

**Alachua County
Wild Spaces & Public Places Citizen Oversight Committee**

Resolution 17-36

A Resolution of the Board of County Commissioners of Alachua County, Florida

Section 3. Membership and Qualifications. The Advisory Committee shall consist of no more than five (5) voting members plus three (3) alternate members and shall serve staggered four-year terms. All members must be residents of Alachua County. Two (2) of the members plus one (1) alternate will be appointed by the County, two (2) of the members plus one (1) alternate shall reside within the Gainesville city limits and will be appointed by the City of Gainesville, and one (1) of the members plus one (1) alternate will be recommended by the eight remaining incorporated cities and appointed by the County. Members may not be county or municipal elected officials or employees.

City Residency Required

Openings:

Two (2) Members

- One (1) four-year term 10/1/2017 – 9/30/2021
- One (1) two-year term 10/1/17 – 9/30/19

One (1) Alternate Member

Applications:

Five (5) Applications

PLEASE INITIAL YOUR SELECTION

Expiration:

NAME OF APPLICANT	Comm. Arreola	Comm. Hayes-Santos	Comm. Goston	Mayor Poe	Comm. Budd	Comm. Ward	Comm. Warren
David J. Ruiz							
Judith L. Morrow							
Carla S. Miles							
Sara A. Kovachich							
Charles Ryan Boisseau							
READVERTISE FOR ADDITIONAL APPLICANTS							

Profile

David

First Name

J

Middle Initial

Ruiz

Last Name

davidjrui@gmail.com

Email Address

4000 SW 23rd Street, Apt 5-307

Street Address

Suite or Apt

Gainesville

City

FL

State

32608

Postal Code

Ward *☒ District 4

Mobile: (352) 665-0019

Primary Phone

Mobile:

Alternate Phone

Infinite Energy

Employer

Bilingual Customer Care
Associate

Job Title

Which Boards would you like to apply for?

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?

Currently serve on Cultural Affairs Board and currently as Vice Chair, will be Chair in Fall 2017, excited to help with oversight on Public Places Wild Spaces Board.

[David_Joseph_Ruiz_Resume2_Updated_3.6.2017.docx](#)

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

Cultural Affairs Board

If yes, which Advisory Board/Committee?

PROFESSIONAL STATEMENT

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

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

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

WORK EXPERIENCE

Infinite Energy, Gainesville, Florida

October 2010 to Present

Customer Care Associate (Bilingual)

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

The Oaks Mall, Gainesville, Florida

October 2008 to October 2010

Customer Service Representative

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

LEADERSHIP EXPERIENCE

Downtown Latino Festival

Director

January 2008 to September 2013

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

Gainesville/Alachua County Cultural Affairs Board (GACCAB)

Member

January 2012 to Present

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

Hispanic Heritage Month

May 2005 to December 2005

Programming Director

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

State of Florida

Latino Leaders Advisory Committee on HIV & AIDS

July 2004 to June 2007

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

Mexican-American Student Association

Public Relations Director

December 2003 to May 2005

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

Vice President

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

AWARDS

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

Profile**Judith**

First Name

L

Middle Initial

Morrow

Last Name

judim444@bellsouth.net

Email Address

3616 NW 54th Lane

Street Address

Suite or Apt

Gainesville

City

FL

State

32653

Postal Code

Ward *☒ District 5**Home: (352) 373-9413**

Primary Phone

Home: (352) 226-0563

Alternate Phone

Retired

Employer

Job Title

Which Boards would you like to apply for?**Wild Spaces Public Places Citizen Oversight Committee: Submitted**

Primary Phone Type☒ Home

Alternate Phone Type☒ Cell

Interests & Experiences

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

I am passionate about preserving natural spaces for both people and animals. Progress creates both negative and positive results within a community. Growth must be evaluated in light of its resulting impact on the community as a whole. Unfettered expansion can very easily make monetary concerns the primary focus thus resulting in a population surrounded by concrete and the habitat of animals decimated. It is incumbent upon those in office to assure that the voices and votes of the people are carried out legally thus leading to an end result that creates a community beneficial to all species. Wild spaces and public places are imperative to harmonious and healthy living.

