

Applicant List - TDC Administrator

Rank	Name	Bachelor's Degree	Master's Degree	Candidate Provided Detailed Description of Experience	Veteran's preference	City/State	Posting
A	Brocks, Heidi	Hospitality and Tourism Management	Public Admin	Worked for the City of Lauderdale Lakes for two and a half years in the Financial Services Department. Worked with procurement and purchasing entering requisitions, preparing and entering journal entries, reconciling accounts and purchase orders as well as preparing travel forms. Has experience in applying for and managing grants.	No	Coral Springs, FL	External
A	Garza, Stephanie	Communication	None	Produced budget reports for the Vice President of Corporate Communications. Played a role in developing the annual budget for the Corporate Communications Department. Performed the monthly reconciliation of the CSX Employee Disaster Relief Program. Coded and paid all department invoices in the Oracle Financial System.	No	Jacksonville, FL	External
A	Maples, Sarah	Russian and German	Creative Writing and Strategic Intelligence	Administered budgets of between \$2 and \$4 million and contracts in excess of \$250,000. Drafted executive-level correspondence, congressional testimony, meeting minutes, press releases, and other documents. Has run the administrative functions of a department/organization as Director, NSFA for VFW, AO for VA, Associate Dean and Commander's Executive Officer for the United States Air Force.	Yes	Dade City, FL	External
A	Von der Osten, Barbara	International Studies	None	In various positions, I have provided administrative and paralegal services to attorneys, government staff, company executives and others.	No	Ponte Vedra, FL	External
A	Bentley, Krisanne	Political Science	Business Administration	Working in the administrative field since 1998, worked way up from basic administrative assistant to senior executive legal assistant. Been the administrative assistant to CEOs and CFOs, as well as to multiple attorneys. Managed offices, and trained incoming office staff.	No	Jacksonville, FL	External
A	Cusimano, Nancy	Fashion Merchandising	None	Over the years duties have included accounts receivable, accounts payable, budgeting and monthly reporting. AR responsibilities incorporated billing, payment collections, applications and reconciliations. AP responsibilities included invoice review, coding and approval for final payment and regular review of the general ledger for accuracy. Tasked with completing annual budgets for each asset with included an income stream, estimated controllable and uncontrollable expenses and capital improvements. Managed the budget and reconciled quarterly/annually depending on the asset. Monthly a reporting package was compiled for ownership. The package included financial reports, a summary of the assets continued performance, any note worthy changes or concerns, an AR balance update for open items past 30 days, summary of capital projects and leasing report.	No	Jacksonville, FL	External
B	Andriesse, Melissa	Business	None	Has accounting experience with the City of Jacksonville. Also has experience with general office practices with Ally Financial. Has experience with administration with Flamingo Financing.	No	Jacksonville, FL	External
B	Barkley, Raevondlyn	Supervision	None	Record and post transactions to the proper accounts (property taxes, local business tax, tangible personal tax, city invoices, tourist development tax, storm water city user fees, nuisance liens, parking citations, renew vehicle and heavy truck registrations).	No	Jacksonville, FL	External
B	Bendolph, Chiquita	Business	Business Administration	City of Jacksonville - Senior Services Children's Commission - JSO	No	Jacksonville, FL	External

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B	Berry, Barbara	Psychology	Criminal Justice	In 2015, received a grant writing certification from Valdosta State University. Since receiving that certification, has researched various funding sources and foundations as a freelance grant writer. In the office, (Jacksonville Sheriff's Office and Lowndes County Sheriff's Office) tracked inventory of office supplies to include ordering new supplies. As a Public Records Supervisor, regularly schedule and facilitate staff meetings, and keep minutes from those meetings. Moreover, have been tasked with keeping records of meetings, employees, and high profile requests.		Folkston, GA	Internal
B	Corley (Hall), Tashima	Sociology	None	Examined financial statements from various accounts, to make sure there were no misappropriations of funds. Audited case files annually to protect the assets of vulnerable adults. Is the central point of correspondence in scheduling court hearings and or appointments and keep records for pro se litigants, attorneys, judicial assistants and judges, RCC, JSO, SAO and PD. Manages accurate and updated lists of qualified individuals, serving various roles in the Fourth Judicial Circuit.		Jacksonville, FL	Internal
B	Dignan, Devon	Sports and Health Science	None	Currently serve in a role that performs duties of a Financial Analyst position for Department of the Interior; Office of the Secretary, Land Buy-Back Program for Tribal Nations. Provide financial analysis and budgetary support and guidance to the Program. Ensure that the Program has the high quality financial performance information necessary to implement effective policy, management, and operational decisions; and that the Program can perform the necessary financial and budgetary functions to support day-to-day operations. Demonstrate the ability to work effectively independently and as a team member. Able to efficiently and effectively organize and prioritize multiple tasks, all while being responsive to a demanding customer base consisting of internal and external stakeholders, and largely independent in resolving conflicting time restraints. Possess strong interpersonal and organization skills, in conjunction with the ability to exercise initiative, judgment and discretion. All positions prior helped build subject matter expertise, leadership skills and the confidently perform financial and administrative duties autonomously. Served in a multitude of positions that encompass the tasks related to planning, directing, and expertly serving in an administrative support role.	Yes	Jacksonville, FL	External
B	Ganues, Mari	Economics	Business Administration	Served as interim accountant in the Office of Special events. Managed the budgets for both the JaxKids Book Club and Mayor's Youth at Work Partnership. Duties in these positions included, ordering using procurement system, receiving checks, creating requisitions, create single source awards and working with the legal and risk departments to properly process contracts.	Yes	Jacksonville, FL	External
B	Gillick, Kimberly	Business		The bookkeeper for American Safety Movers. Handles all aspects of A/R & A/P. Maintains the bank accounts, provides daily cash flow reports, and performs collection calls. Processes payments, and also monitors the activity for 4 other offices.	No	Jacksonville, FL	External

