracts I, Advanced Mediation, & Internship Seminar
- Bonnie Nelson Reading Family Law Scholarship, November 2002
- National Association of Women Lawyers Award, March 2003
- Distinguished Service Award & Wiley W. Manuel Award, March 2003
- Pro Bono Honors Society, Member Spring 2002
- Family Law Society, President, Spring 2002-Fall 2002; Vice President, Fall 2001; Member, 2000-2003
- Public Interest Law Foundation, Loan Repayment Assistance Program (LRAP) Committee Chair, Fall 2001-2003; Member, 2000-2003

University of South Florida, Tampa, Florida
Bachelor of Arts, *cum laude*, Anthropology, May 1998

- Golden Key Honor Society, Member, 1996-1998
- College of Arts and Sciences Honor Society, Member, 1996-1998
- Pi Gamma Mu-International Social Sciences Honor Society, Member, 1998

PUBLICATION

Adding Insult to Injury: California's Cruel Indifference to the Developmental Needs of Abused and Neglected Children from Birth to Three, 39 CAL. W. L. REV. 115 (2003).

EXPERIENCE

Law Office of Jennifer Meiselman Titus, Gainesville, Florida August 2015-Present
Owner & Attorney: Sole practitioner. Provide legal services in the areas of family law, dependency, delinquency, domestic violence, and daycare licensing. Perform family law mediations.

Avera & Smith, LLP, Gainesville, Florida June 2015-August 2015
Attorney: Provided compassionate legal analysis and help to potential clients contacting the firm through phone and email. Handled legal work as assigned. Attended administrative hearing that yielded favorable results for our client. Represented clients pre-shelter in dependency actions that yielded favorable results. Represented client in dependency action that resulted in dismissal of Petition. Filed and had a full day hearing on a domestic violence injunction. Worked in conjunction with ACSO, victim's advocate at the State Attorney's office and Peaceful Paths to move client to a safe home for her and her children and get her in the services that she needed.

Gainesville Mediation, Gainesville, Florida February 2015-Present
Owner & Mediator: Conduct mediations in all areas of family law including modifications of timesharing, dissolution of marriage, modifications of support, and pre-litigation marital settlement agreements.

Law Office of Tracey Carlisle, Gainesville, Florida November 2014-June 2015
Associate Attorney: Conduct client interviews, attend mediations, draft motions and legal pleadings, and attend court hearings on all aspects of family and dependency law.

State of Florida Guardian ad Litem Program, Gainesville, Florida
March 2011-August 2013
Supervising Attorney: Supervised the work of four program attorneys. Trained and supervised legal interns and legal externs. Trained new staff, attorneys, and community volunteers on legal process. Prepared for and participated in all phases of litigation for children's best interests. Balanced collaborative law and techniques with litigation to achieve best results for dependent children.
Provided legal advice and support to the Guardian ad Litem Program. Helped ensure legal compliance with statutory and administrative requirements. Helped resolve internal conflicts between volunteers, staff, and attorneys.

Clark County District Attorney's Office, Las Vegas, NV March 2006-March 2011
Deputy District Attorney: Reviewed case submissions, drafted petitions, requested additional information from law enforcement and/or child protective services. Advised law enforcement and/or child protective services on additional information required to support the cause of action. Handled search warrant calls. Appeared in court on all aspects of delinquency and dependency matters from petition, to trial, to disposition, termination of parental rights and appeals. Attended administrative hearings on behalf of the State of Nevada. Handled a specialized caseload for severe cases of child physical abuse and/or homicide. Conducted mediations between the Department of Family Services, parents, and foster parents for open adoption and resolution of trial.

Exercised prosecutorial discretion in determining which cases to file charges and which cases to refer for diversionary services including mediation and victim offender mediation.

Eighth Judicial District Court, The Honorable Gerald W. Hardcastle, Las Vegas, NV
Aug. 2005- March 2006

Law Clerk: Performed legal research and analysis on dependency and family law issues. Reviewed all motions and orders submitted to the Court. Drafted court orders following termination of parental rights trials.

