

GAINESVILLE CULTURAL AFFAIRS BOARD APPOINTMENT BALLOT

Openings: **One (1) full term to expire 9/30/2022 (City Residency NOT Required)**

Applications: **Three (3) Applications for full term opening**

FULL TERM BALLOT - PLEASE INITIAL YOUR SELECTION

NAME OF APPLICANT	Comm. Arreola	Comm. Hayes - Santos	Comm. Simmons	Mayor Poe	Comm. Johnson	Comm. Ward	Comm. Warren
Arthur Harris							
William Ragan							
Boisy Waiters							
READVERTISE FOR ADDITIONAL APPLICANTS							



City of Gainesville

Gainesville Cultural Affairs Board

Board Details

10-members; 3-year terms appointed by the City Commission.

Reference Ordinances 2397, 3154, 3486, and 3913. Add one Student Adjunct Member [Ordinance No. 3427 (03/28/88)]; and changing name of board and method of appointment of five members [Ordinance No. 3586 (11/14/88)]; and consolidation of Art in Public Places Trust (Ordinance No. 3913; 10/18/93); and the separation of the Art in Public Places Trust (Ordinance No. 960440; adopted 01/13/97). City Residency NOT Required.

NO MEMBER MAY BE ON THE STAFF OF AN ARTS ORGANIZATION.

The duties of the Gainesville Cultural Affairs Board shall be to advise the City Commission in regard to interest in and promotion of the arts and eco-heritage tourism, to develop local cultural resources and to assist the Cultural Affairs Manager in the planning and implementation of community cultural involvement.

CULTURAL AFFAIRS BOARD SUBCOMMITTEES: 1) Arts Education; 2) Budget and Grants; 3) Planning; 4) Outreach; 5) Cultural and Economic Development

Overview

 **Size** 10 Seats

 **Term Length** 3 Years

 **Term Limit** 2 Terms

Additional

Advisory Board Website

<http://www.cityofgainesville.org/ParksRecreationCulturalAffairs/ArtsCulture/SupportingOrganizations.aspx>

Agendas and Minutes are located

<https://gainesville.legistar.com/Calendar.aspx>

Ordinance

Reference Ordinances 2397, 3154, 3486 and 3913. Add one Student Adjunct Member [Ordinance No. 3427 (03/28/88)]; and changing name of board and method of appointment of five members [Ordinance No. 3586 (11/14/88)]; and consolidation of Art in Public Places Trust (Ordinance No. 3913; 10/18/93); and the separation of the Art in Public Places Trust (Ordinance No. 960440; adopted 01/13/97); amended (Ord. 170526; adopted 03/01/2018)



City of Gainesville

Gainesville Cultural Affairs Board

Board Roster



Sophia E Corugedo

1st Term Nov 07, 2019 - Sep 30, 2020

Category Student Member



Saeed R Khan

1st Term Oct 01, 2017 - Sep 30, 2020

Appointing Authority City Commission

Position Secretary



Marcie M Stefan

1st Term Oct 01, 2017 - Sep 30, 2020

Appointing Authority City Commission

Position Vice-Chair



Kole A Odutola

1st Term Oct 01, 2017 - Sep 30, 2020

Appointing Authority City Commission



David J Ruiz

1st Term Jun 21, 2018 - Sep 30, 2021

Appointing Authority City Commission

Position Chair



Chelsea E Carnes

1st Term Jun 21, 2018 - Sep 30, 2021

Appointing Authority City Commission



Tatiana Bastian

1st Term Jun 21, 2018 - Sep 30, 2021

Appointing Authority City Commission



Mr Donald T Niemann Jr

2nd Term Oct 03, 2019 - Sep 30, 2022

Appointing Authority City Commission



Suzanne B Kiker

1st Term Aug 15, 2019 - Sep 30, 2022

Appointing Authority City Commission



Stephanie L Birch

1st Term Nov 07, 2019 - Sep 30, 2022



Vacancy

Profile

View current Advisory Board and Committee openings [online](#).

Mr.	Arthur	J.	Harris	II
Prefix	First Name	Middle Initial	Last Name	Suffix

ajharrisii@yahoo.com

Email Address

1505 SW 42nd Street

Street Address

Apt 5.