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B	Graf, Julie Anne	Business	None	In the capacity of Area Manager, Parks and Recreation Director and Senior Center Director, worked in municipal government and performed budget forecasting and oversight, as well as the grant management and collaborative grant writing. In the private sector, performed the following accounting functions: forensic accounting, payroll, bookkeeping, sales tax filing, accounts payable and receivable, budget creation, implementation, and oversight.	No	Cocoa, FL	External
B	Hartwich, April	Communication	None	At Mark Schwartz and Company controlled the accounts receivable and payable including: operating expenses, invoicing to clients and media, and depositing all using Quickbooks. Was in charge of all financial matters for the company.	No	Jacksonville, FL	External
B	Humphrey, Cynthia	Advertising	None	Provided administrative and accounting support to executives, senior management, and staff while at PNC Bank. Monitored and maintained budget and accounting practices for PNC Bank employee engagement group. Monitored and maintained budget for Community Engagement Office while at Duval County Public Schools.	No	Jacksonville, FL	External
B	Jackson, Matthew	Health Care Administration	None	Performing typing, clerical functions and data entry for daily work orders. Maintain a working knowledge of techniques, methods, and procedures used in performing daily tasks and recording man hours for work reports. Data entry, Microsoft Office, Windows, Word, Excel, PowerPoint . Office management, personnel management, coordination of office schedules/responsibilities, bookkeeping. Conducting research and compiling data for either my department or to assist customers as needed.		Jacksonville, FL	Internal
B	Kekec, Nihal	Agriculture	None	<ul style="list-style-type: none"> • Conserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications • Document complaints, requests, inquiries and follow-up calls in the CARE system * Attended meetings to take notes, record votes, and provided general clerical support • Maintain executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel • Represent the executive by attending meetings in the executive's absence; speaking for the executive • Researching and gathering information from professional services contracts to answer questions from vendors regarding RFP/BID. • Prepare reports and by collecting and analyzing information • Secure information by completing data base backups • Copied, distributed and files paperwork such as meeting minutes, contracts, performance review forms, timesheets, and general correspondence • Utilized HRIS system to input employee data 		Jacksonville, FL	Internal

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B	Manning, Tanisha	Business	Business Administration	Prepared minutes after conducting team meetings before the start of the business day. Operated office equipment and software applications (i.e. Microsoft Word, PowerPoint, Outlook , etc.) to research and compile data to prepare reports and correspondence. Interpreted laws, rules/regulations, and policies to answer customer inquiries and find resolutions for customer complaints and work related bottlenecks. Maintained administrative files and records to complete end of day reports and customer files for ongoing transactions.		Jacksonville, FL	Internal
B	Moore, Shaterica	Accounting	None	Has many years of accounting experience from working at the Kids Hope Alliance as well as CPA firm. Took courses for master in Forensic accounting but have not finished yet.		Jacksonville, FL	Internal
B	Murphy, AnnaMaria	Business	Business	Regularly research, compile data, and prepare reports and correspondence. Update department's website and coordinate various administrative practices which aid in improving the efficiency and effectiveness of department and company. Schedule meetings, events, and prepare all materials and presentations. Currently manage various programs and perform project management to ensure that all required objectives are met on time and on budget.	No	Jacksonville, FL	External
B	Nettles, Rose	Supervision and Management	Education	Worked at Florida State College at Jacksonville as a program manager for three years and 8 months. Has also worked two years as a compliance officer for the city and gained experience through the training budget. Has also completed coursework in accounting and finance.	No	Jacksonville, FL	External
B	Obando, Janine	Elementary Education	Business	Obtained extensive administrative skills through the military as an Information Management Specialist, Health Management Specialist, and an EO/EEO Specialist and administrative positions with the Internal Revenue Service, Tripler Army Medical Center, and Sysco Food Services. Acquired experience in accounting through my current position as an Executive Assistant for the City of Jacksonville, Sysco Food Services, and Frost National Bank.	Yes	Jacksonville, FL	External
B	Rivera-Feliciano, Julie Ann	Accounting	None	Administrative support and assistance which includes interacting on a daily basis with co-workers and clients, either in person, on the phone or via email. Type, file and distribute correspondence, meeting notices, agendas, minutes and other documents. Responsible for three monthly Board of Directors' meeting coordination – from start to finish. Complete knowledge of Microsoft Office Products (Excel, Word, Publisher, Power Point), copy/printer/fax machines, multi-line telephone systems and other office equipment's.	No	Jacksonville, FL	External
B	Vasquez, Hector	Economics	None	Worked as portfolio manager with different business partners for CIT Bank. Educational experience from minor in Business Administration from the University of North Florida. Currently working on M.S. in Applied Economics from Johns Hopkins University.	No	Jacksonville, FL	External
B	Volpe, Lisa	History	Political Science	As City Clerk and Assistant to the City Manager in Neptune Beach served in many administrative capacities. Administrating the Clerk department, grants, records management. Performed payroll duties. At SSI Petroleum did billing for a 1.5 million gallon account which used accounting experience.	No	Jacksonville, FL	External

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B	Westbrook, Linton	Business Administration	Public Administration	Ensured the compliance of organizational policies, procedures, governmental regulations and applicable laws. Conducted recruitment, interviewing, hiring and onboarding of all branch employees. Performed detailed analysis to effectively provide solutions for continuous improvement and quality practices to local management during training and coaching initiatives.	No	Ponte Vedra, FL	External