United States District Court, The Honorable Napoleon A. Jones, Jr., San Diego, CA
Jan. 2003-April 2003

Extern: Researched and analyzed complex legal issues. Drafted memoranda to the Judge on issues including: forum non conveniens, default judgments, 12(b)(6) motion to dismiss, immigration habeas corpus petitions, civil rights, and jury instructions.

California Western Law Review, San Diego, CA May 2002-May 2003

Executive Lead Articles Editor: Solicited, reviewed and managed submissions for the journal. Communicated with authors regarding editorial progress and recommended changes. Managed and evaluated the work of ten associate writers.

San Diego Volunteer Lawyer Program, San Diego, CA June 2002-Jan. 2003

Intern: Interviewed clients. Researched issues including: prenuptial agreements, child custody, and property division agreements. Drafted Points & Authorities for invalidation of prenuptial agreement that resulted in favorable settlement.

Domestic Violence Restraining Order Clinic, San Diego, CA Oct. 2001-Jan. 2003

Volunteer: Interviewed clients. Drafted Domestic Violence and Elder Abuse Temporary Restraining Orders and client declarations. Wrote a grant for an attorney position to represent the Petitioner in the final hearings. Volunteered for more than 150 hours in a calendar year while attending law school.

Profile

Satori

First Name

Days

Middle Initial

Last Name

satori.days@gmail.com

Email Address

1810 NW 23rd Blvd

Street Address

#212

Suite or Apt

Gainesville

City

FL

State

32605

Postal Code

District 1

Ward

Mobile: (352) 317-1371

Primary Phone

Home: (

Alternate Phone

**Alachua County Board of County
Commissioners**

Employer

Housing Program Specialist

Job Title

Which Boards would you like to apply for?

Gainesville Human Rights Board

Cell

Primary Phone Type

Alternate Phone Type

Interests & Experiences

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

I am interested in serving on the Gainesville Human Rights Board because of my growing interest in human rights and my strong desire for being an advocate for my community. There are many people in our community unaware of their individual rights and by being a member of this board I can educate and assist those who may have been wrongfully discriminated against. With a background and working knowledge in public service and in the hospitality industry, I feel it is my duty to engage our community as well as our local government leaders in addressing the many concerns of our community.

SatoriDaysResume.pdf

Upload a Resume

Please upload a file

Demographics

African American

Ethnicity

Female

Gender

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

N/A

If yes, which Advisory Board/Committee?

Satori Days

1810 NW 23rd Blvd #212 • Gainesville, FL 32605 • Mobile: 352-317-1371
Satori.Days@gmail.com

OBJECTIVE

To obtain a position and further my career within local, state, or federal government to utilize my education and skills in planning, budgeting, accounting, purchasing, community service, event planning, affordable housing, social services, organization, and problem solving

EDUCATION

Georgia College & State University, Milledgeville, GA
Master of Public Administration

Expected graduation Fall 2018

Bethune-Cookman University, Daytona Beach, FL
Bachelor of Science in Hospitality Management

Graduation May 2010

WORK EXPERIENCE

Alachua County Board of County Commissioners

Gainesville, FL

Housing Program Specialist

April 2016-Present

- Monitors and maintains Neighborhood Stabilization Programs and State Housing Initiatives Partnership (SHIP) program statistics
- Prepares housing reports for State and private agencies
- Processes and prepares invoices for payment to contractors and other vendors
- Acts as Staff Liaison for the Affordable Housing Advisory Committee
- Acts as public relations coordinator for Housing Programs Division
- Advises public of housing programs through community outreach
- Provide top level customer service for citizens over the phone and in person of various social programs and services

Executive Staff Assistant, County Manager's Office

November 2015-April 2016

- Assisted Agenda Coordinator in coordinating and preparing agenda packets for Board meetings and County Staff
- Maintained County's website with daily meetings list and attachments to ensure accurate information to public
- Maintained schedules, calendars, conference room reservations for County Managers and County Commissioners
- Processed payment arrangements for meeting room reservations and prepare check requests
- Prepared and process invoices
- Perform complex administrative duties for department
- Provide top level customer service for citizens over the phone and in person