Suite or Apt

Gainesville

City

FL	32607
State	Postal Code

In what city district do you live? To find your district visit: <https://tinyurl.com/yxd2kvwn> *

☒ District 3

Mobile: (352) 678-8037

Primary Phone

Home:

Alternate Phone

Primary Phone Type

None Selected

Alternate Phone Type

None Selected

Employer	Job Title

Which Boards would you like to apply for?

Gainesville Cultural Affairs Board: Submitted

PLEASE NOTE: You may only apply for two (2) City Advisory Boards/Committees each application cycle. A person may only be appointed to two (2) City Advisory Boards/Committees.

Question applies to Gainesville Cultural Affairs Board

The Gainesville Cultural Affairs Board has one full term opening, term ending on 9/30/2022.

Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119?

☐ Yes ☒ No

If yes, please submit a detailed explanation of exemption.

Interests & Experiences

Question applies to Gainesville Cultural Affairs Board

Why are you interested in serving on the Gainesville Cultural Affairs Board?

I would like to be impactful to the City of Gainesville, especially in the area of Cultural preservation and advancement.

Question applies to Gainesville Cultural Affairs Board

How many terms have you served on this board or committee previously?

0

Members of all City of Gainesville Advisory Boards and Committees must only serve two (2) consecutive terms, except for the City Plan Board, Development Review Board and Historic Preservation Board.

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?

Profile

View current Advisory Board and Committee openings [online](#).

Dr. William R Ragan
Prefix First Name Middle Initial Last Name Suffix

[Redacted]
Email Address

[Redacted]
Street Address

[Redacted]
Suite or Apt

[Redacted]
City

[Redacted]
State

[Redacted]
Postal Code

In what city district do you live? To find your district visit: <https://tinyurl.com/yxd2kvwn> *

[Redacted]

[Redacted]
Primary Phone

[Redacted]
Alternate Phone

Primary Phone Type

☒ Cell

Alternate Phone Type

None Selected

Dept. of Veterans Affairs
Employer

Human Resources Specialist
Job Title

Which Boards would you like to apply for?

Gainesville Cultural Affairs Board: Submitted

PLEASE NOTE: You may only apply for two (2) City Advisory Boards/Committees each application cycle. A person may only be appointed to two (2) City Advisory Boards/Committees.

Question applies to Gainesville Cultural Affairs Board

The Gainesville Cultural Affairs Board has one full term opening, term ending on 9/30/2022.

Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119?

☒ Yes ☐ No

If yes, please submit a detailed explanation of exemption.

Prior service as a State of Florida Child Protective Investigator with the Department of Children and Families stationed in Alachua County.

Interests & Experiences

Question applies to Gainesville Cultural Affairs Board

Why are you interested in serving on the Gainesville Cultural Affairs Board?

Hi, I have a diverse background and am interested in Cultural Affairs from a psychological and historical perspective. I hope to be able to advocate for preserving Gainesville's Cultural Diversity and promoting Cultural Affairs as a Board Member. I have experience as a volunteer board member. and as a student government Senator at Cleveland State University. Advocating for Cultural Affairs has the potential to help Gainesville to continue to be best city it can be!

Question applies to Gainesville Cultural Affairs Board

How many terms have you served on this board or committee previously?

0

Members of all City of Gainesville Advisory Boards and Committees must only serve two (2) consecutive terms, except for the City Plan Board, Development Review Board and Historic Preservation Board.

[Resume William Ragan No dates or salary.docx](#)

Upload a Resume

Please upload a file

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Are you a City of Gainesville Employee?

☐ Yes ☒ No

Are you a City of Gainesville Intern?

☐ Yes ☒ No

Are you currently on a City Advisory Board/Committee?

☐ Yes ☒ No

If yes, which Advisory Board/Committee?

