

Shantay Dabney

1481 NW 33rd Way ♦ 954-557-7707 ♦ Shantay.Dabney@gmail.com

SUMMARY OF QUALIFICATIONS

- Administrative professional with over 14 years of office management, public administration and city clerk experience.
- Very strong critical thinking, problem solving, research and liaison skills.
- Excellent oral and written communication skills, strong ability to write technical/non-technical reports
- Strong knowledge of technical project management concepts, principles, and techniques
- Typing ability 75 WPM and proficient in MS Office (Word, Access, Excel, PowerPoint, Project, Access)
- Areas of expertise: Administration, Project Administration, Budget & Financial Management, Vendor Management, Procurement Grant Administration, Program Evaluation, Human Resources, Records Management

Administration: Managed official travel, training arrangements, logistics coordination, and transportation support for all senior management staff. Confirmed meetings and set up conferences for al. Implemented program requirements that required money, manpower, material, facilities, and services for support designated programs.

Project Management: Participated in the development of project plans, operating plans, and supporting budgets: determining scope, methods, and resource requirements and schedules for projects. Provided input to requirements statements for acquisition and participated in technical evaluations.

EDUCATION

Sojourner-Douglass College

Bachelor of Arts

Major: Criminal Justice (Honors)

PROFESSIONAL EXPERIENCE

Deputy City Clerk

City of South Miami 10/22/2018-Present

- Performs clerical and administrative work in answering phones, receiving the public and providing customer assistance.
- Processes ordinances, resolutions and related documents adopted by the City Commission.
- Manages public record request for general public and other departmental request.
- Agenda preparation for City Commission, board and committee meetings as required.
- Composes, types, and edits confidential correspondence, reports, proclamations, resolutions, memoranda and other materials as directed by the City Commission/City Attorney.
- Certifies all public documents for public record
- Transcribes meeting minutes for the Community Redevelopment Agency Board.
- Post public notices and public meeting schedules (Board, City Commission and Departmental meetings).
- Manages the City Calendar by scheduling appointments for the Mayor, City Commission, Boards and Departmental request.
- Receives and distributes incoming mail for City Clerk's Office, City Attorney and City Commission.
- Prepares and manages general departmental files.
- Processes Accounts Receivables for the Department and coordinates payment with the Finance Department.
- Assist in the overall planning, administration and operation of the City Clerk's Office. Acts as the City Clerk in her absence.

Town Clerk-Grant Writer Contractor

Town of Edmonston

11/3/2016-Present

- Oversees the administrative management functions of the Town coordinates the development of draft agendas for Town meetings, work sessions and public hearings, reviewing all City Commission documents prior to the Commission meeting for completeness and accuracy and administers oaths and affirmations.
- Serves as custodian for all Town official records, documents and Town Seal.
- Provides official notices for Town elections, budget hearings, and other Town related official business.
- Organized and planned Town election developed and coordinated with the Board of Elections.
- Prepares the monthly Town newsletter, manages the Town's Social media accounts (FB, Twitter and Instagram)
- Managed the grants administration process that ranged over \$300,000. (Community Legacy, Maryland Energy Administration, Natural Resources)
- Program management of grants (coordinating, budget management, planning, implementation, oversight, reporting and successful reporting of all close out documentation.
- Attends monthly Town meetings and schedules the use of Town facilities.
- Prepares the tax notices, prepares and mails invoices for business license renewals.

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- Maintains a finance system: processes accounts payable, assigns petty cash, prepares Town deposits, affirms, signs and transmits and notarizes Town documents. Performed additional financial duties such as managing the payment of invoices for the City Clerk's office, reconciling Town's Bank accounts and making daily deposits and assisted with preparation and monitors the City Clerk's office budget.
- Coordinates and Organizes Community events
- Oversees and monitors the workload and progress of subordinates, supervises summer staff.
- Provided extensive research for the Law Department and administration office.
- Handles public records requests and responses thereto.
- Maintains lobbyist registration database, domestic partnership registry, and cemetery sales.
- Coordinates travel and registration for training events attended by Town staff and the Mayor and Council.
- Distributing minutes of meetings to council members and preparing municipal election ballots
- Certifies and notarizes Town documents and attests all written contracts and instruments on behalf of the Town.

Project Manager & Administrative Assistant to the Mayor

City of District Heights

09/02/2008-05/13/2013

Project Manager Community Development (City Beautiful and District Heights Energy Efficiency Program)

- Successfully managed three grant programs administered (Community Legacy and Community Development Block Grant funded) by the City, including drafting, writing and researching for RFP's and bids. Attended workshops and training as it related to HUD updates, visited work-sites of property owners ensuring projects are following City code ordinances. Retrieved land surveys, deeds and other documents from County government office, and maintained residents abreast of code violations as well as deadlines to correct code violation prior to approval of participation in the program.
- Managed programs with budget responsibility of up to \$300 K ensuring fiscal responsibility and oversight to monitor expenditures.
- Planned, coordinated, and facilitated events including: Community Workshops, Community Meetings, Employee Related Functions, City Receptions, and Luncheons which included logistical planning and oversight.
- Researched, prepared, and published public notices and legal advertisements. Prepared grant applications for future funding, independently initiated and composed community meeting, memorandums, web-site content, and talking points. Such research encompassed extensive knowledge, expertise and application of the regulations, directives and standard operating procedures.
- Actively managed a community-wide Call-A-Bus program for over 6,000 residents, ensuring a mirage of services were provided in a timely and effective manner. Such services were a critical component within the township to provide transportation services for medical appointments, etc.

Administrative Assistant- Office of Mayor

- Strategically managed and coordinated all administrative and office support functions for an Elected Mayor and Four Elected Council-Members including but not limited to meeting planning, logistical preparation and managed Mayor's scheduling and calendar. Attended meetings/conferences on behalf of Mayor conveying and disseminating information on varied topics impacting the township of District Heights.
- Document preparation, drafted resolutions at the request of Mayor and City Manager, managed and procured office supplies, travel arrangements, event planning and scheduling, developed rapport with stakeholders, drafted and prepared resolutions, created brochures/pamphlets, note-taking as well as meeting minute recordings. Maintained customer service with visitors and citizens, providing Notary Services, research and follow-up status on outstanding issues.
- Improved office efficiency by implementing color-coded filing system and operating multiple phone lines which improved both archival and retrieval of information. Screened incoming correspondence and reports distributing to respective individuals for appropriate disposition, served as liaison between Elected Officials, internal and external department entities, compiling monthly statistical data for reporting and critical analysis.
- Financial Management of petty cash of \$500.00 and gate keeper for City credit cards to ensure compliance and accountability of purchases and utilization.
- Delegated work duties to Call-A-Bus operator, summer interns, managed time records and time off request.
- Maintain an updated inventory of office supplies and order new supplies
- Developed, managed and implemented new schedule procedures, monitored timely performance of the employees in the workforce and motivated them to achieve higher excellence, coordinated with human resources department in designing appropriate training program for bus operator and maintained and documented the number of appointments completed daily for monthly reporting.

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CERTIFICATIONS/TRAINING

- Notary Public, November 2016-Present
- International Institute of Municipal Clerks(Certified), November 2016-Present
- Delta Sigma Theta Sorority, Inc., April 2012-Present

TECHNICAL/COMPUTER SKILLS

Typing Ability 75 WPM

Applications: MS Office (Word, Excel, Outlook, PowerPoint), Microsoft Word, QuickBooks