

Board Applicants –Finance Seat (City)

Name	Occupation	Ethnicity	Gender
Ayne Markos ^{^*}	Director of Finance and Administration at Leon County Research & Development	African/Non-Hispanic	Female
Audra Peoples ⁺	Deputy Director at the Department of Elder Affairs	Caucasian/Non-Hispanic	Female
Jean Calixte	Florida Cessation Invention Manager at the Florida Department of Health	Black	Male
Will Crowley	Strategic Development Budget & Contract Manager at the Florida Department of Transportation	Prefer not to answer	Prefer not to answer

[^] Seeks reappointment

^{*}Indicates staff choice

⁺Alternate

Application Form

Profile

Date

4/3/2024

Aynalem

First Name

Markos

Last Name

amarkos@inn-park.com

Email Address

Preferred Mailing Address

Home Address

1915 E Windwood way

Home Address

111

Suite or Apt

Tallahassee

City

FL

State

32311

Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

No

Work Address - Address Line 1

2051 E. PAUL DIRAC DRIVE

Work Address - City

SUITE 100

Work Address - State

FL

Work Address - Postal Code

32310

Leon County R&D Authority

Employer

Director of Finance and Administration

Job Title

Administrator

Occupation

Which Boards would you like to apply for?

Capital Area Community Action Agency: Submitted
Council On Culture & Arts: Appointed

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

Job related: Over the past two decades, I have served at Florida State University (FSU) in various capabilities. As part of a technical support team, I am a contact person to the oversight of budgetary and financial activities of a complex administrative unit. I am responsible for budget formulation, presentation and enactment. I am responsible to apply regulations, policies, methods, and techniques to manage the unit's budget and financial activities. I create reports needed to support decision making by management. Also, convey guidelines to units for budget development. I provide analysis of operating performance, reviewing funding requests, and offer recommendations for approval of funding requests. As part of my Business Intelligence (BI) responsibility, I collect, analyze, and present data required to communicate impacts of significant financial issues affecting the university budget. Prepared reports are intended to provide specialized analysis regarding short- and long-term departmental Budget Proposals, the Annual Budget Performance Review, and the Quarterly Performance Review. As part of my strategic support, I assist senior managements with the development and implementation of budget policies, procedures, and strategies related to operating and capital budgets. I provide recommendations towards updating policies and procedures to streamline operations. Also, I serve as a liaison with internal and external partners to develop and administer the FSU License Plate Marketing. As a marketing coordinator for the Plate, I make presentations to diverse audience to convince /communicate the benefit of supporting FSU with the purchase of FSU License Plate. I create Presentation of reasonable length, incorporating concrete examples and use google analytics effectively to persuade audience. MEMBERSHIP AND COMMUNITY SERVICE: • Golden Key International Honor Society the National Scholars Honor Society • Junior Achievement Big Bend Volunteer • Guardian ad Litem Volunteer • Catholic Charities of North Florida (Board member Treasurer) • Faculty Advisor, alpha Kappa Delta Phi FSU Chapter • Treasurer, Black Faculty and Staff Network – FSU BFSN (Term: 2020-2022) • FSU United Way Campaign Coordinator

Reference 1 (at least one)

Bill Lickson North Florida Innovation Labs 2051 E. Paul Dirac Dr., Ste. 100, Tallahassee, FL 32310 P: (850) 575-0343 x 103

[Amarkos_Resume-2021F.pdf](#)

Upload a Resume

Education:

Florida State University

Degree received

MBA

Graduate School Attended

FSU

Degree received

MBA

Demographics

Ethnicity *

African American

Gender *

Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None

Are you a City resident?

Yes No

Are you a City utility customer?

Yes No

Are you a City property owner?

Yes No

Are you a Leon County resident?

Yes No

Are you a Leon County property owner?

Yes No

Can you serve a full three-year term?

Yes No

Can you regularly attend meetings?