Levy County Board of County Commissioners

Bronson, FL

Administrative Assistant II, Department of Public Safety

April 2015 – November 2015

- Managed and monitored an eight million dollar department budget for EMS and Fire Rescue services
- Reviewed all invoices for approval and payment
- Responsible for reviewing payroll to ensure accuracy for over 50 employees
- Assisted with Health Care Responsibility Act (HCRA) reports
- Performed administrative duties for department

Administrative Assistant I, Board Administration

March 2013-April 2015

- Performed clerical duties for County Coordinator and County Commissioners
- Acted as a liaison between Department Directors and County Commissioners and County Coordinator
- Prepared public meeting agendas and agenda packets
- Maintained County's official website
- Assisted citizens with information and guidance
- Reviewed invoices for approval and payment

Parc Soleil by Hilton Grand Vacations

Orlando, FL

Recreation Coordinator

March 2012 -December 2012

- Planned, developed, and executed recreational activities for all ages
- Provided exceptional and attentive customer service to all guests
- Trained employees in accordance to brand standards

Gaylord Palms Resort and Convention Center

Kissimmee, FL (Orlando)

Concierge Agent

August 2010 – January 2012

- Provided flawless service by assisting guest with their travel needs
- Increased revenue through upsells of various hotel amenities
- Created relationships with outside vendors to provide services to hotel guests

SKILLS

- Proficient in Microsoft Word, Excel, PowerPoint, Publisher, and Outlook
- Experience in Adobe Acrobat, Microsoft SharePoint, LOGOS Financial Management Software

MEMBERSHIPS

City of Archer Community Center Advisory Board, Volunteer

August 2016-Present

National Forum for Black Public Administrators, Member

December 2015- Present

Girls Empowerment and Mentor Services Girls Club, Mentor/Volunteer

September 2015-Present

Profile

Jacof

First Name

Teran

Last Name

Middle Initial

jacofteran@gmail.com

Email Address

2330 SW Williston RD Apt 1811

Street Address

Suite or Apt

Gainesville

City

FL

State

32608

Postal Code

District 3

Ward

Mobile: (239) 271-4100

Primary Phone

Home:

Alternate Phone

Employer

Job Title

Which Boards would you like to apply for?

Gainesville Human Rights Board

Primary Phone Type

Alternate Phone Type

Interests & Experiences

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

As a resident of Gainesville and student pursuing my goal as attending law school I know of the importance of community relations and using one's voice to have a say in community politics. Gainesville is more than just the University of Florida, with countless gems hidden in the town and multiple people calling this place home. My desire came from not just sitting stagnant waiting for things to happen be an activator and be a part of the board or commission that makes things happen.

ResumeUpdated12-19-16.docx

Upload a Resume

Please upload a file

Demographics

Hispanic

Ethnicity

Male

Gender

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?

Jacof Diego Terán

(239) 271-4100 | 2330 SW Williston RD Apt. 1811 Gainesville, FL. 32608 | jacofteran@gmail.com

Education

Bachelor of Arts in Sociology

April 2017

Concentration: Race/Ethnicity & Latin American Studies

Professional Experience

Intern, Teach For America

May 2015 – July 2015

- Oversaw the logistics for transporting 200 teachers daily to the site of their training.
- Assisted the Transportation & Special Events Director in programming events that was tailored to the teachers' interest.
- Initiated marketing tactics aimed to increased exposure and attendance to the events programmed.

Director, Gatorship

May 2015 – May 2016

- Led a team of twenty-one in group development, communication, and ability to facilitate small groups.
- Facilitated small group discussion on how to dialogues privilege, systems, and identity.
- Programmed diversity training alongside administration of the University of Florida reaching over 800 students in 6 weekends.

President, Omega Delta Phi Fraternity Incorporated, Gainesville, FL

Feb. 2015 - Dec. 2015

- Facilitated weekly meetings to program a year's worth of event.
- Oversaw an executive board of four members and assisted the execution of their tasks
- Maintained new member intake steady, and set up a plan of action to increase intake the following year.

