

# CITIZENS ADVISORY COMMITTEE FOR COMMUNITY DEVELOPMENT APPOINTMENT BALLOT

**Openings:** Four (4) Openings – (City Residency Not Required)  
**Applications:** Five (5) Applications

**PLEASE INITIAL YOUR SELECTION**

NAME OF APPLICANT	Comm. Arreola	Comm. Hayes-Santos	Comm. Simmons	Mayor Poe	Comm. Johnson	Comm. Ward	Comm. Warren
Alston, Arthur (6/6/19 – 11/1/22)	✓		✓		✓	✓	✓
Lewis, Phimetto (6/6/19 – 11/1/22)	✓	✓	✓	✓	✓	✓	✓
Mulhall, Mark (6/6/19 – 11/1/22)		✓		✓	✓	✓	✓
O’Neal, April (6/6/19 – 11/1/22) <span style="color: red;">*applied to CBB</span>	✓	✓	✓	✓	✓	✓	
Reid, Jennifer (6/6/19 – 11/1/22) <span style="color: red;">*applied to BOT</span>	✓	✓	✓	✓			✓
READVERTISE FOR ADDITIONAL APPLICANTS							



City of Gainesville

# CITIZENS ADVISORY COMMITTEE FOR COMMUNITY DEVELOPMENT

## BOARD DETAILS



OVERVIEW



**SIZE** 15 Seats



**TERM LENGTH** 36



**TERM LIMIT** n/a

Fifteen (15) members, three (3) year terms. Created by Resolution #R-74-144 (11/18/74), Reference Ordinance Numbers 1011, 1912, 2554. City Residency NOT Required.

In order to remain in compliance with the Federal Regulations regarding Citizen Participation, the City has implemented an Advisory Board to represent the community and to assist with the Application Review Process. The Citizens Advisory Committee for Community Development (CACCD), receives all applications, conduct on-site visits to Agencies, hear funding presentations, and makes recommendations to the City Commission and City Manager relating to the Community Development Block Grant (CDBG) and HOME Initiative Programs and shall lend support to, and seek support from public services, housings, and public facilities improvement programs that serve the low – and moderate income Residents of the City of Gainesville.

The CACCD meet the 3rd Tuesday of each month.

NOTE: Student Adjunct Members are not listed in the demographic composition of the Board/Committee. The Student Adjunct Member is not counted toward the quorum of the Board/Committee.



DETAILS

**AGENDAS AND MINUTES ARE LOCATED**

**ORDINANCE**

Created by Resolution #R-74-144 (11/18/74), Reference Ordinance Numbers 1011, 1912, 2554.



City of Gainesville

# CITIZENS ADVISORY COMMITTEE FOR COMMUNITY DEVELOPMENT

## BOARD ROSTER



**HARJOT L SODHI**

**1st Term** Apr 04, 2019 - Sep 30, 2019

Email: harjotsodhi@ufl.edu  
Mobile: (352) 278-8878  
Address:  
14534 NW 148th Pl  
Alachua, FL 32615

**Appointing Authority** City Commission  
**Category** Student Member



**GREG LARVENZ**

**1st Term** Aug 04, 2016 - Nov 01, 2019

Email: larvenz@gmail.com  
Home: (954) 249-9218  
Address:  
3921 NW 59th Ave  
Gainesville, FL 32653

**Appointing Authority** City Commission



**JENNIFER W POWELL**

**1st Term** Aug 04, 2016 - Nov 01, 2019

Email: acr4peace@gmail.com  
Mobile: (352) 215-2243  
Address:  
556 NW 31st Ave  
Gainesville, FL 32609

**Appointing Authority** City Commission



**MARIE D. SMALL**

**1st Term** Jul 06, 2017 - Nov 01, 2020

Email: mdsml@alachuacounty.us  
Business: (352) 264-6745  
Home: (352) 335-0572  
Address:  
1265 SE 12th Ave  
Gainesville, FL 32641

**Appointing Authority** City Commission



**SHERYL S EDDIE**

**1st Term** Jul 06, 2017 - Nov 01, 2020

Email: sasieddie@bellsouth.net  
Home: (352) 379-5700  
Mobile: (352) 318-3258  
Address:  
4027 NW 34th Street  
Gainesville, FL 32605