Yes No

Schedule Conflicts (Please enter None if no conflicts):

none

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

Yes No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

Yes No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

I Agree

Aynalem Markos

1915 E Windwood Way
Tallahassee FL, 32311

Phone: (850) 264-2876
Email: aynemarkos@gmail.com

QUALIFICATION:

- Administrative: Resource Planning Allocation and Policy Analysis
- Budgeting and Planning
- Accounting and Financial Analysis: Accounts Payable, Accounts Receivable, Reconciliation, Contract and Grant Accounting, Financial Reporting
- Marketing and Promotion
- Teaching: Adjunct Instructor (Online Mentor - FSU College of Business)
- Computer Skills: Oracle Enterprise Planning and Budgeting, Excel, Word, QuickBooks, Power Point, Access, Basecamp (Project Management System), SharePoint, HR Onboarding

HIGHLIGHT OF PROFESSIONAL EXPERIENCE:

Responsible to oversee and execute tasks related to financial operations, HR , marketing and administration. Anticipate and understand how to get things done by leveraging my extensive interpersonal and collaboration skills.

DETAIL OF PROFESSIONAL EXPERIENCE:

Business Manager, Florida State University, July 2011 – to date

- Financial Management: Oversees the verification, processing, and approval of the day to day departmental financial transactions. Perform accounting functions involving fiscal transactions, interpretation, analysis, reconciliations and reviews. Monitors budgets and expenditures. Prepares and oversees departmental budget, Financial transactions and HR related actions.
- HR Management: Oversees personnel appointment, hiring and termination as well as manage payroll related processes. Arrange annual staff development programs, provide analysis to support merit and promotion decision
- Resource management: Responsible for planning and analysis of allocation and reallocation of new and existing resources (including staffing, budget and space), to meet current and anticipated needs. Provide administrative oversight on space plans and renovation projects.
- Marketing: Promote the Florida State University License plate. Using internal and external marketing and promotional venues. Establish strategic alliance with on and off campus partners with a goal of maximizing resources utilization; optimizing use of funding and budgets to generate more funding to support scholarship.
- Serve as a strategy, operations and subject matter expert in financial and personnel management to optimize and strengthen the department's internal capacity. Advise senior leadership team in strategic, operational and financial decision making & resource allocation.

Business Analyst, Florida State University, April 2008 – June 2011

- Responsible for division wide Budget, Financial Planning and data collection, analysis and reporting. Work to improve business processes that impact internal stakeholders & client satisfaction in the areas of resource and performance management.
- Analyzing budget implications of proposed policy changes in key cost drivers (e.g., compensation and benefits), and working closely with other business units assess the impacts; Ensuring compliance, reviewing processes, seeking feedback from customers and solving problems.

Budget Analyst, Florida State University, Jan. 2001--- March 2008

Aynalem Markos

- Responsible for the development of the University's annual operating budget, quarterly re-forecasting, development of multi-year strategic plans for management review; Prepare budgetary & financial reports for internal and external stakeholders; Monitor expenditures and revenues; Ensure compliance with the organizations and the funding entity guideline; Maintain proper classification of data for analysis of the State Share of Instruction
- Serves as an expert on budgeting and financial management issues and activities.

Accounting Coordinator, Florida Board of Regents, Tallahassee, FL Sept. 1998 – Jan. 2001

- Preparation of financial and budget reports, fund reconciliation, financial statement; provide technical assistance to fiscal officers of all 10 public Universities in the state of Florida; oversee property, maintain fixed capital outlay

Chief Accountant, Blue Nile Construction Enterprise, Addis Ababa Ethiopia (1987 – 1998)

- Plan, organize, direct, coordinate and review accounting activities such as budgeting, financial reporting, payroll, payable, receivable and cash management Provide oversight and management to ensure proper use of resources and compliance with local governance, tax and legal requirements. Supervise a team of professional and paraprofessionals and administer user security profile; monitor and review financial policies and practices; Prepared comprehensive accounting and reporting manual

Adjunct Lecturer (Online Mentor), Florida State University, (2010- to-date)

- Introduction to Entrepreneurship (ENT3003)
- Organization Behavior (MAN5245)
- Strategy and Business Policy (MAN5721)
- Financial Management (FIN5425)
- Information system Management (ISM 5021)

EDUCATION

- Master of Business Administration, Florida State University, Tallahassee, FL (April 2009)
- Bachelor of Science, Accounting, Addis Ababa University Addis Ababa, Ethiopia (July 1986)

MEMBERSHIP AND COMMUNITY SERVICE:

- Golden Key International Honor Society the National Scholars Honor Society
- Junior Achievement Big Bend Volunteer
- Guardian ad Litem Volunteer
- Catholic Charities of North Florida (Board member Treasurer)
- Faculty Advisor, alpha Kappa Delta Phi FSU Chapter
- Treasurer, Black Faculty and Staff Network – FSU BFSN (Term: 2020-2022)
- FSU United Way Campaign Coordinator

AWARDS AND RECOGNITION:

- Davis productivity Award (2005, 2014)

References: Available upon request.