[Resume_2017.pdf](#)

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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?

JUDITH MORROW

3616 NW 54th Lane ♦ Gainesville, FL 32653 ♦ 352/373-9413 ♦ judim444@bellsouth.net

SUMMARY:

Retirement from the business world has given me the opportunity to pursue areas of interest and community service not attainable on an 8 to 5 schedule including:

- ♦ Board Member and Treasurer of
Apple Tree Homeowners Association
- ♦ Board Member of the Gainesville Civic Chorus
Music Performance
Led team to organize fund raising dinner
Created Advertising Posters and Performance Programs
- ♦ Board Member of Voices Rising Community Chorus
Wrote and Secured Grant through *City of Gainesville Parks,
Recreation and Cultural Affairs*
Created Advertising Posters and Performance Programs
- ♦ Chairman of the Gainesville Christian Women's Club
- ♦ Reading Instructor for The Volunteer Center
- ♦ Alachua County Humane Society Pet Share Program Participant
- ♦ Writer
Published travel article in The Senior Times
- ♦ Domestic and World Travel
- ♦ Created Page Turners Book Club
- ♦ Active in local church

Experience:

May 2006 to
April 2007

GAINESVILLE REGIONAL AIRPORT CONSORTIUM, INC.
Heart of Florida Airshow, Gainesville, Florida
Executive Assistant

September 2001 to
June 2003

G.W. ROBINSON BUILDERS, Gainesville, Florida
Service Coordinator and
Sales & Marketing Coordinator

January 1983 to **DAVIS & SONS CONSTRUCTION COMPANY, Gainesville, Florida**
February 2001 **Executive Assistant**
 Office Manager (1986 to 2001)

Administrative: Directed all clerical/administrative functions to ensure proper and expeditious work flow through all departments; Payroll; Employee Benefits; Payables/Receivables; Maintained and balanced all checking accounts; Unlimited funds transfer authority; Secured Letters of Credit; Maintained Trust Accounts; Maintained banking and personal records for owner; Coordinate with CPA for preparation of all tax returns; Creation of Limited Partnership entities; Collection and recording of monthly mortgage receipts; Prepare a variety of legal documents; Prepare funding applications for federal funding through the FmHA 515 RRH Program and tax credits through the State Funding Agencies; Ordered all supplies and office equipment; Schedule use and maintenance of company plane; Commercial travel arrangements;

Construction: Prepared Subcontractor Agreements, Owner/Contractor Agreements, and Construction Draws; Worked with attorneys and bankers to secure and close construction loans; Coordinated with architects on plans and specifications; Supervised solicitation of quotes from subcontractors; Prepared bid documents; Created advertising piece for apartments; Prepared Certified Payrolls; Worked with municipalities to assure all paperwork was prepared correctly and in a timely manner prior to construction start; Notices to Owner; Release of Claimants; Prepare permit applications; Worked with consultants, i.e., market analyst, appraiser, surveyor, environmental and civil engineers and with environmental agencies to ensure proper "taking" of endangered or threatened species on site. Selected exterior and interior colors for all apartment units; Selected and coordinated with city/county to assign street names and project names.

Position: **New Projects Coordinator (1983-1986)**

Development of new projects for USDA Rural Development 515 Program; Site Selection; Negotiate land options; Ensure compliance with municipal ordinances; Prepare funding applications for submission to federal and state agencies.