**Appointing Authority** City Commission



**CHANA E BAKER**

**1st Term** Jul 06, 2017 - Nov 01, 2020

Email: cljackson5677@gmail.com  
Home: (352) 553-8968  
Business: (352) 264-2017  
Address:  
4700 SW Archer Road #90  
Gainesville, FL 32608

**Appointing Authority** City Commission



**JULIE A HENDERDON**

**1st Term** Jul 06, 2017 - Nov 01, 2020

Email: australiaj@gmail.com  
Home: (352) 219-5962  
Business: (352) 392-1554  
Address:  
113 Redwater Lane  
Hawthorne, FL 32640

**Appointing Authority** City Commission



**CHIRAYU M PATEL**

**1st Term** Jul 06, 2017 - Nov 01, 2020

Email: p.chirayu@gmail.com  
Mobile: (386) 365-7748  
Business: (352) 410-9746  
Address:  
11913 SW 24TH LN  
GAINESVILLE FL 32608

**Appointing Authority** City Commission



**ELLIOTT M WELKER**

**1st Term** N/A - Nov 01, 2020

Email: ewelker@ufl.edu  
Mobile: (352) 281-8069  
Business: (352) 416-0754  
Address:  
4020 NW 47th Place  
Gainesville, FL 32606

**Appointing Authority** City Commission



**DERRIANTE MITCHELL**

**1st Term** Feb 21, 2019 - Nov 01, 2022

Email: mitchell.derriante@gmail.com  
Home: (352) 246-9056  
Address:  
1361 NE 31st Pl  
Gainesville, FL 32609

**Appointing Authority** City Commission



**ALLISON BASKER**

**1st Term** Feb 21, 2019 - Nov 01, 2022

Email: allisonbasker@gmail.com  
Mobile: (202) 290-4729  
Address:  
321 SE 3rd St  
H8  
Gainesville, FL 32601

**Appointing Authority** City Commission



**TERESA (TERRI) WEICHMAN**

**1st Term** Feb 21, 2019 - Nov 01, 2022

Email: tweich1010@gmail.com  
Mobile: (561) 252-3486  
Address:  
1961 SW 65th Dr  
Gainesville, FL 32607

**Appointing Authority** City Commission



**VACANCY**

**Appointing Authority** City Commission



**VACANCY**

**Appointing Authority** City Commission



**VACANCY**

**Appointing Authority** City Commission



**VACANCY**

**Appointing Authority** City Commission



**VACANCY**

**Appointing Authority** City Commission

### Profile

Arthur D Alston  
First Name Middle Initial Last Name

art\_alston@yahoo.com  
Email Address

7624 SW 49th Place  
Street Address Suite or Apt

Gainesville FL 32608  
City State Postal Code

### Ward

None Selected

Mobile: (615) 579-7400 Home:  
Primary Phone Alternate Phone

Nationwide Insurance Claims Manager  
Employer Job Title

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

Citizens Advisory Committee For Community Development: Submitted  
 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 bring two decades of leadership experience ranging from college clubs during my school days, through my current role with a Fortune 500 Company. I have lived in multiple cities and states and will bring new ideas and fresh perspectives to the boards I serve on.

[Art Alston resume 2019.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?

# Arthur D. Alston

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7624 SW 49<sup>th</sup> Place Gainesville, FL 32608 PHONE: (615) 579-7400 EMAIL: art\_alston@yahoo.com

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## **EDUCATION**

- 1997 B.S. Criminal Justice Administration, Middle Tennessee State University – Murfreesboro, TN  
2015 M.S. Criminal Justice Administration, Middle Tennessee State University – Murfreesboro, TN

## **EXPERIENCE**

Nationwide Insurance – Gainesville, Florida

*National Diminution of Value, Claims Leader*

*March 2016 to Present*

- ❖ Provide oversight to a remote team of claims professionals who handle claims for all 50 states
- ❖ Stay current on recent legislation regarding DV rulings and trends across the country
- ❖ Introduced multiple continuous improvement processes to enhance the customer experience
- ❖ Spearheaded central print initiatives which significantly reduced cycle time and printing expenses
- ❖ Resolve escalated customers concerns regarding disputes in values
- ❖ Act as the lead negotiator for auto claims in which at least 50k in property damages has been demanded