Application Form

Profile

Date

4/5/24

Audra

First Name

Peoples

Last Name

audrey66@gmail.com

Email Address

Preferred Mailing Address

Home Address

4642 Highgrove Road

Home Address

Tallahassee

City

FL

State

32309

Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

No

Work Address - Address Line 1

4040 Esplanade Way

Work Address - City

Tallahassee

Work Address - State

FL

Work Address - Postal Code

32311

Dept. of Elder Affairs

Employer

Deputy Director

Job Title

Public Relations/Marketing

Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I have served on several boards- Tallahassee Little Theatre, Mary Brogan Museum of Arts & Science, Leon County Schools Foundation to name a few. I have a deep interest in the arts- specifically music, painting, sculpture, mixed media and the performance arts. I believe that the arts enhance a community and create a sense of place.

Reference 1 (at least one)

Liza McFadden 2617 Marston Rd Tallahassee, FL 32308 (850) 212-5753

Reference 2

Courtney Atkins 725 South Calhoun Street Tallahassee, FL 32301 (850) 487-7316

[Audra Peoples Resume 2023.pdf](#)

Upload a Resume

Education:

Florida State University

Degree received

B.S. Communications

Demographics

Ethnicity *

Caucasian/Non-Hispanic

Gender *

Female

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

none

Are you a City resident?

Yes No

Are you a City utility customer?

Yes No

Are you a City property owner?

Yes No

Are you a Leon County resident?

Yes No

Are you a Leon County property owner?

Yes No

Can you serve a full three-year term?

Yes No

Can you regularly attend meetings?

Yes No

Schedule Conflicts (Please enter None if no conflicts):

none

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

Yes No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

Yes No

Charge, Date of Disposition, County/State

1999 Misdemeanor DUI Leon County

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I Agree

Audra Peoples

4642 Highgrove Road
Tallahassee, FL 32309

audey66@gmail.com
850-212-0468

Experience

- | | | |
|---|-----------------------------|-----------------|
| 2022-Present | Department of Elder Affairs | Tallahassee, FL |
| Deputy Director, FL Long-Term Care Ombudsman Program | | |
| <ul style="list-style-type: none">• Develop and implement marketing, communications and PR strategies to broaden awareness of program and increases public awareness that garners volunteer interest from constituents• Write, edit and produce content for Annual Report, social media, webpage, email marketing campaigns, and volunteer newsletter• Assist in program operations for the LTCOP• Develop and maintain strong alliances with partner agencies and organizations on behalf of LTCOP | | |
| 2021-2022 | Alzheimer's Association | Tallahassee, FL |
| Development Manager | | |
| <ul style="list-style-type: none">• Recruited, trained, and managed volunteers to support all aspects of the Walk to End Alzheimer's in Tallahassee and Gainesville• Built constituency to reach team and individual goals• Monitored goals and created budget for both events• Responsible for media outreach for multiple events and Purple Lighting Ceremony and Press Conference at the Capitol | | |
| 2019-2021 | CESC, Inc. | Tallahassee, FL |
| Senior Director of Communications & External Affairs | | |
| <ul style="list-style-type: none">• Responsible for leading all strategic communications, marketing, and graphic design for CESC's program areas at the Kearney Center, Westgate, The Dwellings, and CESC Health Services• Manage all social media platforms, digital marketing channels, and websites resulting in increased social media following by 21% and a 35% increase in website traffic• Lead all media relations efforts, including brand management and crisis communications• Responsible for coordinating and participating in all advocacy efforts at the local, regional, and statewide levels | | |
| 2018-2019 | Volunteer Florida | Tallahassee, FL |
| External Affairs Director | | |
| <ul style="list-style-type: none">• Developed Volunteer Florida's communication strategies and public relations plans• Directed the organization's communication efforts to promote and sustain current Volunteer Florida partnerships across a diverse spectrum of industries• Directed and planned special events and service projects• Planned legislative strategies used to manage intergovernmental relationships• Managed and directed staff | | |