Positions prior to 1983 will be provided upon request

Education: American Airlines, Dallas, Texas
 Stevens School of Business, Washington, D.C.
 Various College Courses
 Personal and Business Development Courses

Affiliations: The Nature Conservancy, ASPCA, World Wildlife Fund,
 Defenders of Wildlife

Profile

Carla

First Name

S

Middle Initial

Miles

Last Name

greaterduval@gmail.com

Email Address

918 NE 18th Street

Street Address

918 NE 18th Street

Suite or Apt

Gainesville

City

FL

State

32641

Postal Code

Ward *☒ District 1

Mobile: (352) 682-0066

Primary Phone

Business: (352) 225-5939

Alternate Phone

Southeastern Integrated Medical

Employer

Medical Assistant

Job Title

Which Boards would you like to apply for?

Citizens Advisory Committee For Community Development: Submitted

Wild Spaces Public Places Citizen Oversight Committee: Submitted

Primary Phone Type☒ Cell

Alternate Phone Type☒ Office

Interests & Experiences

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

I am currently involved in neighborhood revitalization and growth in the Duval Neighborhood in East Gainesville. I am interested in several upcoming projects proposed for my neighborhood. As a resident and resident leader, I would like to give the residents and myself a voice in the planning and development of projects for our district. I would also like to learn how projects and plans come into development from the beginning of the process.

[C.Miles Board Resume .docx](#)

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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?

Carla Miles

7/1/2017



918 NE 18th Street
Gainesville, Florida 32641
352-682-0066
352-225-5939
CSHAWNTRELLEWIS@GMAIL.COM

OBJECTIVES

My objective is to become an active member of an Advisory Board or Committee.
My purpose for this objective is to become active in the planning process of projects being designed for my community.

EDUCATION

City College

Dec 5, 2016

Associate of Science Degree

Tutor for Nursing Skills

Student Mentor and Ambassador

8 President's List (Award for Perfect GPA)

National Honor Society

2 Outstanding Student Achievement

5 Perfect Attendance Awards

Certificate of Merit for work with Non-Profit (Mayor's Award)

EXPERIENCE

MEDICAL ASSISTANT SOUTHEASTERN INTEGRATED MEDICAL

JAN 5, 2017 - CURRENT

Duties include but are not limited to: Daily Operations of a medical clinic; Assisting Physician with medical procedures; Serving as personal secretary to Physician; Serving as lab technician and phlebotomist; Patient care; Customer Service.

Program Director Diamonds in the Rough

August 1, 2015 – Current

Responsible for connecting women with homeownership and educational opportunities; Organizing fundraisers for Non-Profit; Organizing health, wellness and other events for the community.

Secretary Greater Duval Neighborhood Association

June 1, 2014 - Current

Duties include but are not limited to: Daily Operations of Non-Profit; Planning meetings and agendas; Soliciting Funds for Non-Profit; Grant writing and application; Writing meeting minutes; Building relationships with residents and business partners; Conducting monthly audits on progress and production.

SKILLS

- ☐ Typing
- ☐ Data Entry
- ☐ Customer Service
- ☐ Proficient in Word, Excel and PowerPoint
- ☐ Excellent Phone Skills/Multi Line Phone Operation
- ☐ Speed Reading with Accuracy
- ☐ 10keyCalculator
- ☐ Dictation

Profile

Sara

First Name

A

Middle Initial

Kovachich

Last Name

skovachich@gmail.com

Email Address

1515 NE 13th Street

Street Address

Suite or Apt

Gainesville

City

FL

State

32601

Postal Code

Ward *

☒ District 4

Mobile: (954) 305-9376

Primary Phone

Business: (352) 519-5952

Alternate Phone

CHW

Employer

Landscape architect

Job Title

Which Boards would you like to apply for?