Leadership Experience

Advisory Community Committee, Latinx Council

Sept. 2014- Sept. 2016

- Met with other community leaders to discuss the most pressing issues facing the Latinx community at the University of Florida.
- Collaborated with Hispanic-Latino Affairs to work towards making UF a Hispanic Serving Institution by conducting research on what resources were needed for Hispanic-Latinx students.
- Reached out to Alumni to set up a mentorship between Juniors and Seniors with Latinx Alumni

Executive Director, Hispanic-Latinx Student Assembly (HLSA)

April 2015 – Sept. 2015

- Managed a budget of \$13,000 dollars that were allocated for speakers, performers, and set up.
- Achieved the higher attendance turnout for an HLSA not seen in the previous 4 years.
- Executed a welcome assembly reaching over 800 students that advocated, educated, and celebrated Latinx culture.

Senator, University of Florida Student Government Senate

Sept. 2014 – Sept. 2015

- Collaborated with other Senators to pass legislations affecting a student body of 50,000 students.
- Boosted student involvement in Student Government by assisting in the formation of a bipartisan system and new political party.
- Advocated for better living arrangements for students off-campus living and passed a bill for streetlights in order to promote safer walking.

Vice President of Programming, Students Taking Action Against Racism

April 2013 – May 2014

- Programmed events that foster conversations on how to be allies to members of other racial groups.
- Worked with other cultural student organizations to bring awareness to issues facing their respective communities.
- Allocated a budget of \$1000 to programs for the entire academic year.

Profile

Sergio

First Name

R

Middle Initial

Rodriguez-Ferro

Last Name

sergio.r.rodriguez988@gmail.com

Email Address

2508 SW 35th Pl

Street Address

Apt A6

Suite or Apt

Gainesville

City

FL

State

32608

Postal Code

District 4

Ward

Mobile: (813) 210-7788

Primary Phone

Home: (813) 210-7788

Alternate Phone

University of Florida

Employer

Admissions Officer

Job Title

Which Boards would you like to apply for?

Gainesville Human Rights Board

Cell

Primary Phone Type

Alternate Phone Type

Interests & Experiences

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

After serving in the military and AmeriCorps, my goal is to continue to serve communities that need active leadership. I can provide a global and unique domestic perspective to the city of Gainesville that adheres to ideals of tolerance, representation, and equality.

SERGIO_RODRIGUEZ_RESUME.pdf

Upload a Resume

Please upload a file

Demographics

Hispanic

Ethnicity

Male

Gender

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?

SERGIO R. RODRIGUEZ

2508 SW 35th Place, Apt. A6 • Gainesville, FL 32608
(813) 210-7788 • sergio.r.rodriguez988@gmail.com

Education

May 2011 **UNIVERSITY OF FLORIDA** – College of Liberal Arts and Sciences **GAINESVILLE, FL**
Bachelor of Arts in History

Dec. 2008 **HILLSBOROUGH COMMUNITY COLLEGE** **TAMPA, FL**
Associate in Arts in Liberal Arts

Experience

UNITED STATES ARMY RESERVE **GAINESVILLE, FL**
Captain, Summer 2011 to Present

Controlled and maintained equipment valued at over \$16 million throughout my career. Assumed all major positions allowable from organizational leadership in charge of 35 personnel during the War in Afghanistan to leading small administrative teams that provide effective, proven training and services.

- Plan and execute all logistical requirements for a simulated war exercise for over 600 personnel; to include travel, lodging, and food for 28 days
- Tracked training in a consistent manner through new interactive tools in order to drive training to 100% of standard
- Directly oversaw over 3,000 loaded miles of combat logistic support within Afghanistan from January 2013 to September 2013 in support of 80,000 personnel

UNIVERSITY OF FLORIDA **GAINESVILLE, FL**

Admissions Officer II, Fall 2016 to Present

Charted and confirmed thousands of applications per transfer admissions cycle. Analyzed over 1,000 Holistic Freshman Reviews and 3 states territories for admissions decisions.

- Analyze and refer applications to proper colleges within the university for admittance decisions
- Provided enrollment advisement related to credit completion options and program related questions and concerns
- Counseled students, parents, guidance counselors, and community organizations about transfer admissions procedures

TEACH FOR AMERICA **OKLAHOMA CITY, OK**

Corps Member, Spring 2014 to Fall 2016

Designed and executed 8th grade Science curriculum in Oklahoma City Public School with average growth of 16.5% per student. Averaged a 7% drop in failure rates throughout two years of instruction. Acquired over 1,000 hours of educational training and leadership development through Teach For America's certification process. Appointed as Operations Coordinator during a summer training cycle for incoming Corps Members and spearheaded a new supply system for TFA Central Oklahoma.