Dr. William R. Ragan

[REDACTED]

United States Citizen

Veterans Preference: 10 Points

PROFESSIONAL PROFILE

- Employment Law
- FMLA/ADA/EEO/WC
- Mediation Experience
- Business Strategy Skill
- HR Policies & Procedures
- Staff Recruitment & Retention
- Employee Engagement
- Supervisory Experience
- Employee Satisfaction
- Alternative Dispute Resolution
- Leadership Training
- VHA Core Mentor
- Performance Management
- Organizational Development
- Project Management

SELECTED PROFESSIONAL EXPERIENCE

LEAD HUMAN RESOURCES SPECIALIST

11/2013 – Present

Labor and Employee Relations

Department of Veterans Affairs

Supervisor: Sandra Emery, [REDACTED]; may contact

I perform duties in support of the Human Resources Management Service (HRMS) section as assigned. Duties have included coordinating and assigning work related to the negotiated grievances for a large Human Resources Department, processing and responding to information requests from three labor unions in accordance with 5 USC 7114(b), researching, verifying, printing, scanning, filing, and mailing various types of human resources correspondence. Performing technical projects such as creation of efficient electronic file processes and tracking tools, database management, reviewing processes and developing Standard Operation Procedures (SOP). I prepare various types of human resources correspondence with emphasis on format, content, factual presentation, and timeliness. I conduct research and provide technical answers to inquiries from customers to include but not limited to: applicants, patients, employees, community officials and partners, and other general public contacts. I advise employees about basic personnel matters. I recommend improved procedures. I research and process a full range of human resources actions including those of a novel, complex, or unusual nature in accordance with the related HRMS topic and area. I assist in maintaining official personnel files, I write progressive disciplinary actions ranging from admonishments to removals, ensuring employees are offered due process in accordance with applicable policy and law. I coordinate performance improvement plans, working closely with supervisors during their implementation. I attend grievance meetings, draft responses for management officials, and prepare written case summaries. I attend union bargaining and negotiating meetings. I provide weekly reporting of Labor/Employee Relations for leadership review. I provided coverage for the Employee Wellness Program Manager position from 5/26/2016 – 2/1/2017, which included attending bimonthly Employee Wellness Council meetings and monthly National Wellness calls. I am co-chair of the Employee Engagement Team, a member of the VAMC DECON Emergency Response Team, Alternate All Employee Survey (AES) Administrator, and Primary Human Resources Contact for the Employee Threat Assessment Team (ETAT). I occasionally am assigned acting supervisor. This position required a public trust background check. This is an exempt position. I am a government travel card holder.

MENTAL HEALTH SPECIALIST

4/2013 – 4/2014

State of Florida Department of Corrections (and Corizon Health, Inc.)

Supervisor: Dr. Ariel Gonzalez, [REDACTED]; may contact

I performed mental health case management services in compliance with Department standards, and as directed by and under the supervision of a Psychologist or Senior Behavioral Analyst, prepared biopsychosocial assessment and individualized service plans, case management summaries, and discharge summaries, participated in multi-disciplinary service team meetings, provided individual psychotherapy and group therapy as prescribed in treatment plans, performed clinical interviews and/or interventions on a routine and emergency basis, performed clinical interviews and/or interventions on a routine and emergency basis, performed screening for substance abuse disorders, evaluated patients for risk of suicide and self-harm, performed mental status examinations and intake screening evaluations, performed continuity of care planning associated with mental health re-entry, maintained qualification requirements as mandated by the Department's credentialing program, and participated in health services quality and risk management reviews and meetings. This position required a background check.

ASSISTANT ADJUNCT PROFESSOR

1/2012 – Present

Saint Leo University

Supervisor: Dr. Lara Ault, [REDACTED]; may contact

I teach undergraduate and graduate psychology and human services classes using an onground/online hybrid (and by Virtual Team Teaching) with eCollege to include Introduction to Human Services, Abnormal Psychology, Cognitive Psychology, Lifespan Development, Industrial and Organizational Psychology, Research Methods I & II, Senior Seminar in Psychology, Psychology Achievement Test, Evolutionary Psychology, and Physiological Psychology to students in psychology, human resources, social work, and other majors. I develop research projects with faculty, which requires electronic review of available grant funding using www.grants.gov and other sources. I take attendance, lecture on topics in psychology, develop lesson plans, develop course assignments, report to administration, consult with other professors, administer quizzes and tests, and comply with related state and federal regulations, resulting in improved academic performance of my students.