Wild Spaces Public Places Citizen Oversight Committee: Submitted

Primary Phone Type

☒ Cell

Alternate Phone Type

☒ Office

Interests & Experiences

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

I've had the pleasure of living in Gainesville for much of my adult life and have greatly enjoyed the community's abundance of natural resources, community events, and access to educational and extracurricular activities. I moved to Gainesville in 2008 as an entering freshman at the University of Florida and concluded my Bachelor of Science in Environmental Science in 2012. I continued at UF to pursue a Master of Landscape Architecture. Upon graduating in 2015, I worked in Jupiter for a year and then moved back to Gainesville in the Fall of 2016 when a job opening became available at CHW. I have found much satisfaction in working in Gainesville and greatly admire the city's dedication to preserving meaningful places and creating community spaces. As a landscape architect working in Gainesville, I am familiar with the city's development code, and greatly appreciate the city's initiatives to conserve and project key natural resources while allowing for community-conscious development. On the weekends and holidays, I enjoy exploring the city's many off-road bike paths or going for a long ride on Gainesville-Hawthorne Trail or many of the surrounding scenic country roads. If I'm not on a bike ride, I've probably decided to meet a friend at Depot Park. I am always so inspired and in awe of the success of Depot Park and decided on the profession of landscape architecture because of the joy of creating spaces for the enjoyment of all. I'm very passionate about the creation of public spaces that embrace and highlight the natural beauty of a place and provide amenities and activities to bring a community together. I would be honored to serve on the Wild Spaces, Public Places Citizen Oversight Committee. I greatly desire to contribute my skills and knowledge to the purpose of preserving unique and thriving natural areas and creating community-driven public spaces. Additionally, the opportunity would greatly contribute to my professional growth and experience in the realm of public space projects. If granted this opportunity, I would bring my knowledge and enthusiasm to the table to work as a team with fellow members to accomplish the goals of the Wild Spaces, Public Places Initiative.

[Sara_Kovachich_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?

Sara Kovachich

1515 NE 13th Street
Gainesville, FL 32601
skovachich@gmail.com
(954) 305-9376



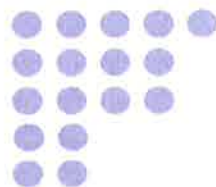
EDUCATION

- Master of Landscape Architecture 2015
University of Florida
GPA: 3.96/4.0
- B.S. of Environmental Science 2012
University of Florida
GPA: 3.85/4.0

SKILLS

Computer Programs Level of Proficiency

- AutoCAD
- Photoshop
- InDesign
- ArcGIS
- Sketchup



Language

- Spanish Advanced

WORK EXPERIENCE

Landscape Architect Sept 2016-present
CHW Gainesville, FL

- Project types: Commercial, University Campus and Health
- Production: Conceptual designs, permit sets, construction documents, tree mitigation and LEED calculations, and renderings
- Project Coordination b/t client and consultants
- Site visits and Construction Administration

Landscape Designer June 2015-Sept 2016
Coteleur and Hearing Jupiter, FL

- Project types: Residential and Subdivision Design
- Production: Conceptual designs and permit sets

Intern Summer 2014
City of Miami Parks and Rec Dept. Miami, FL

- Assisted the director of landscape architecture with drafting and drawing site plans and sections of landscape plans and details

TEACHING/RESEARCH

Research Assistant 2015
University of Florida

- Assisted Dr. Joseli Macedo with research, writing, and graphic representation for a Sea Grant Project investigating sea level rise adaptations for Cedar Key, FL

Teaching Assistant 2012-2015
University of Florida

- Prepared lessons and led three weekly discussion groups for the general humanities course HUM2305: "What is the Good Life?"
- Graded exams and essays for 60 students

Student Researcher 2011

National Science Foundation REU
Biosphere 2, Arizona

- Performed an independent research project investigating the impact of simulated drought conditions on green roof plants
- Designed a poster and presented at the American Geophysical Union conference

AWARDS

- National Garden Club Scholarship 2014
- Florida Association of Native Nurseries Design Competition Winner 2013
- Syngenta Sustainable Agriculture Essay Competition 2011

PROFESSIONAL AFFILIATIONS

ASLA Associate Member

Thank you!