- Efficiently instructed students on all Oklahoma Priority Academic Student Skills (PASS) while seeing overall growth of 5-to-7% from pre-test to post-test
- Planned and executed daily lesson plans of rigorous, culturally relevant, and interactive content for 224 students in order to create a to permeate a hard-working, student-driven classroom
- Streamlined financial & mail operations during Summer Institute 2015 for a satisfaction rating 82%, thus exceeding operational goals by 1%
- Evaluated as an "Exceeds Expectations" in Organizational Stewardship and overall "Proficient" rating under Teach for America's Summer Performance Review

AMAZON.COM FULFILLMENT, INC. **LEXINGTON, KY**

Area Manager, Spring 2012 to Spring 2014

Forecasted over 600,000 shipments in the packaging department while minimizing indirect labor costs to provide over 300 hours saved to the Outbound section. Utilized Lean tools and 5S programs for improvement initiatives, to minimize deficiencies, enhance customer experience, and improve overall department function.

- Managed a department with a 97% efficiency rating on delivering customer promise and meeting all shipment deadlines
- Reviewed, planned, and oversaw daily forecasts of 3,000 to 20,000 units and executed an efficient labor plan to maximize productivity
- Provided a continuous improvement environment that included safety and structure for a department of 35 employees while maintaining OSHA standards and attaining zero lost days

Profile

Jasmine

First Name

J

Middle Initial

Haddaway

Last Name

jasmine.haddaway@gmail.com

Email Address

12120301 Beaty Towers East

Street Address

Suite or Apt

Gainesville

City

FL

State

32612

Postal Code

District 4

Ward

Mobile: (321) 438-2387

Primary Phone

Home:

Alternate Phone

University of Florida

Employer

Resident Assistant

Job Title

Which Boards would you like to apply for?

Art in Public Places Trust, Gainesville Human Rights Board, Gainesville/Alachua County Cultural Affairs Board, Student Community Relations Advisory Board

Cell

Primary Phone Type

Alternate Phone Type

Interests & Experiences

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

I grew up in an area of Orlando, Florida that was considered one of the most impoverished in the city. In a neighborhood called Taft, I saw firsthand what food deserts, poverty, lack of quality healthcare, and educational disparities can do for a town. Moreover, I learned how important community development was for societal growth, as many of my childhood friends from Taft grew up to become gang members, drug dealers, or incarcerated because of few role models for them. Having experienced this level of human suffering gave me the motivation to want to help solve these inequities on a community-based scale, but I felt that I was unqualified until I attended an international social entrepreneurship conference in high school. I learned there that everyone has the opportunity to be a stakeholder in our world's progress, which I still value as a college student at the University of Florida. Today, my interest in social justice has developed into a passion for using diversity, inclusion, and human rights advancement as means to propel community development. I work with nonprofits and other local partners to build relationships with the community that serve as catalysts for change. I am a firm believer that working in public service is one of the most direct ways to reach others and hope that I can use this to continue to advocate for equality and accessibility for all, especially underserved communities. I am positive that this advisory board position will empower me to combine my experiences as a Latina first-generation college student from a low socioeconomic background with the opportunity to mitigate societal inequities in our flourishing city. I recognize that the world is an ever-evolving place with ideas being created every day and want to contribute in making it better than when I first entered it. This experience will allow me to learn how to help people and communities find their "door of opportunity" to understand others' perspectives and make a positive difference in the world.

[Haddaway Jasmine -
Jan 2017 Full Resume.docx](#)

Upload a Resume

Please upload a file

Demographics

Hispanic

Ethnicity

Female

Gender

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?