2005-2018 Florida Power & Light and NextEra Energy Florida, Texas and Hawaii

Logistics Coordinator- Consultant

- Planned, coordinated and managed accommodations, travel, and logistics for large groups during regulatory proceedings
- Negotiated contracts and developed relationships with vendors
- Provided support to regulatory teams by preparing exhibits, handouts and performing other necessary hearing functions

2017-2018 Capital Events Tallahassee, FL

Senior Director of Events

- Coordinated events and promotions for Children's Week and Florida Senior Day and Capital Events Tradeshow
- Wrote weekly HTML emails, redesigned and managed 3 websites, designed promotional materials, and wrote press releases
- Worked with statewide media to promote the events at the Capitol
- Managed a 5-person staff

2010- 2017 Audra Peoples, LLC Tallahassee, FL

President

- Event Coordinator for The Titanic Gala and the Florida Wine Festival at The Brogan Museum
- Site selection and contract negotiations, event planning guidance for the Consortium on the Revolutionary Era-FSU conference
- Planned and coordinated the Chopped Junior events for Whole Child Leon

2014- 2016 Salter>Mitchell Tallahassee, FL

Public Relations

- Project Manager for the FAMU EnergyWaterFoodNexus Summit and The Able Trust website
- Responsibilities included writing press releases and marketing materials, graphic design editing, client relations, developing creative briefs, creating social media, monitoring traditional and social media

2012- 2014 Ability1st Tallahassee, FL

Special Events and Public Relations- Consultant

- Event Coordinator for the Groundbreaking, Walk Run Roll, Bikefest and the 1st Evening of Comedy
- Responsible for social media, press releases, articles published in the Tallahassee Democrat, Active Living and The Chronicle
- Worked with volunteer committees, built relationships with local businesses, worked with local media

2001-2003 The Able Trust Tallahassee, FL

Public Relations and Events Coordinator

- Assisted in managing the Foundation's statewide public awareness campaigns
- Coordinated statewide events, meetings, galas and symposiums
- Worked with local and statewide media on campaigns and press conferences promoting grants and grant presentations, events and initiatives of the Foundation
- Developed promotional materials, wrote press releases, assisted in designing and publishing newsletter

2000-2001 Governor's Square Tallahassee, FL

Public Relations and Events Coordinator

- Assisted in managing the mall's marketing campaigns
- Worked with local media on mall events
- Assisted in designing and publishing newsletter and promotional materials

Education 1995-1999 Florida State University Tallahassee, FL
B.S., Communications, Mass Media Studies

1998-1999 Florida A&M University Tallahassee, FL
Dual Enrollment, FAMU School of Journalism

Community Leon Trees Executive Board Member, **Former**, Leon County Schools Foundation Board Member
Theatre Tallahassee Board Member (2015-2017), The Brogan Museum Executive Board Member
(2011-2014), Gilchrist Elementary PTO- Vice President of Special Events and Promotions (2013-2014),
Florida Wine Festival, Silent Auction and Business Showcase Chair (2011-2012), FPRA Board Member
(2002-2003), Advent Parish Day School Silent Auction Chair (2006-2007), Junior League of Tallahassee
(2003-2005)

Application Form

Profile

Date

10.20.2023

Jean

First Name

Calixte

Last Name

mr.calixte1@gmail.com

Email Address

Preferred Mailing Address

Home Address

3331 Lenox Mill Road, Tallahassee, FL 32309

Home Address

TALLAHASSEE

City

FL

State

32309

Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

No

Work Address - Address Line 1

4052 BALD CYPRESS WAY

Work Address - City

Tallahassee

Work Address - State

FL

Work Address - Postal Code

32399

Department of Health

Employer

Florida Cessation Invention
Manager

Job Title

Senior Management
Analyst

Occupation

Which Boards would you like to apply for?

Board of Adjustment & Appeals: Appointed
Affordable Housing Advisory Committee: Submitted
Audit Committee: Appointed
Council On Culture & Arts: Submitted
Frenchtown/Southside CRA Advisory Committee: Submitted
Tallahassee Human Relations Committee: Submitted
Special Events Advisory Committee: Submitted
Tallahassee Housing Authority: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I have over 21 years of military service. I have a master's in business administration and trained in Project Management Professional (PMP). I'm also a small business and work with the Department of Health as the Cessation Intervention manager of the State of Florida.

