

## ***Professional Profile***

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Dynamic professional providing visionary operating, strategic, fiscal and business/personnel leadership. Strong combination of expert management skills. Most successful in high-growth, and established environments where exceptional leadership is required.

Highly refined, skilled manager of personnel, relationships, finance, and resources. Solid and proven track record of building and maintaining highly motivated teams of staff, collaborators, and allies as well as loyal constituency bases.

## ***Leadership Qualifications***

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- Mission driven, goal oriented, cooperative and respectful leadership style
- Expert management and administration
- Experienced and successful in fully developing and implementing mission-focused strategic planning
- Highly skilled verbal and written communicator
- Effective in strategic planning and implementation
- Well versed in public relations development and implementation
- Skilled in the development of effective government relations

## ***Professional Experience***

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### **Rental & Sales Department Coordinator ConceptBAIT, Inc.**

*August 2008-Present*

- Primary point of contact for all sales and rental of spandex inventory for a special event and décor company.
- Prepare sales/rental contracts
- Submits billing to clients
- Assist in set ups and strikes of large scale events

### **Assistant Manager / Patient Coordinator DentalWorks, Inc.**

*July 2007-December 2007*

Served as primary patient contact. Responsible for scheduling patient appointments and follow-ups, doctor schedules, insurance verifications and filings, daily accounting functions, supply inventory and ordering.

#### **Summary of Responsibilities:**

- Direct day-to-day operations of the dental office
- Patient/customer service functions
- Assisted office manager with clerical duties and daily tasks

### **Miami-Dade Police Department**

*Certified Police Officer (various positions & key functions within Miami-Dade Police Department –listed chronologically)*

### **Police Lieutenant, Special Services Unit Commander**

*July 2003-February 2005*

Managed and coordinated all job functions of the platoon, conducted employee performance reviews, developed and implemented action plans to improve employee performance.

**Police Lieutenant, Uniform Platoon Commander**

*April 2003-July 2003*

Counseled, evaluated job performance, controlled and scheduled attendance, prepared and administered discipline and commendations.

**Police Sergeant, Special Services Unit**

*July 2002-April 2003*

Supervised and coordinated all job functions of police squad assigned, counseled and evaluated job performance, scheduled attendance, handled all administrative matters involving squad activity.

**Police Sergeant, Special Services Unit**

*April 1999-July 2002*

Supervised and coordinated job functions of sworn and civilian personnel, handled all administrative matters involving personnel activity, made recommendations regarding hiring, terminating, transferring of employees within the unit.

**Police Sergeant, Warrants Bureau**

*May 1997-April 1999*

Disseminated information and delegated assignments to subordinates, relayed information to supervisors and subordinates in both oral and written forms, acted as quality control agent of administrative paperwork, coordinated fiscal matters within chain of command.

**Police Sergeant, Community Policing Squad**

*May 1995-May 1997*

Supervised and coordinated all job functions of sworn officers, interacted with peers and supervisors to ensure the overall success of departmental goals.

**Police Officer, Mounted Patrol Unit**

*May 1994-May 1995*

Prepared case reports and complaint/arrest affidavits in prosecution of criminals, interacted with citizens and assisted with identifying resources applicable to their needs.

**Police Detective, Police Legal Bureau**

*August 1988-May 1994*

Conducted in-depth forfeiture and seizure investigations, analyzed validity of seizures and crime reports, researched criminal and case law for prosecution, prepared forfeiture pleadings.

**Police Officer, Field Training Officer**

*March 1986-August 1988*

Trained, motivated, guided, and directed probationary police officers on issues concerning officer safety skills, sensitivity, cultural diversity, and race relations. Prepared reports, offered testimony and maintained liaison with civic groups in assigned areas.

**Police Officer, General Investigations Detective**

*March 1983-March 1986*

Conducted in-depth criminal investigations, analyzed crime reports and patterns, established interpersonal and intercultural communication techniques to develop confidential and other informational sources.

**Police Officer, Uniformed Patrol**

*September 1981-March 1983*

Prepared case reports and complaint/ arrest affidavits, enforced traffic laws, conducted directed patrols and preserved crime scenes, conducted assessments of domestic disputes, victims of crimes, and those in need of social services.

***Education and Professional Development***

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**University of Miami**

Paralegal Studies Certificate Program

*Paralegal Certification, 2009*

**Barry University**

Bachelor of Liberal Studies

*B.A., 2004*

**Broward County Community College**

*2005*

Substitute Teaching Certification – State of Florida

**Miami Dade County Community College**

1981

Florida Police Officer State Certification

***Computer Experience*** \_\_\_\_\_

Microsoft Word

Westlaw

Outlook

Internet Explorer

***References*** \_\_\_\_\_

Professional and personal references promptly supplied in confidence upon request.