JASMINE HADDAWAY

12120301 Beaty Towers East Gainesville, Florida 32612 | (321) 438-2387 | jasmine.haddaway@gmail.com

Education

UNIVERSITY OF FLORIDA

May 2018

Bachelor of Arts, International Studies Major, Women's Studies Minor

- GPA: 3.79

Work Experience

U.F. DEPARTMENT OF HOUSING, *Resident Assistant*

December 2015-present

- Fostered a positive living environment for 60 residents designed to link community, faculty, and students
- Promoted academic excellence, addressed student needs, and mediated residents' conflicts
- Produced building-wide programming for over 780 residents

CHALLENGE 2050 PROJECT, *Scholar*

October 2015-present

- Instituted program to create solutions to needs associated with a projected population of 9.6 billion by 2050
- Built partnerships with multinational biotechnology corporations to foster collaborative innovation
- Organized OneWorld conference to connect student inventors with businesses and social capital grants

SOCIAL INNOVATION FESTIVAL, *OpenIDEO DC Designer*

October 2016-December 2016

- Facilitated design challenge to re-conceptualize root causes of mass incarceration in Washington, DC
- Interviewed former inmates and collected data in affected communities to inform multi-day design challenge
- Created prototypes to reduce mass incarceration in Washington, DC by 50%

THE WHITE HOUSE, *Presidential Personnel Office Intern*

September 2016-December 2016

- Designed new outreach initiatives to further diverse talent acquisition in federal government
- Implemented professional development programming for approximately 3,500 political appointees
- Interfaced with key LGBTQ+ policy and advocacy organizations alongside senior White House leadership

HILLARY FOR AMERICA, *Florida Women for Hillary Fellow*

August 2016

- Generated and tracked press coverage related to Hillary Clinton's campaign in Florida
- Spearheaded new outreach and communication methods to connect women voters to candidate
- Communicated core campaign message to press, undecided voters, supporters, and local partners

OFFICE OF U.S. SENATOR BILL NELSON, *Constituent Services Intern*

July 2016-August 2016

- Collaborated with caseworkers to assist constituents in dealing with federal agencies
- Corresponded with constituents and conveyed their opinions to the Senator
- Enhanced community outreach tactics to strengthen casework resources for needs of constituency

RUTH'S LIST FLORIDA, *Political Strategy Intern*

May 2016-August 2016

- Recruited and recommended 50 Democratic women as candidates for local and state political office
- Coached over 250 candidates in fundraising, field organizing, and communication approaches
- Spearheaded research initiatives to identify Florida municipalities lacking female representation in politics

FLORIDA DEMOCRATIC PARTY, *Coordinated Campaign Fellow*

May 2016-July 2016

- Organized voter education and outreach efforts to help elect Democratic candidates across the state
- Assessed local voter demographics to craft strategies for under-mobilized populations
- Managed team of volunteers to facilitate voter registration events

EBOLA 100 PROJECT, *Research Assistant*

September 2015-March 2016

- Conducted a "history of the present" of the Ebola outbreak in West Africa
- Transcribed interviews with individuals who have been involved in the humanitarian response
- Collected qualitative data from African government representatives and nonprofit organizations

PROJECTS FOR HAITI, *Development Intern*

August 2015-March 2016

- Created youth leadership advancement program for over 100 youths in Cap-Haïtien, Haiti
- Orchestrated sustainable international development projects in entrepreneurial innovation and public health
- Planned Florida Connected Conference for 600 teachers to increase global awareness in education

- AMERICAN RED CROSS, *Disaster and Volunteer Services Intern*** May 2015–August 2015
- Identified resources and recruited individuals to enhance disaster relief operations for 1.9 million residents
 - Secured \$65,000 in fundraising for annual Services to the Armed Forces golf tournament
 - Compiled demographic data on natural disasters and areas responded to by Red Cross services
- CELEBRATION FOUNDATION, *Women’s Initiative Intern*** May 2015–August 2015
- Developed monthly lunchtime girls' empowerment program for over 600 middle school girls
 - Researched current issues in women’s and girls’ issues facing community to brief strategic partners
 - Solicited sponsorships from community organizations and individual donors