Nationwide Insurance – Nashville, TN and Gainesville, FL

*Casualty Claims Manager*

*July 2005 to March 2016*

- ❖ Providing daily leadership to my district which consists of 10 Casualty claims associates
- ❖ Recruit, interview, train new talent to timely fill open requisitions as they arise
- ❖ Provide in-depth training to new hires and on-going coaching and feedback on a daily basis
- ❖ Confidentially discuss personal and professional issues with my direct reports
- ❖ Promote a positive and inclusive work environment to keep employee engagement high
- ❖ Work with other disciplines to cross train direct reports and prepare them for advancement
- ❖ Accurately prepare all monthly reports to assist in monitoring trends and coaching

Nationwide Insurance – Nashville, TN

*Claims Quality Specialist (Casualty ACE TEAM)*

*February 2003 to July 2005*

- ❖ Provided state support to claims managers and claims associates in South Central Operation
- ❖ Provided coaching and training to associates to drive performance and increase technical results
- ❖ Conducted file reviews to identify district and individual trends and improvement opportunities

Nationwide Insurance – Nashville, TN and Birmingham, AL

*Casualty Claims Associate*

*December 2000 to February 2003*

- ❖ Worked in the Nashville non-injury unit for 6 months
- ❖ Worked as part of the start up Specialty Products Injury Unit in Birmingham
- ❖ Worked field injury claims in Nashville and Birmingham

Centerstone Community Mental Health Center – Nashville, TN

*School Based Case Manager*

*August 1997 to December 2000*

- ❖ Worked in two different schools in the Nashville Public School System
- ❖ Provided counseling services to an emotionally disturbed adolescent population
- ❖ Conducted daily individual and group sessions to the student population

## **ACTIVITIES/ ACCOMPLISHMENTS**

SCZ Fraud Buster Award Recipient 2012-2017

Certified Insurance Fraud Representative (CIFR) Designation 2015

Trained and certified in Conflict Resolution and Dispute Management

Immediate past chair for the Gainesville Diversity & Inclusion Business Council

Facilitated PCIO Bodily Injury Negotiating Training for the entire South Central Operation  
Actively provide on-going support and training for SCZ Casualty Associates on the CARFAX tool