Reference 1 (at least one)

Fatou Calixte 804-926-6031 3331 Lenox Mill Rd, Tallahassee Florida.

Reference 2

Richard Williams 850-617-1452 4052 Bald Cypress Way, Tallahassee Florida.

[Jean_R_Calixte_Resume_9.27.23.pdf](#)

Upload a Resume

Education:

University of Mary

Degree received

Master of Business Administration

Graduate School Attended

University of Mary

Degree received

Master of Business Administration

Demographics

Ethnicity *

African American

Gender *

Male

Question applies to Transit Advisory Committee, Tallahassee Human Relations Committee

Physically Challenged?

Yes No

Question applies to multiple boards

Florida law requires that members of certain boards/committees file a financial disclosure form. Are you willing to file such a form, if required? *

yes

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

none

Are you a City resident?

Yes No

Are you a City utility customer?

Yes No

Are you a City property owner?

Yes No

Are you a Leon County resident?

Yes No

Are you a Leon County property owner?

Yes No

Can you serve a full three-year term?

Yes No

Can you regularly attend meetings?

Yes No

Schedule Conflicts (Please enter None if no conflicts):

None

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

Yes No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

Yes No

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I Agree

Jean Raymond Calixte

Tallahassee, FL | 804-943-4605 | mr.calixte1@gmail.com | www.linkedin.com/in/raymond-calixte-mba-dml

Accomplished operations manager with 15 years of experience in project management, workforce optimization, logistics oversight, grants administration, contract management, budget analysis, resource allocation, and quality control. Proficient in managing short- and long-term work volumes while analyzing patterns and accurately reporting government/public sector performance. Excellent communication, leadership, analytical, and interpersonal competencies with 20 years of risk management experience.

Professional Experience

Department of Environmental Protection | Tallahassee, FL Community Assistance Consultation | October 2022 - Present

- Deliver technical assistance to 89 grantees in preparing applications throughout the grants and contracts process as managers with public access to acquired properties, maintaining 100% process implementation.
- Providing guidance and training to contract specialists on contract methods, including simplified acquisitions, sealed bidding, negotiations, cost sharing, multiple awards, commercial items, and special provisions.
- Implemented procedures for grantees with 100% compliance with grant agreements and provided public access to the properties, increasing grant funding by 50 percent within the first month.
- Review and revise the rule to define compliance and provide implementation tools, saving \$250,000 in noncompliance penalties.
- Interpreting and applying Federal laws (or similar), acquisition regulations, policies, contract law, and procedures applicable to acquisition and contract administration, including change orders, supplemental agreements, terminations, claims, and contract closures.
- Plan and conduct weekly workshops with administered grant programs and verify the eligibility of grant expenditures in furtherance of approved grant projects with 100% data integrity.
- Providing guidance regarding complex contracts to other Contract Specialists in a contracting office to include firm-fixed-price with economic price adjustments and cost reimbursement.
- Streamline applications for local government state agencies for grant-in-aid assistance for the Land and Water Conservation Fund Program and Florida Recreation Development Assistance Program.
- Develop and maintain positive business relationships with team members, stakeholders, and business partners, increasing satisfaction with survey results.

Federal Emergency Management Response | Remote Logistics Management Manager | August 2021 - Present

- Managed inventory of 2430 inventory items with a 99% accuracy rate through the implementation of a new ordering and management system
- Identifying, developing, and implementing job aids, tools, and procedures to enhance claims office operations.
- Achieved 100% inventory accuracy rate by effectively using physical inventory counts and implementing 15 new inventory control systems.
- Diminished the company's exposure to supplier risk by creating an audit program to verify that suppliers are meeting quality standards.
- Established and maintained the formal property of record company budgets; managed hand receipts and used a barcode reader to conduct inventories with 100% accuracy.
- Performed effective inventory asset management to create and execute property transfer reports as per all accountable property guides.