Profile

Charles

First Name

Middle Initial

Boisseau

Last Name

charlesryan.boisseau@gmail.com

Email Address

3086 NW 14th Street

Street Address

Suite or Apt

Gainesville

City

FL

State

32605

Postal Code

Ward *

☒ District 2

Mobile: (512) 431-2269

Primary Phone

Home:

Alternate Phone

University of Florida College of
Education

Employer

Writer, editor, professional
communicator

Job Title

Which Boards would you like to apply for?

Bicycle Pedestrian Advisory Board: Submitted

Gainesville/Alachua County Cultural Affairs Board: Submitted

Gainesville/Alachua County Regional Airport Authority: Submitted

Nature Centers Commission: Submitted

Primary Phone Type

☒ Cell

Alternate Phone Type

☒ Not Specified

Interests & Experiences

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

I believe I can make a positive contribution to an advisory board by bringing skills, energy, and creativity, and help improve our city's cultural and development activities and improve our overall quality of life.

[boisseau_resume_2017-j.docx](#)

Upload a Resume

Please upload a file

Demographics

Ethnicity

☒ Prefer not to Answer

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?

1525 NE 7th Street, Gainesville, Fla. 32601
(512) 431-2269 (cell)
E-mail: charlesryan.boisseau@gmail.com
www.charlesboisseau.com

OVERVIEW

- **Award-winning writer and editor:** Experienced journalist and web editor with a storyteller's flair for crafting content that engages audiences and achieves results.
- **Editing:** Excel at editing for grammar, spelling, punctuation, conciseness, organization, and clarity for online content, print publications and marketing materials.
- **Communications strategist:** Skilled content manager and strategic communicator.
- **Online skills and experience:** Skilled at using content management systems and html to create and update websites, social media accounts and email newsletters, and measure user metrics to hone messages and track success.

RELEVANT EXPERIENCE

Journalism

Copy editor (part-time)

New York Times Editing Center, Gainesville, Fla.

Nov. 15, 2015 to present

- Serve as an editor on the copy desk that handles hundreds of stories sent daily to New York Times Wire Service clients across the country and world.
- Skilled at writing and editing for style, including in accordance with the Associated Press style.
- Excel at working collaboratively with other journalism professionals under extremely tight deadlines.

Editor, reporter

InFactDaily.com, Austin, Texas

May 2012 to January 2013 (independent contractor)

- Edited daily online news site that specializes in covering state/local government and politics for service owned by Cox Media.
- Wrote stories and news briefs covering Austin City Hall and local politics while on intense deadlines.
- Strategized with chief editor/founder daily on stories and assignments.

Associate editor

Texas Co-op Power magazine, Austin, Texas

February 2010 to November 2010

- Project manager for successful launch of the magazine's new website, which included overhauled design and navigation, searchable archives, reader interactivity, e-mail newsletter, videos, photo slideshows and social media links.
- Edited, wrote and assigned news and feature stories for statewide full-color monthly magazine for members of electric cooperatives.
- Continue to work as regular freelance writer. Produced, edited and appeared in videos for the magazine's website.

Assistant managing editor, columnist

LocalBusiness.com, Gainesville, Fla.

November 1999 to April 2001

- Wrote weekly column about entrepreneurs and start-up businesses. Column ranked as the website's second most-read feature (analysis of reader traffic in fall 2000).
- Managed small-business features section called Running Your Business.
- Recruited freelancers, assigned stories, edited copy, added features and coordinated coverage.

Business editor

The Gainesville Sun, Gainesville, Fla.
June 1998 to October 1999

- Managed news coverage for daily and Sunday business sections, plus weekly personal-finance tabloid, at New York Times Co.-owned newspaper.
- Assigned and wrote stories, edited copy and supervised layout and design.
- Wrote a column on running for sports section.

Business reporter

The Houston Chronicle, Houston, Texas
November 1989 to June 1998

- Wrote more than 1,000 stories for Texas' largest daily newspaper.
- Regularly broke stories on a variety of business topics. Beats covered included: technology, airlines, transportation and small business.
- Specialized in writing business features on entrepreneurs, corporate strategies and business trends.