HEALTH FACILITY EVALUATOR II

5/2008 – 1/2012

State of Florida Agency for Healthcare Administration (AHCA)

Supervisor: Chris Mennella, [REDACTED]; may contact

I conducted unannounced and announced surveys of skilled nursing homes, assisted living facilities, adult family care homes, hospitals, outpatient rehabilitations centers, unlicensed facilities, and intermediate care facilities for the developmentally disabled and mentally ill. I worked collaboratively with supporting organizations including the Department of Health and State Attorney's Office to ensure facilities met criteria of Title 42, Code of Federal Regulations, State Law, and the Social Security Act in order to reach federal certification and state licensure and subsequently meet the conditions of participation of the Center for Medicaid and Medicare

Services. I occasionally performed team leading and employee training activities. The services I performed helped the Agency to obtain its goal of providing better healthcare for all Floridians. This was a telework position with frequent overnight travel throughout 16 counties in Central Florida. I was a government travel card holder. This position required a background check. This was an exempt position.

HEALTH SERVICES OFFICER (COMMISSIONED)

5/2005 – 6/2009

Florida Army National Guard

Supervisor: LTC Valerie Petrosky, [REDACTED]; may contact

Progressively as a 2nd and 1st Lieutenant (70B Health Services Administration – Army Officer), my duties included planning, directing, and coordinating medical and health services in hospitals, clinics, and ambulances, conducting and administering fiscal operations, including accounting, planning budgets, authorizing expenditures, and coordinating financial reporting, directing, supervising and evaluating work activities of medical, technical, clerical, service, maintenance, and other personnel, maintaining communication between governing boards, medical staff, and department heads by attending meetings and coordinating interdepartmental functioning, reviewing and analyzing facility activities and data to aid planning and risk management and to improve service utilization, planning, implementing and administering programs and services in a health care and medical facility, including personnel administration, training, and coordination of medical and physical plant staff. I was a government travel card holder. This position required a security clearance. I was evaluated as supervising and providing annual performance evaluations for approximately 20 subordinate employees as a 1st Lieutenant.

Previous military duties from 3/1999 to 5/2005 included Assistant Training, Advising, and Counseling Officer (ASTAC) at the Active Duty Warrant Officer Candidate School (WO1) and Aircrewman on UH-1 and AH-1 helicopters (E1-E4).

Additional employment history is available by request.

EDUCATION

Post-Doctoral Bridge to Business Administration Certificate (Leadership Specialization), Walden University (Accredited by the Higher Learning Commission & Accreditation Council for Business Schools and Programs [ACBSP], 10/2014 (4.0 GPA)

Doctor of Philosophy, Psychology (Organizational with Consulting Specialization), Walden University (Accredited by the Higher Learning Commission), 11/2011 (3.8 GPA)

Master of Science (General Psychology), Walden University (Accredited by the Higher Learning Commission), 5/2007 (3.7 GPA)

Bachelor of Arts (Psychology & History), Cleveland State University (Accredited by the Higher Learning Commission), 5/2004 (2.6 GPA)

Ohio Basic Peace Officer Training Academy Certificate, Cuyahoga Community College
(Accredited by the Higher Learning Commission), 10/2003.

RELATED TRAINING

Prevention of Workplace Harassment/No FEAR, 8/2018
VHA Core Mentor Training, 7/2018
Privacy and HIPAA Training, 2/2018
EEO, D&I, No FEAR, and Whistleblower Rights and Protection Training, 2/2018
VA Core Values Training, 1/2018
Uniformed Services Employment and Reemployment Rights Act, 11/2017
Government Ethics – The Essentials, 11/2017
Patient Safety and National Patient Safety Goals, 9/2017
Performance Improvement, 9/2017
Prevention of Sexual Harassment, 9/2017
Emergency Management Plan, 9/2017
Equal Employment Opportunity, 9/2017
VA Time and Attendance System (VATAS), 7/2017
Arbitration Training, 3/2017
Travel Card Training, 3/2017
Employment Law Essentials, 2/2017
Reasonable Accommodations, 9/2016
Breakthrough Business Negotiation: A Toolbox for Managers, 9/2016
Labor Management Relations Conditions of Employment, 9/2016
Labor Management Relations, Weingarten Rights and Formal Discussions, 9/2016
Labor Management Relations Flagrant Misconduct & Information Requests, 9/2016
Alternative Dispute Resolution, 9/2016
Accountability Leadership, 9/2016
FLSA, Bus Code, and FMLA Training, 7/2016
The Business of Consulting, 3/2016
Instructional Design, 3/2016
Becoming a Conflict Competent Leader, 3/2016
Labor/Employee Relations Training, 1/2016
Compliance and Business Integrity Awareness, 11/2015
Analytics at Work, 10/2015
Writing Charges, 10/2015
Taking Performance-Based Actions, 7/2015
Veterans Choice Program, 6/2015
FLRA Basic Statutory Training, 6/2015
Employee Conduct: Handling and Documenting Issues, 6/2015
Customer Advocacy, 5/2015
Fair Employment Opportunities, 3/2015
Probationary Periods, 10/2014
Basic Employee Relations – Taking the Action, 9/2014
E/R Title 38 Training, 9/2014
Human Resources Development: Regulation & Organizational Development, 6/2014
Prevention and Management of Disruptive Behavior, 5/2014