Logistics Management Division | Fort Irwin, CA

Senior Logistic Coordinator and Liaison Officer | November 2019 - March 2021

- Established and managed \$23M worth of government and federal contacts to ensure daily operations for 3000 service members and contractors were met.
- Spearheaded, coordinated, and supervised the disposition of over \$1.5 million of federal government equipment supplies and assets during combat operations, reducing the expenditure budget by 36%
- Coordinating across local agencies to ensure consistent application of policies and doctrine, information sharing, problem-solving, conducting formal analysis, and staff training.
- Oversaw over \$680M worth of federal government equipment by managing tactical and non-tactical vehicle assets and preparing monthly presentations on the fleet to ensure that 98% of all vehicles were always operational.
- Supervised the movement and logistical support for 4000+ re-deployers, contractors, and personnel over 3+ continents while coordinating a joint task force to request air and ground transportation in the theatre of operations.
- Developed, implemented, and organized the movement tracking system training, which provided 100% location accuracy and combat effectiveness on the battlefield.

Inspector General Office | Fort Shafter, HI

Assistant Inspector General and Liaison Officer | May 2016 - November 2019

- Assists in developing comprehensive Senior Executive/Leader orientation, career, and professional development programs.
- Composed and developed monthly and quarterly reports detailing mission progress while providing the inspector general with a continuing objective assessment of assistance and investigation of cases.
- Directed and assisted the operations of 117,000+ soldiers and DA civilians by reviewing and processing

inspector general action requests with 100% accuracy.

- Monitored and coordinated all actions relating to assistance and investigation within the Pacific region consisting of four states; also worked closely with the inspector general to accomplish operational and command objectives.
- Reviewed government contracts and legal agreements for Hawaii, Guam, Alaska, and California
- Expedited assistance to soldiers, civilians, and family members of the military community by developing and maintaining relationships to foster key partnerships.

Logistic Training Department | Fort Lee, VA First-Line Supervisor | December 2012 - May 2016

- Trained and supervised 43 employees in the company's customer services process, achieving a reduction in customer service-related complaints by 50%
- Handled crisis intervention for veterans and stakeholders to address emergent situations; also provided community support and resources.
- I supervised the implementation of new technology to improve workflow within the department and reduce employee turnover by 35%.
- Maintained a working knowledge of current trends and development in holistic approaches in wellness and recovery.
- Participates in the service, training, consultation, and other professional activities of government and federal services and functions as a full team member and leader.

Additional Experience

Wiesbaden, DE | Senior Logistic Coordinator and Liaison Officer

Schweinfurt, DE | Logistics Manager and Movement Officer

Mainz, DE | Military Intelligence Logistic Coordinator

Baumholder, DE | Logistics Manager

Core Competencies

Conflict Management, Secret Clearance, Risk Mitigation, Material Management, Time Management, Supply Chain Management, Analytical Thinking, Attention to Detail, Budgeting, System (GCSS-Army) Enhanced (PBUSE), Contract and Grant writing, Scope of Work, Project Manager, PMP, Planner, FEMA Middle Management Certified, Microsoft Office, SAP Business, Risk Management, Counselor, and Career and Vocation Manager, SAP, Microsoft SQL Server, Microsoft PowerPoint and Microsoft Dynamics, Counselor