Campus Involvement

- FLORIDA CICERONES, *Official Student Ambassador*** January 2015–present
- Served as student representative for the University of Florida at university functions
 - Facilitated campus tours to engage with 48,000 annual prospective students, families, and visitors
 - Hosted events with the UF President’s Office, Athletic Association, and Alumni Association
- TEDxUF CONFERENCE, *Director of Performances*** September 2014–present
- Cultivated talks and performances to reflect TED style of presentation
 - Coordinated event logistics to serve over 1,500 conference attendees
 - Managed \$40,000 annual budget and oversaw team of 75 directors and volunteers
- UF EXTERNAL AFFAIRS, *Director of Outreach and Engagement*** September 2015–May 2016
- Lobbied in Florida State Capitol for \$14.4 million of funding for STEM initiatives in College of Education
 - Allocated \$5.8 million to diversity and inclusion programs as part of university presidential committee
 - Planned 2015 UF Week of Civic Engagement that registered over 1,000 Millennials to vote

Volunteer Activities

- Planned Parenthood Public Affairs Volunteer August 2016–present
- Gainesville High School Student Mentor August 2014–April 2015
- Dance Marathon at the University of Florida Fundraiser and Volunteer November 2014–March 2015
- P.K. Yonge Research Developmental School Tutor September 2014–December 2014

Awards

- Northwestern University Conference on Human Rights Delegate January 2017, January 2016
- Anti-Defamation League Campus Leaders Mission to Israel Participant May 2016–June 2016
- Harvard University Public Policy and Leadership Conference Attendee February 2016

International Experiences

- India: studied NGOs and international development abroad with university July 2017–August 2017
- Israel: participated in educational exchange program on Israeli-Palestinian conflict May 2016–June 2016
- The Bahamas: traveled with family on cruise ship for leisure May 2016
- Haiti: participated in volunteer project on sustainable development February 2016–March 2016
- Mexico: traveled with family on cruise ship for leisure May 2015
- Canada: traveled with family for leisure July 2012
- Spain: attended international conference on social entrepreneurship July 2012
- Peru: traveled with family for leisure June 2004

Languages

- Spanish: minimum professional proficiency
- French: limited working proficiency
- Hindi: elementary proficiency

Profile

Larry

First Name

D

Middle Initial

Pryor II

Last Name

larry.pryor@yahoo.com

Email Address

3504 NW 27th Terrace

Street Address

Suite or Apt

Gainesville

City

FL

State

32605

Postal Code

District 2

Ward

Mobile: (352) 246-1009

Primary Phone

Business: (352) 872-5500

Alternate Phone

Gainesville Housing Authority

Employer

Executive Assistant

Job Title

Which Boards would you like to apply for?

Gainesville Human Rights Board

Cell

Primary Phone Type

Office

Alternate Phone Type

Interests & Experiences

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

I am interested in serving on a board for the City of Gainesville because of two main reasons. First, I believe that everyone in a community should be a producer and not just a consumer. Serving on a board would allow me to provide service to my community instead of just reaping the benefits of living in Gainesville. Also, I believe that all citizens are entitled to fair treatment under the law. This belief has lead me to applying for the vacant position on the Gainesville Human Rights Board.

[LPryor_GHRB.doc](#)

Upload a Resume

[LPryor_GHRB_cover.docx](#)

Please upload a file

Demographics

African American

Ethnicity

Male

Gender

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

N/A

If yes, which Advisory Board/Committee?

Larry D Pryor II
3504 NW 27th Terrace
Gainesville, FL 32605
(352) 246-1009
Larry.Pryor@yahoo.com

City of Gainesville

To whom it may concern:

My name is Larry D Pryor II and I am writing this letter to express my interest in becoming a member of the Gainesville Human Rights Board. I am interested in serving on a board for the City of Gainesville because of two main reasons. First, I believe that everyone in a community should be a producer and not just a consumer; serving on a board would allow me to provide service to my community instead of just reaping the benefits of living in Gainesville. Also, I believe that all citizens are entitled to fair treatment under the law.

I am currently employed as the Executive Assistant with the Gainesville Housing Authority where I assist the Executive Director, Pamela E. Davis, with administrative tasks and handle administrative functions on her behalf for the Gainesville Housing Authority Board of Commissioners.

I am a member of the African American Accountability Alliance and was a part of the chartering group of members for the Rotaract Club of Gainesville. As a member of the African American Accountability Alliance I have served as Nominations Committee Chair and as the official timekeeper for candidate forums. I also served on the planning committee for the Souls to the Polls event sponsored by the Alachua County NAACP.