National Nurses United Joint Training, 3/2014
Applying VA/NFFE 2011 Master Agreement, 2/2014
AFGE Joint Master Agreement Training, 1/2014
Labor and Management Conflict Management Training, 12/2013

HONORS/AWARDS

State of Florida, Department of Children and Families, Northeast Florida State Hospital, Hospital Wide Employee of the Month, 7/2007; State of Florida, Department of Children and Families, Star Achiever Award, 7/2007; Psi Chi (National Honor Society in Psychology) Lifetime Membership Award, 4/2007; Awarded Coin for Excellence by Adjutant General Douglas Burnett, 8/2005; Dean's list, Cuyahoga Community College, 9/2003; Dean's list, Cleveland State University, 9/2003; Student Government Senator, College of Arts and Sciences, Cleveland State University, 6/2003; Varsity Letter Award, Cleveland State University, 7/2003.

PROFESSIONAL PRESENTATIONS

Ragan, W.R. "Supervisory Nuts and Bolts: Labor Relations," Lake City, FL, (Many Occasions from 2013-Present.

Ragan, W.R. "Military Leave Training for Federal Supervisors," Gainesville, FL, 12/2/2014.

Ragan, W.R. "Mild Traumatic Brain Injury, Spinal Injuries, and Post Traumatic Stress Syndrome Awareness," Starke, FL, 12/8/2007.

Ragan, W.R. "Sexual Harassment Prevention," Starke, FL, 8/27/2006.

Additional professional presentations history is available by request.

PUBLICATIONS

Ragan, W.R. (10/2014). *The relationship between trust training and self-reported trust in members of multicultural decontamination teams.* Unpublished manuscript, School of Management, Walden University, Minneapolis, MN.

Ragan, W.R. (8/2014). *The effect of sustainability policy implementation on job stress in hospital human resources staff.* Unpublished Manuscript, School of Management, Walden University, Minneapolis, MN.

Ragan, W.R. (6/2014). *Corporate social responsibility and employee turnover intent in hospitals.* Unpublished manuscript, School of Management, Walden University, Minneapolis, MN.

Ragan, W.R. (2012). *Quantifying occupational stress in professional pilots.* ProQuest, UMI Dissertation.

Ragan, W.R. (11/2012). *Principles of consultation and coaching*. Unpublished manuscript, Department of Counseling, Walden University, Minneapolis, MN.

Ragan, W.R. (10/2012). *Career development plan*. Unpublished manuscript, Department of Counseling, Walden University, Minneapolis, MN.

Ragan, W.R. (10/2012). *Personal vocational/career information resource guide*. Unpublished manuscript, Department of Counseling, Walden University, Minneapolis, MN.

Ragan, W.R. (9/2012). *Being culturally competent*. Unpublished manuscript, Department of Counseling, Walden University, Minneapolis, MN.

Ragan, W.R. (9/2012). *The issues of social class*. Unpublished manuscript, Department of Counseling, Walden University, Minneapolis, MN.

Ragan, W.R. (8/2012). *Unique issues of gender*. Unpublished manuscript, Department of Counseling, Walden University, Minneapolis, MN.

Ragan, W.R. (8/2012). *Supervision*. Unpublished manuscript, Department of Counseling, Walden University, Minneapolis, MN.

Additional publications history is available by request.

VOLUNTEER SERVICE

Reviewer, Aerospace Medicine and Human Performance (formerly Aviation, Space, and Environmental Medicine), 3/2014-Present.