Technical Skills Education & Certifications

Master of Business in Project Management, University of Mary

Bachelor of Arts in Criminal Justice, Saint Leo University

Associate in Arts in Liberal Arts, University of Maryland

Master Leader Course, Army Logistics University

Senior Leader Course, Army Logistics University

Advance Leader Course (Honor Graduate), Army Logistics University

FEMA Principles of Middle Management, FEMA Emergency Management Institute

Project Management, Project Management Institute

Operational Contract Support Course, Army Logistics University

Contracting Officer Course, Army Logistics University

Application Form

Profile

Date

3/9/2024

Will

First Name

Crowley

Last Name

wcrow313@gmail.com

Email Address

Mobile: (863) 337-9916

Primary Phone

Alternate Phone

Preferred Mailing Address

Home Address

2308 Cypress Cove Dr.

Home Address

Tallahassee

City

FL

State

32310

Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

No

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I'm a state worker living in Tallahassee since 2014, when I came up from central Florida to attend graduate school at Florida State University. My academic background in US History, Public Administration, and Urban Planning gives me a depth of technical understanding about how local government entities operate, and about what happens when they fail to operate well. Two courses in particular, Collaborative Governance and Program Evaluation, gave me insight into how different groups with competing values can come together and develop solutions to societal problems. In my career, I've had opportunities to work with various committees and develop an understanding of their structure and function. As a program specialist with the Florida Dept. of Health, Biomedical Research Grant Program, I was a primary coordinator of the Alzheimer's Disease Research Advisory Board and the Cancer & Tobacco-related Disease Research Advisory Board. My duties included preparing the agenda, taking roll to ensure a quorum, and recording the minutes of each meeting. I also assisted in the development of the strategic plans for these two groups. As a budget analyst for the Florida House of Representatives Higher Education Appropriations Subcommittee, I've had the opportunity to regularly provide policy recommendations to lawmakers. In my spare time, I put my professional experience to use by volunteering with local art & culture organizations such as 621 Contemporary Art Museum and Cat Family Records, planning and coordinating large public events.

Reference 1 (at least one)

Scott Bell, (850)405-3910, 327 Meadowbrook, Tallahassee FL

[WCrowley_Resume_2024.docx](#)

Upload a Resume

Education:

University of South Florida

Degree received

BA in History

Graduate School Attended

Florida State University

Degree received

Master's of Public Administration/Master's of Science in Planning

Demographics

Will Crowley

Ethnicity *

Prefer not to Answer

Gender *

Prefer not to say

Question applies to Transit Advisory Committee, Tallahassee Human Relations Committee

Physically Challenged?

Yes No

Question applies to multiple boards

Florida law requires that members of certain boards/committees file a financial disclosure form. Are you willing to file such a form, if required? *

yes

Identify any potential conflicts of interest that might occur were you to be appointed? (Please enter None if no conflicts)

None.

Are you a City resident?

Yes No

Are you a City utility customer?

Yes No

Are you a City property owner?

Yes No

Are you a Leon County resident?

Yes No

Are you a Leon County property owner?

Yes No

Can you serve a full three-year term?

Yes No

Can you regularly attend meetings?

Yes No

Schedule Conflicts (Please enter None if no conflicts):

8:30-5:30 Monday through Friday; 2nd & 4th Monday 7-9

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

Yes No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

Yes No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

I Agree

WILLIAM CROWLEY

PUBLIC BUDGET & FINANCE SPECIALIST

CONTACT

 (863)337-9916

 wcrow313@gmail.com

PROFILE

I am a driven, creative individual with a deep curiosity for how things work, an eye for the details, and an ardent passion for public service. I seek new opportunities to learn about the world around me and to uplift the people living in it.

KNOWLEDGE & SKILLS

- FLORIDA LEGISLATIVE BUDGET PROCESS
- LAS/PBS, FLAIR, MFMP, CFM
- DATA ANALYSIS
- PUBLIC SPEAKING
- MICROSOFT OFFICE SUITE

EDUCATION

MPA – Florida State University
2014-2017

Concentration: Public Budget & Finance

MSP – Florida State University
2014-2017

Concentration: Transportation Planning

BA – University of South Florida
2009-2013

Major: History

EXPERIENCE

Strategic Development Budget & Contract Manager – FL Dept. of Transportation

7/2023 - Present

- Principal staff adviser for all matters related to Planning & Modal Development operating budget, procurement, and contract administration;
- Supervises employees responsible for supporting budget & contract activities;
- Coordinates special projects as assigned by Assistant Secretary.

Budget Analyst – FSU College of Medicine

8/2021 – 7/2023

- Reviewed and analyzed spend plan actuals and projections;
- Monitored and reconciled expenditures for budget availability and compliance with approved spend plans;
- Coordinated the preparation and submission of financial data and performance metrics for institutional accreditation;
- Monitored and projected personnel services, salary, and rate balances.

Legislative Budget Analyst – FL House of Representatives

10/2017 – 8/2021

- Provided fiscal impact analyses for legislative bills;
- Reviewed, summarized, and presented the contents of Legislative Budget Requests;
- Prepared and input budget issues and text/proviso language using LAS/PBS web portal and mainframe;
- Monitored and reported on the progress of legislative budget amendments using BAPS.

Research Grant Program Specialist – FL Dept. of Health

8/2016 – 10/2017

- Managed a rotating portfolio of 10+ research grants, monitoring expenditures, confirming deliverables, and approving contract changes;
- Coordinated program advisory board, scheduling meetings, recording minutes, and providing data and analysis;
- Facilitated grant review, assessment, and award processes;
- Prepared annual program reports according to state statute.