As an active member of Phi Beta Sigma Fraternity, Inc, I have been on conference planning committees and served as chairman of the 2013 Phi Beta Sigma Florida Leadership conference. I serve as advisor to the undergraduate chapter at the University of Florida and attend monthly meetings with the Office of Sorority and Fraternity. I currently hold the position of 1st Vice President in the Gainesville Graduate chapter and recently finished a term on the State of Florida Executive Board as Northern District Director.

I am a dedicated worker and strive for continuous improvement.

I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration and I look forward to speaking with you regarding this opportunity.

Sincerely

Larry D Pryor II

Larry D Pryor II

3504 NW 27th Terrace, Gainesville, FL 32605
(352) 246-1009 Larry.Pryor@yahoo.com

Objective: To obtain a position as a member of the Gainesville Human Rights Board to ensure that all citizens of Gainesville, Florida are treated fairly under the law with respect to sexual orientation, age, race, color, sex, religion, creed, national origin, physical or mental disabilities, marital status, familial status and occupation.

Professional Experience

GAINESVILLE HOUSING AUTHORITY, GAINESVILLE, FLORIDA

Executive Assistant, Feb 2016 – Present

- Attend meetings as required as a representative of the Executive Director.
- Attend Board meetings and Staff meetings and transcribe minutes.
- Takes independent action through the application of problem solving, decision making, dependability, initiative, and the ability to process and resolve various complex administrative issues
- Assist Executive Director with the Human Resources Management function including a variety of activities, such as recruiting, training, performance issues, and ensuring personnel and management practices conform to various regulations and GHA policies
- Assist Executive Director to ensure safe work environment, including diversity management, dealing with drug-free workplace, preventing violence in the workplace
- Responsible for the implementation and management of GHA's public records and record retention policy

SITEL CORPORATION, LAKE CITY, FLORIDA

Coach (Supervisor), Jan 2015 – Feb 2016

- Front-line supervisor of 12 to 16 full-time employees
- Provides behavior based feedback and coaching to improve specific phone metrics
- Completes administrative paperwork for corrective actions, attendance issues, and separation requests
- Monitors and audits employee phone calls remotely and through side-by-side observations

NATIONWIDE INSURANCE, GAINESVILLE, FLORIDA

Quality Assurance Analyst, Dec 2008 – Jan 2013 (position eliminated via 60 day notice)

- Prepared, coordinated, and conducted quality evaluations and needs assessments to ensure quality standards and service requirements were met with regards to commercial phone calls and policy change requests
- Assisted in new hire training as Subject Matter Expert in all major commercial lines of business
- Delivered coaching that supported consistent processes and/or performance improvement solutions
- Mentored teams of Commercial Service Representatives for periods of 3 to 6 months on various areas of customer service skills

Commercial Service Representative II, Nov 2006 – Dec 2008

- Processed amendments to Commercial Liability, Property, BOP, Umbrella, Inland Marine, & Workers Compensation policies
- Answered questions and provided explanations regarding service requests and coverage for commercial policies

FLORIDA COALITION AGAINST DOMESTIC VIOLENCE, TALLAHASSEE, FLORIDA

Independent Contractor, Nov 2010 – May 2011

- Facilitated youth focus groups as marketing research for Thatsnotcool.com & subsequent public service announcements

Education

Ashford University, Clinton, Iowa

Masters Degree Candidate, Organizational Management – Jan 2014 - May 2015

Ashford University, Clinton, Iowa

B.A. Public Relations & Marketing, Jan 2013- GPA 3.01

University of Florida, Gainesville, Florida

Completed coursework towards Industrial Engineering, August 1999 – December 2002

Wade Hampton High School, Hampton, South Carolina

Volunteerism

Phi Beta Sigma Fraternity, Incorporated

Florida Northern District Director (2015 to 2017),

Current 1st Vice President of the Epsilon Omicron Sigma Graduate Chapter in Gainesville Florida

Alumni Advisor to the Zeta Kappa chapter of Phi Beta Sigma Fraternity at the University of Florida

Alachua County Branch of the National Association for the Advancement of Colored People (NAACP) - volunteer

African American Accountability Alliance (4As) - volunteer