Corporate, Government Communications and Websites

Writer, digital media/website specialist

University of Florida, College of Education, Gainesville, Florida
September 2015 to present

- Write and edit news releases, feature stories, and other content for the college's official website, annual report, e-newsletters, social media and other outlets.
- Coordinate with the director of News and Communications to assign, cover and manage content and media coverage, and work closely with photographer, videographer and graphic designer.
- Serve as content lead to create a series the stories and videos about alumni, donors, faculty and students who make a difference in the world of education.
- Pitch stories to journalists and monitor and report on news media coverage. Update website using WordPress content management system.

Writer, information and content specialist

Texas Department of Transportation, Austin, Texas
August 2013 to August 2015

- Wrote and edited content on one of Texas state government's largest websites.
- Consulted, advised and made recommendations on how best to tell the agency's story in a online and print, build awareness and engage the public.
- Wrote and edited all manner of communications materials, including reports on safety, messages, web and intranet content, online video scripts and communications plans.
- Collaborated with information architects, content specialists and customers on site organization, messaging, brand guidelines and measurements.
- Managed materials to ensure they are consistent with organization's style, voice and tone, and support its brand.

Session editor

House Research Organization, Austin, Texas
January 2013 to July 2013

- Edited hundreds of documents on intense deadlines during the 83rd Legislative Session for the House Research Organization, an arm of the Texas House of Representatives.
- Thoroughly edited and fact-checked analyses of bills scheduled for floor debate and research reports on issues affecting state government.
- Gained deep understanding of state government, the legislative process and many public policy issues, such as water supply and quality, natural resources, environmental regulation, health care and state budget.
- Demonstrated strong work ethic and capacity to work long, late hours, and weekends while legislature was in session.

Corporate Communications copywriter (web and social media)

Dell Inc., Round Rock, Texas, April 2011 to March 2012 (project position)

- Wrote, edited, conducted interviews and researched content for all manner of online and print marketing materials.
- Helped launch and responsible for all content on subsidiary's new website.
- Wrote and edited scripts, ads, Twitter feeds, case studies and white papers.
- Designated "Certified Social Media Communications Specialist."

Web editor and senior communications specialist

Lower Colorado River Authority, Austin, Texas

October 2001 to April 2008

- Wrote and edited Web pages, press releases, feature stories, speeches/talking points, and marketing materials.
- Created and helped implement strategic communications plans.
- Executed front-line communications during crises, such as floods.
- Served as the river authority's first content editor for its website and intranet.
- Selected for a yearlong leadership training class in which the members participated in monthly working retreats to build leadership skills.

EDUCATION

- **Master of Fine Arts**, creative writing, nonfiction, July 2009
Pine Manor College, Chestnut Hill, Mass.
- **Bachelor of Journalism**, December 1985
University of Texas at Austin, Austin, Texas
Reporter and copy editor on The Daily Texan, the school newspaper.

EDITING AND COMPUTER SKILLS

- Photoshop, HTML, HTML-editing software such as Dreamweaver, cascading style sheets (CSS), JavaScript, Adobe Acrobat, Microsoft Office (Word, Excel, and PowerPoint), content management systems, Facebook and email newsletter tools.
- Create, write and edit blogs, including content on my own website and blog (charlesboisseau.com).
- Created and wrote social media accounts, including Facebook, Twitter, Instagram and LinkedIn.
- Familiar with Flash, iMovie, Adobe InDesign and other design and editing programs.
- Knowledge of online design and development best practices.
- Experienced with search engine optimization (SEO) techniques, meta tags and Google Analytics to examine
- Skilled at writing and editing following the Associated Press style guide. Also, have written and

edited to other publishing style guides and standards, such as the Chicago Manual of Style and Modern Language Association (MLA).