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**Profile**

Phimetto  
First Name

D  
Middle Initial

Lewis  
Last Name

lewis.phimetto@aol.com  
Email Address

16002 Peggy Road  
Street Address

Suite or Apt

Alachua  
City

FL  
State

32615  
Postal Code

**Ward**

District 3

Mobile: (352) 246-5940  
Primary Phone

Home: (352) 246-5940  
Alternate Phone

City of Gainesville  
Employer

Customer Service  
Representative II  
Job Title

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

Bicycle Pedestrian Advisory Board: Submitted

Citizens Advisory Committee For Community Development: Submitted

Gainesville/Alachua County Regional Airport Authority: Submitted

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**Primary Phone Type**

Cell

**Alternate Phone Type**

Home

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**Interests & Experiences**

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

"The purpose of life is not to be happy. It is to be useful, to be honorable, to be compassionate, to have it make some difference that you have lived and lived well," said Ralph Waldo Emerson. When I think about my life and purpose, I always come back to this quote because my number one goal is to help others. Thanks to my career path, I'm fortunate to have been able to make a difference in my community and in so many people lives that I have been privileged to meet. Thank you for the opportunity to apply to be a part of the board or commission. I have professional expertise in customer service, data analysis, market research, operational training, urban planning, and product development. I'm also pursuing my second master's degree in Urban and Regional Planning with an expected graduation date in May 2019 from the University of Florida. Also, my dedication to time management is essential and meeting deadlines have been a benefit to my career and my education. My education has given me the ability to research materials and situations to come up with accurate, effective solutions this will be an advantage as being apart board or commission. Another benefit is having access to a vast area of networks through the expansion of resources throughout the City of Gainesville. One-on-one coaching is vital for individual development, and I would hold myself accountable to be accessible to board or commission. As a leader, I have challenged myself to create incentives for personal growth. Due to my current position, I am aware of the ordinances and regulation within the City of Gainesville. My education has prepared me to be a leader in analytic research and dissemination of data to provide real success to internal and external customers. Also, the development of relationships has been an asset to developing trust with colleagues. Another innovative contribution to the current organization was the development of The World Class Leadership Program, which was created with my recommendation to develop future leaders. As a board member, I would add value on creating resolutions when problems arise with the guidelines of World Class. In conclusion, I thank you in advance for your consideration for being on the board or commission. My focus is to create a positive experience for our internal and external customers that are worth sharing and experiencing again. I am always continuously seeking to improve and can fulfill your needs for this position. I am confident that these skills will allow me to support the board's long and short-term objectives confidently. I'd like the opportunity to share more with you. I look forward to hearing from you.

Phimetto D. Lewis

[PLewis\\_Resume\\_4-2019.docx](#)

Upload a Resume

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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?

# Phimetto D. Lewis

352-246-5940

[Lewis.Phimetto@aol.com](mailto:Lewis.Phimetto@aol.com)

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Experienced leader in providing effective and timely customer solutions, negotiating agreements, working with teams to exceed operational service levels while demonstrating professionalism and holistic perspective.

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## PROFESSIONAL EXPERIENCE, ACCOMPLISHMENTS and EXPERTISE

**Gainesville Regional Utilities**, Gainesville FL May 2011–present

- |                         |  |
|-------------------------|--|
| Project Management      | Successfully led multiple projects by creating schedules and budgets, coordinating internal and external project team members and monitoring for success.      |
| Collaboration           | Collaborated with Director to develop and implement my idea for a customer service leadership program. Program still exists as <i>World Class Leadership</i> . |
| Workplace Effectiveness | Stays knowledgeable on current practices in effective work procedures, such as creating new standards to improve project effectiveness.                        |

**American Mortgage Broker**, Tampa FL Aug 2007–May 2011

- |                          |  |
|--------------------------|--|
| Resource Allocation      | Allocate and monitor labor and operating expenditures, including conducting analyses and resolving exceptions. Ensure corporate guidelines are compliant with Federal rules.                               |
| Business Acumen          | Oversee the implementation of forecasting plans across locations to achieve financial, operational, organizational and sales goals by supporting location managers and fostering local market development. |
| New Business Development | Worked with multiple stakeholders, cross-functional teams, senior management, and business owners to develop new ideas to improve the quality of cold calling to new businesses, increasing sales by 48%.  |
| Project Management       | Identified milestones for key projects and managed project timelines and budgets for both internal and external customers, ensuring quality and cost effectiveness.  |
| Problem Solving          | Developed business cases for credit repair processes to increase market growth, and led cross-functional teams through the development of new loan programs in commercial banking.                         |

**Phimetto Lewis** - Continued

**Cox Communications**, Gainesville FL

Oct 1990–Aug 2007

- |                               |   |
|-------------------------------|---|
| Innovation                    | Designed <i>Direct Debit</i> program that allowed customers to pay their bills through credit card or checking accounts with a 33% penetration within the first year. |
| Design Expertise              | Prepared presentations that demonstrated overall market performance while keeping a keen focus on content, visual aspects and audience engagement.                    |
| Excellent Presentation Skills | Presented detailed project metrics to key stakeholders including presentations on budget and sales performance on a quarterly basis.                                  |

**OTHER TRAINING & EXPERIENCE**

**City of Gainesville**, Gainesville FL

2015–2018

**Geographic Information System (GIS)**

Trained with a GIS specialist focused on geographic features with the creation of mapping data. (Intermittent for 1 ½ years)

**Planning Department**

Shadowed Plans Review and attended Planning Meetings. (40 hours)

New Service Intern - Learned and practiced new software and planning guidelines. (120 hours)

**EDUCATION**

Master of Urban Planning  
University of Florida May 2019

Master of Business Administration  
Saint Leo University September 2003

**AWARDS**

- Company Chief Producer
- Customer Service - Chief Producer
- General Manager Circle
- Highest Company Performer
- Multiple AVEA sales awards