Reviewer, Psi Chi Journal of Psychological Research, 5/2013-Present.

Volunteer, Chairman of the Board, Tau Kappa Epsilon at University of Florida, 3/2013-Present.

- Excellence in Achievement – Extracurricular Activities, 7/2016.
- Excellence in Involvement – Alumni Relations, 7/2016.
- Excellence in Involvement – Community Service, 7/2016.
- Excellence in Achievement – Extracurricular Activities, 7/2014.
- Excellence in Involvement – Alumni Relations, 7/2014.
- Excellence in Involvement – Community Service, 7/2014.
- Excellence in Recruitment – Chapter Size, 7/2014.
- Excellence in Recruitment – Involvement, 7/2014.

Volunteer, Veterans Administration Wade Park Hospital, Cleveland, OH 6/2003-7/2004.

Additional volunteer service history is available by request.

AFFILIATED SOCIETIES AND ORGANIZATIONS

Institute of Internal Auditors 7/2017-7/2018.

American College of Healthcare Executives 9/2014-9/2016.

Society for Human Resources Management 10/2013-10/2014.

Golden Key International Honour Society Life Member.

Profile

View current Advisory Board and Committee openings [online](#).

Mr.	Boisy	N.	Waiters	Jr
Prefix	First Name	Middle Initial	Last Name	Suffix

bwaiters024@gmail.com

Email Address

4317 NW 34 Terr	
Street Address	Suite or Apt

Gainesville	FL	32605
City	State	Postal Code

In what city district do you live? To find your district visit: <https://tinyurl.com/yxd2kvwn> *

☒ District 2

Mobile: (954) 790-7816	Home: (352) 240-6756
Primary Phone	Alternate Phone

Primary Phone Type

☒ Cell

Alternate Phone Type

☒ Home

University of Florida	Community Engagement & Diversity Coordinantor
Employer	Job Title

Which Boards would you like to apply for?

Gainesville Cultural Affairs Board: Submitted
Utility Advisory Board: Submitted

PLEASE NOTE: You may only apply for two (2) City Advisory Boards/Committees each application cycle. A person may only be appointed to two (2) City Advisory Boards/Committees.

Question applies to Utility Advisory Board

Do you have any of the following experience? (you may select more than one) *

☒ none of the above

Question applies to Gainesville Cultural Affairs Board

The Gainesville Cultural Affairs Board has one full term opening, term ending on 9/30/2022.

Question applies to Utility Advisory Board

The Utility Advisory Board has 2 full term openings ending 3/3/2024.

Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119?

☐ Yes ☒ No

If yes, please submit a detailed explanation of exemption.

Interests & Experiences

Question applies to Gainesville Cultural Affairs Board

Why are you interested in serving on the Gainesville Cultural Affairs Board?

I'm interested in this committee because I would to see if can help with having cultural activities and events

Question applies to Utility Advisory Board

Why are you interested in serving on the Utility Advisory Board?

To be of service and see and possibly to help lower Utility bills

Question applies to Gainesville Cultural Affairs Board

How many terms have you served on this board or committee previously?

none

Members of all City of Gainesville Advisory Boards and Committees must only serve two (2) consecutive terms, except for the City Plan Board, Development Review Board and Historic Preservation Board.

[BOISY_N_6_1_1_.docx](#)

Upload a Resume

Please upload a file

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?

BOISY N. WAITERS

4317 NW 34th Terr ♦ Gainesville FL 32605 ♦ Residence: (352)240-6756

Cellular :(954) 790-7816 ♦ bwaiters024@gmail.com

MANAGEMENT

EXECUTIVE PROFILE

Conscientious and detail-oriented professional with knowledge of business operations, administrative procedures, and problem-solving. Proven ability to manage multiple projects simultaneously and continuously streamline processes and procedures in deadline-driven environment. Exceptionally well organized with well-developed verbal and written communication skills. Sound judgment and decision-making skills. Recognized at every step of career path for positive attitude and work effort; maintaining highest professional ethics and standards.

