



**BARIKA WILLIAMS**  
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**SUMMARY OF QUALIFICATIONS**

An accomplished public speaker and communications professional with comprehensive knowledge in building community organizations with innovative ideas to motivate various civic and social groups by collaborating with local governments. An effective communicator with proven ability to build strong working relationship with key members of the community to include elected officials, executive staff, senior management, citizens and community leaders in public and private organizations. A dedicated and ethical public servant with over 10 years of experience in local government particularly public affairs with skills in the following areas:

Strategic and Public Communications	Critical Thinking	Computers and Applications	Leadership Management
Develop and Implement Strategic Marketing and Communication Plans	Research, Statistical Analysis and Data Mining	Microsoft Word, Excel and PowerPoint, Adobe, Publisher	Intergovernmental Coordination and Public Affairs
Verbal and Written Business Communications	Project Management	Constant Contact, LinkedIn	Relationship Building and Nurturing
Manage Public Communication Operations	Evaluation of Property Valuations	Statistical Product and Service Solutions (SPSS)	Building High-Performance Teams
Social Media Development and Communications	Organizational Change and Process Management	Windows Operating System	Grassroots Community Building
Development and Delivery of Highly Complex Presentations to Stakeholders	Benchmarking and Business Process Improvement	Internet	Development and Execution of Strategy: Short & Long-Term View

**EDUCATION**

Master in Public Administration, Florida Atlantic University, Fort Lauderdale, Florida  
 Bachelor of Science in Business Administration, Florida A&M University, Tallahassee, Florida

**CERTIFICATIONS**

State of Florida Certified Florida Evaluator (CFE), Tallahassee, Florida  
 State of Florida Public Notary, Tallahassee, Florida  
 Executive Certificate in Procurement, Florida Atlantic University, Fort Lauderdale, Florida

**RELEVANT EXPERIENCE**

**Broward County Property Appraiser Office, FT. LAUDERDALE, FL 03/2007 – PRESENT**

**Positions: Community Specialist II, Community Outreach Specialist I**

**Primary Responsibilities:**

- Public Speaking
- Supervise community outreach staff covering 30 municipalities in Broward County.
- Manage, coordinate, and schedule municipality monthly outreach events and homebound services.
- Primary community liaison working with neighborhood association presidents, realtors, local civic groups and grassroots organizations.
- Manages and designs, in coordination with applicable agency representatives, programs that fit within existing agency operations and resources as well as external programs that compliment and/or augment current operations.
- Investigate homestead exemption claims verifying homeowners eligibility; report fraudulent homestead exemption claims.
- Responsible to maintain social media awareness for community outreach events.
- Develop written material for Broward County Property Appraiser Office's programs and promotes services in diverse communities through outreach efforts.
- Develops, publishes, and distributes an agency wide calendar to give guidance to responsible parties regarding reporting time, deadlines, and anticipated announcements.
- Responsible for creating social media platforms.
- Coordinate special events with intergovernmental agencies and local vendors.
- Provide technical assistance to Property Appraiser for public meetings and special events.
- Coordinate and attend homebound consultation with property owners for exemption eligibility and execution.
- Develop, update training, standard operating procedures, and identify process improvements for the outreach department.

**Achievements:**

- Created Standard Operating Procedures for "Granny Flat" exemption and streamlined the database of over 75 applicants resulting in \$970,000 in assessed value.

- Managed and increased awareness of the Broward County Property Appraiser Office brand in Central Broward by 75% through social media.
- Presented to over 100 associations and civic groups on the services that are offered by the Broward County Property Appraiser Office resulting in 97% of new applications.
- BCPA representative for all "Career Day" events in Broward County Schools, which resulted in recognition from Principal, Staff and local Community Leaders.
- Administrator for social media website and increased fan page "Likes" by 98%.