**COMMUNITY SERVICE**

- Take Stock in Children

**Profile**

Mark	W	Mulhall
<small>First Name</small>	<small>Middle Initial</small>	<small>Last Name</small>

mmulhall@ufl.edu  
Email Address

504 NW 17th St	
<small>Street Address</small>	<small>Suite or Apt</small>

Gainesville	FL	32603
<small>City</small>	<small>State</small>	<small>Postal Code</small>

**Ward**

District 4

Home: 4079497615	Home: 4079497615
<small>Primary Phone</small>	<small>Alternate Phone</small>

Alachua Conservation Trust	Advocacy Intern
<small>Employer</small>	<small>Job Title</small>

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

- Citizens Advisory Committee For Community Development: Submitted
- City Beautification Board: Submitted
- Wild Spaces Public Places Citizen Oversight Committee: Submitted

**Primary Phone Type**

Cell

**Alternate Phone Type**

Not Specified

**Interests & Experiences**

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

I am extremely passionate about this city and county. I have always possessed a drive to immerse myself in the community that I am in. Gainesville and Alachua County are home to some of the most beautiful natural spaces I have ever seen. These spaces are an integral part of our community and identity. As Gainesville continues to develop as a New American City, I want to ensure that our development is smart, and that our public places and city's image are preserved and maintained.

Mark\_Mulhall\_Official\_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?

# MARK W. MULHALL

University of Florida  
Gainesville, Florida  
(407) 949-7615 | mmulhall@ufl.edu

## EDUCATION

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**University of Florida College of Liberal Arts and Sciences**

*Bachelor of Arts*

*Major: Political Science*

**GPA: 3.76/4.00**

## EXPERIENCE

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**Gail Johnson for Gainesville City Commission At-Large**

*Intern*

**Gainesville, FL**

**Jan. – March 2018**

- Worked with VAN/Votebuilder
- Canvassed
- Phone banked
- Attended and tabled forums and community events

**Gainesville, FL**

**Jan. 2019 -**

**Alachua Conservation Trust**

*Advocacy Intern*

- Track legislation related to conservation and environment
- Create reports on legislation and congressmen; update them accordingly
- Arrange meetings and site visits with elected officials; attend meetings and hearings related to conservation

**Nikki Fried for Florida Agriculture and Consumer Services Commissioner**

*Co-Director of Campaign Operations in Gainesville/Alachua County*

**Gainesville, FL**

**Sept. – Nov. 2018**

- Recruit and organize volunteers for phone banking, canvassing, tabling, etc.
- Handle and distribute campaign materials

## LEADERSHIP AND PROFESSIONAL DEVELOPMENT

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**Green Greeks**

*Director of IFC*

**Gainesville, FL**

- Promote sustainable practices among Greek organizations and ensure fraternities are following through with goals
- Develop and maintain a relationship with IFC executive board, advisors, and delegates from fraternities
- Help develop a “green” culture within fraternities by establishing sustainability chairs, competitions, etc.

**Young Leaders Conference**

*Small Group Leader*

- Assist in putting on one of the state’s premiere leadership conferences for high school students
- Facilitate and participate in workshops and activities with conference participants
- Complete training in the workshops, diversity; work with participants to help develop themselves and their leadership and personal skills
- Fundraise to help support students attend

## ADDITIONAL INFORMATION

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- **Awards:** National Hispanic Scholar Foundation – National Scholar; Florida Bright Futures Scholar
- **Skills:** MOS Certified (Word, PowerPoint, Excel); Quickbooks Certified
- **Involvement:** UF Collegiate Farm Bureau; UF Impact Party—APC of Strategy (Fall 2018); Candidate for Senate (Spring 2019)



**Profile**

April

First Name

Middle Initial

O'neal

Last Name

apriloneal3@gmail.com

Email Address

815 NW 32ND PL

Street Address

Suite or Apt

Gainesville

City

FL

State

32609

Postal Code

**Ward**

District 2

Home: (352) 328-1196

Primary Phone

Home:

Alternate Phone

CHW

Employer

Executive Assistant

Job Title

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

Citizens Advisory Committee For Community Development: Submitted

City Beautification Board: Submitted

Public Recreation and Parks Board: Submitted

Wild Spaces Public Places Citizen Oversight Committee: Submitted

**Primary Phone Type**

Cell

**Alternate Phone Type**

None Selected

**Interests & Experiences**

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

I enjoy being an informed and engaged citizen in my community. By serving on boards, I am able to exercise my duty of actively participating in the democratic process and staying involved in my City's activities. I moved to Gainesville in 2006 to go to UF. After graduating, I decided to make Gainesville my permanent home. I have strong ties to the community and have volunteered with many organizations and events in Alachua County over the years. I have never served on a City board, but I would like to change that. I have a strong interest in seeing Gainesville be a welcoming and prosperous city to new people, while also still retaining its natural charm and not forgetting its longtime residents in the process. Economic growth is very important, but we also want to make sure that the growth is being spread out so that all citizens have a chance to attain financial security. With development comes jobs which will then increase the population's financial growth potential. While development is a good thing, I do not want to see it come at the cost of our natural environment. Gainesville has great parks and hiking trails all throughout the City/County. Ensuring that they receive funding for their upkeep is very important.

[O\\_Neal\\_Resume.pdf](#)

Upload a Resume

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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?

# April O'Neal

815 NW 32<sup>nd</sup> place Gainesville, FL 32609  
(352) 328-1196  
[apriloneal3@gmail.com](mailto:apriloneal3@gmail.com)

## Education

### University of Florida, Gainesville, FL

Bachelor of Arts in Political Science, Graduated Cum Laude 5/11

- Minor: African Studies
- Certificate in International Relations
- Study Abroad: Paris Research Center Honors Program (2010 Spring semester)
- Member of Delta Epsilon Iota, an academic honor society

## Areas of Strength include

- Network Building
- Multi-Location Recruitment
- Team Building and Management
- Project Management
- Strategic Thinking Skills
- Strong Problem Solving Skills
- Excellent public-speaking and presentation skills
- Fluency in German
- Client/Manager Hiring Relationships
- Small Business Budgeting and Finance

## Professional Experience

### CHW

Executive Assistant of Operations and Administration, 03/18-present

- Collaborate with Executives on contract preparation and execution
- Act as liaison between client and company during contract negotiations
- Prepare weekly and monthly financial reports for both Executives and the leadership
- Draft correspondence on behalf of the Executives as assigned
- Prepare departmental invoices for company and FDOT
- Manage meetings, calendars, and travel of the Executives
- Act as a member of the HR team by performing duties such as prescreening candidates, interviewing potential candidates, training new hires, and answering any HR related questions for company employees
- Organize and facilitate company weekly, bi weekly, and monthly meetings
- Draft agendas, memos, and meeting minutes for both the company as well as the Executive team
- Coordinate company participation in both internal and external events
- Edit reports and documents as requested

### Perry Roofing Contractors

Executive Assistant to the President and Vice President, 02/15 to 03/18

- Project management for new property acquisitions by CEO
- Serves as property manager for 6 properties that the CEO owns
- Plans and manages day-to-day operations for corporate office
- Coordinate and manage all events that the company has been involved with since I have been there, i.e. trade shows and job fairs
- Draft memos, tutorials, reports and correspondence
- Manage end to end projects as assigned by Executive, including research, analysis, recommendation and execution; may have budget judgment and authority on assigned projects
- Buy and sell company equipment and products
- Write job descriptions for newly created positions
- Act as a member of the Human Resources department and searched for new employees through low cost recruiting techniques that saved the company thousands in recruiter fees
- Assisted in the recruiting process, including pre-screening/interviewing candidates for select clients, completed pre-screen checks, interview forms and reference checks, and assisting with orientation documents
- Acts as gatekeeper for Executive with requests for Executive's time and resources. e.g., phone calls, meetings; consistently uses good judgment and discretion in assisting Executive in managing interruptions, time commitments and priorities
- Responsible for managing all insurance claims from beginning to end