Computer proficiency in Microsoft Office Word ♦ PowerPoint ♦ Outlook ♦ Internet Applications ♦ PC ♦ MAC Platforms, EFM

AREAS of EXPERTISE

Conflict Resolution	Interviewing, Hiring, Retention
Proactive Management	Strategic Planning
Workflow Planning & Prioritization	Time & Resource Optimization
Marketing, Public and Community Relations	Training and Development
Budget Management	Public Presentations
Multi-Task Management	Building Key Alliances and Partnerships

PROFESSIONAL EXPERIENCE

University of Florida, Diversity Coordinator, OPS, Gainesville, FL (6/19 -Current)
College of Central Florida, Educational Advisor, Ocala, FL (3/16-09/18)
Alachua County School Board Substitute Teacher –Gainesville, FL (3/15- 3/16)
Career Source-South Florida, Employment Specialist, Miami, FL (10/12 -2/15)
Broward Health Department, Health Educator-Fort Lauderdale, FL (9/12-2/15)
Women in Distress/AmeriCorps, Men and Boys Educator-Fort Lauderdale, FL (9/10 - 8/12)
Workforce One, Employment Relations Coordinator–Pompano Beach, FL (12/07- 6/10)

LEADERSHIP & TEAM BUILDING

- ♦ Earned a high level of loyalty from staff and maintained excellent retention rate through fair, consistent evaluations and modeling effective on-the-job performance in administrative matters.
- ♦ Supervised the daily activity of a team of 13 staff members consisting of Job Developers, Business Development, and Placement Department personnel.
- ♦ Built team unity and empowered employees to achieve corporate goals establishing the team as being recognized as a cohesive division.

POLICY DEVELOPMENT & ADMINISTRATION

- ✦ Provided strong organizational leadership and active participation in business development by offering tactical direction to enhance business plan.
- ✦ Applied state employment laws to ensure compliance with regulations and minimize company's legal liability.
- ✦ Developed informational materials relating to employer issues, to include tax incentives, labor laws, as well as training opportunities for potential hires, and entrepreneurial training. Reviewed current developments, literature and technical sources of information related to job responsibility.
- ✦ Developed and disseminated information about Career Source South Florida Center services, coordinates outreach and marketing activities within the community

TEAMWORK & COLLABORATION

- ✦ Worked closely with senior management on strategic planning, program direction, and funding. Partnered with community groups and social service agencies in services administration in order to build strong alliances.
- ✦ Boosted staff performance through improved training and accountability. Played a key role in the hiring of new staff members, directed staff training, development and conducted performance reviews.
- ✦ Enlisted cooperation of community leaders to help increase awareness of available workforce services in the community; responsible for maintaining high standards of confidentiality, including information relating to customers, employees and/or contacts of the company

TEACHING, ADVISING & MENTORING

- ✦ Provided advisement to students to assist them in meeting their personal goals.
- ✦ Counseled students to help them solving academic problems, conflicts and concerns by directing them to make use of university support services.
- ✦ Responsible for teaching SLS Courses to adult multi-cultural students.
- ✦ Coordinated and facilitated intimate partner violence prevention curricula to men and boys' specific groups, including high schools, clubs, juvenile detention centers, etc.
- ✦ Assisted students with completion of FAFSA
- ✦ Coordinated and facilitated parenting groups for healthy relationships.
- ✦ Provided workshop presentations on domestic violence, interviewing skills and college scholarship information to teens and adult learners in the community.
- ✦ Advised students on scholarship and loan opportunities.

EDUCATION & CREDENTIALS

- 📖 **BARRY UNIVERSITY**– Miami, FL
Masters in Higher Education and Administration
- 📖 **WEST VIRGINIA STATE UNIVERSITY**– Institute, WV
Bachelor of Arts Degree, Sociology
- 📖 **NOVA SOUTHEASTERN UNIVERSITY** – Fort Lauderdale, FL
Paralegal Certificate

MILITARY SERVICE

- ✦ Psychology Technician (E-6), United States Air Force, Reserve
- ✦ Food Service Specialist (E-3), US Air Force, Active Duty

COMMUNITY AFFILIATIONS AND ACTIVITIES

- ✦ Florida Council Against Sexual Violence, Board Member
- ✦ The GNV4ALL Jobs & Families Committee, Co-Chairman
- ✦ West Virginia State University (Alumni Recruiter) - (6/2004 – Present)
- ✦ Phi Beta Sigma Fraternity Inc., Member