**Orlando Regional Hospital, ORLANDO, FL 09/2005 – 12/2006**

**Position: Institutional Review Board Coordinator (IRB)**

**Reason for leaving: Relocation**

**Primary Responsibilities:**

- Served as liaison effectively communicating between the 13 IRB board members, and 25 research teams.
- Assisted IRB members in reviewing information pertaining to monthly meetings.
- Prepared monthly IRB and Pre-review correspondence.
- Regulatory supervision of 2-5 protocols to enforce sponsors and principal investigators were following regulatory guidelines of Orlando Regional Healthcare, National Institute of Health (NIH), Food and Drug Administration (FDA) and Office for Human Research Protection (OHRP).
- Collaborated with internal departments such as Compliance and Risk Management to ensure all Orlando Regional Healthcare standards were maintained.
- Coordinated potential research studies that involved patients' rights on policy and regulations.
- Ensured agency compliance with local, state, and federal fiscal requirements and agency policies, programmatic guidelines, and appropriate contracts/agreements; coordinates with auditors to ensure the required processing of annual audits for grants and programs.

**Achievements:**

- Created and updated IRB forms to expedite and streamline process for research teams to electronically submit articles.
- Appointed IRB Liaison to the Orlando Health Nursing Committee by Education Medical Director.
- Successfully complied and passed medical record audit by the FDA in 2005.
- Received recognition in the National Institute of Health.

**Countrywide Home Loans, PLANO, TX 01/2004 – 08/2005**

**Position: Production Manager, Account Manager, Loan Processor**

**Reason for leaving: Business no longer operating**

**Primary Responsibilities:**

- Selected from hundreds of applicants to complete a six month rotational training program learning the basic of mortgage banking.
- Advised customers on suitable loan programs for purchases, refinances and home equity lines of credit.
- Assessed credit risk, pre-qualification of loan packages based on verification processing and originated loan applications.
- Provided pricing quotations for loan programs for prime and sub-prime credit scores.
- Proficient in all aspects of understanding Fair Housing Laws and Real Estate Settlement Procedures Act (RESPA).
- Produced \$975,000 in loans funded during tax year of 2005.

**Achievements:**

- Awarded "Top Overall Salesperson for Month of August"
- Voted "Top Production Manager for Fourth Quarter Sales"
- Successfully completed Mortgage Lending Basis 101 & Mortgage Banking 101
- Awarded "Top Loan Processor for Third Quarter Sales"

**VISIT FLORIDA, TALLAHASSEE, FL 04/2003 – 08/2003**

**Position: Market Research Intern**

**Reason for leaving: Graduation**

**Primary Responsibilities:**

- Collected and analyzed data on economic indicators for Florida tourism.
- Accumulated data from Welcome Centers and updated website metrics to maintain current tourism indicators.
- Conducted analysis with Statistical Product and Service Solutions (SPSS) and Excel.
- Aggregated and summarized advertising articles in journal publication and various articles.
- Assisted manager in collecting secondary research by benchmarking other states and target groups.
- Managed and coordinated special research projects as directed; assists in special event planning and coordination

**Achievements:**

- Created Market Research Intern Manual.
- Facilitated training webinars for 5 incoming Fall interns.

**AWARDS**

**National Association of Healthcare Services Executives (NASHE) (2009) & International County Management Association (ICMA) Conference Scholarship Recipient (2010) and FAU Graduate Grant Recipient (2011)**

**BOARD POSITIONS**

**National Association for Health Service Executives (NAHSE) – Emerging Leaders Committee member 2 yrs**

**Florida Atlantic University Broward Graduate Student Council – Secretary - 2 yrs**

**International City Management Association (ICMA) – Welcome Ambassador Committee Member – 3 yrs**

**National Institute of Government Purchasing Association (NIGPA) – student member 1 yr**

**National Institute of Health Certification (NIH) - member 2 yrs**

**Emerge Broward – member 2 yrs**

**Democratic Executive Committeewoman – Term 4 yrs**

**PRIM&R/ARENA IRB Conference attendee (2005)**

**Urban League Young Professional Network (ULYPN) - Marketing and Public Relations Chair - 2 yrs, member 4 yrs**

- Distributes and Creates Monthly newsletters using Constant Contact

- Responsible for updating social media websites

- Consults with committee meetings and attend Council of Presidents monthly board meetings.

**National Forum for Black Public Administrator (NFBPA) – Treasure 2yrs, Secretary 2 yrs, Community Outreach Chair 3 yrs, Volunteer Chair 2 yrs**

- Responsible for recording chapter correspondences

- Supervised annual budget of \$40,000