10/2017 - Present

BREVARD COUNTY, FLORIDA ASSISTANT TO THE COUNTY MANAGER

- Performs skilled professional work organizing and coordinating projects for and providing technical assistance to the County Manager.
- Supervised the Small Business Non-Profit Economic Incentive Grant Program.
- Monitor the County's Economic Abatement Program.
- Reviewed and applied US Department of Treasury Guidelines for the County's use of Coronavirus Relief, Aid, and Economic Stimulus funds.
- Reviewed and developed procedures for the use and reporting of the American Rescue Plan Act funds.
- Team lead with the County's Lean Six Sigma Program.

ACCOMPLISHMENTS

- Recommend changes to the Tax Abatement Ordinance to include a business' performance to abatement application submitted to the County.
- Organized the County's advisory boards and assisted with the development of a database that will provide staff and the public with information regarding the County's various advisory boards with the public's ability to apply for membership to a particular advisory board. This program will go live June 2022.

10/1999 – 12/2010

OSCEOLA COUNTY, FLORIDA COMMISSION AUDITOR

- As a direct report to the Board of County Commission, responsible for the supervision of staff that conducted financial, compliance, economy, efficiency and performance audits of Osceola County, Florida.
- Responsible for the enforcement and audit of Tourist Development Tax collection in Osceola County, Florida.

ACCOMPLISHMENTS

 Recommended an on-going monitoring system for road construction projects that identified \$16 million that was incorrectly allocated and was reallocated to the correct road construction districts. Recommended policies and procedures that provided for on-going monitoring of the collection and enforcement of delinquent Tourist Development taxes that reduced outstanding Tourist Development tax delinquencies.

10/1993 - 10/1999

BREVARD COUNTY, FLORIDA COUNTY BUDGET DIRECTOR

- Supervised and coordinated the development and monitoring of the County's operating and capital improvement budget.
- Provided long range financial projections. Advised the County Manager and staff on the most effective and efficient methods for the allocation of the County's resources to meet the County's current and future financial goals.
- Coordinated the County's issuance of short- and long-term debt, in order to secure funds to meet the County's capital requirements.

ACCOMPLISHMENTS

- Established a budgetary system which reflects a full program/mission-based budget that included projected outcome measurements to monitor the results and accomplishments of the services provided by Brevard County.
- Developed a forecasting system which provided the County with a five-year projection of revenues and expenditures along with the capital requirement of the County.

EDUCATION

ROLLINS COLLEGE

Bachelor of Science, Accounting, December 1984

UNIVERSITY OF CENTRAL FLORIDA

Attended the Graduate Program – Public Administration

CERTIFICATIONS

CERTIFIED GOVERNMENT FINANCIAL MANAGEMENT

Association of Government Accountants

CERTIFIED GOVERNMENT AUDITING PROFFESSIONAL

Institute of Internal Auditors

AWARDS

BREVARD COUNTY'S 1995 EXCELLENCE IN PUBLIC MANAGEMENT

VOLUNTEER

SERVICE

Mentor with Keep Stock in Children