### Slow Food Gainesville

Vice President and Volunteer Coordinator, 8/12 to 2/15

- Recruited UF undergraduate student volunteers for local service learning projects and opportunities

- Introduced UF students and community partners to the growing field of service-learning with particular attention to service-learning components and strategies for humanities and social science courses
- Connected relevant student learning objectives and provided resources for developing mutually-beneficial and sustainable relationships with community partners involved in service-learning courses
- Designed and coordinated successful after-school cooking and nutrition program for K-5 children at Alachua County Public Schools
- Program development and event management for over 2 years in the Gainesville community
- Collaborated with UF faculty, staff, and graduate students that helped them integrate meaningful community service with instruction and reflection to enrich the learning experience
- Presented public lectures to UF classes and community organizations that focused on civic responsibility and initiatives to strengthen community partnerships
- Worked one-on-one with UF faculty to ensure that students received proper course credits for service learning assignments

**Castell-Knirpse, Bonn, Germany**

Owner/English as a Second Language Teacher, 12/02 to 4/06

- Recruited new employees and clients
- Marketing and Advertising for new client development and expansion within a segment-specific market
- Oversaw hiring and personal performance of employees with child-oriented instruction programs
- Assisted clients in gaining business certifications for competency and standard practices

**Profile**

Jennifer	C	Reid
<small>First Name</small>	<small>Middle Initial</small>	<small>Last Name</small>

jennifer@chancelaw.net  
Email Address

5080 NW 8th Avenue	
<small>Street Address</small>	<small>Suite or Apt</small>

Gainesville	FL	32605
<small>City</small>	<small>State</small>	<small>Postal Code</small>

**Ward**

District 3

Mobile: (352) 281-6022	Business: (352) 335-3189
<small>Primary Phone</small>	<small>Alternate Phone</small>

Law Office of Ramona M. Chance	Real Estate Legal Assistant
<small>Employer</small>	<small>Job Title</small>

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

Board of Trustees of The Consolidated Police Officers' and Firefighters' Retirement Plan: Submitted  
 Citizens Advisory Committee For Community Development: Submitted  
 City Plan Board: Submitted

**Primary Phone Type**

Cell

**Alternate Phone Type**

Office

**Interests & Experiences**

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

I am writing to express my keen interest in a board position. As an enthusiastic individual that just finished her first campaign for Gainesville Mayor, I am convinced that I am the right candidate for a board. As a part of a board, I am sure that my Gainesville Native background and devotion for the citizens of Gainesville and our community will help revitalize Gainesville so that everyone can enjoy what I have enjoyed and gladly called home my entire life. I am very excited at the possibility. I am confident that as a member, I can make a significant contribution that will maximize efficiency.

Jennifer Crystal Reid updated.pdf

Upload a Resume

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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?

Jennifer Crystal Reid  
2600 SW Williston Road, Apt 122, Gainesville, Florida 32608  
(352) 281-6022 jen.reid7@gmail.com

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EDUCATION:

Keiser University- 2015  
Bachelors in Legal Studies

Keiser University- 2017- Present  
Masters in Criminal Justice

RELEVANT COURSEWORK:

- Constitutional Law
- Criminal Procedure
- Income Tax
- Workforce Diversity
- Evidence
- Immigration Law
- Industrial/Organizational Psychology
- Legal Interviewing
- Investigation
- Money and Banking
- Health Law and Ethics
- Ethics
- Business Organizations
- Management Information Systems
- Interpersonal Communication for Professionals
- Critical Thinking
- Sociology of the Urban Community
- Research Writing

CORE STRENGTHS:

- Working knowledge of investigating the facts of a case
- Demonstrated ability to conduct research on pertinent laws, regulations and legal articles
- Highly skilled in writing reports
- Able to organize and present the information in a factual way
- Proficient in managing clerical duties

SPECIAL SKILLS:

- Excellent communication and organizational skills
- Able to work independently
- Ability to use tact and sense of judgment effectively
- Proven ability to interpret and apply relevant rules
- Good knowledge of legal terminology

RELATIVE JOB HISTORY:

Law Office of Ramona M. Chance  
Paralegal  
September 2016 – Present  
352-335-3189