



## SUMMARY

Seasoned municipal executive with over 20 years of progressive experience in public administration, financial management, procurement, and organizational operations within the City of Lauderhill. Extensive experience overseeing City-wide budgets the Office of Management and Budget, purchasing, accounts payable, accounts receivable, and customer service operations. Proven track record of strengthening internal controls, ensuring regulatory compliance, supporting audits, and delivering efficient, transparent, and accountable government services. Trusted advisor to executive leadership with a strong foundation in public sector ethics, fiscal stewardship, and operational excellence.

## EDUCATION

### Florida Atlantic University

Master's Degree in Public Administration  
2012 - 2014

### Florida Atlantic University

Bachelor's in Public Management  
2008 - 2012

## CORE COMPETENCIES

- The ability to lead and manage in public governance
- The ability to participate in and contribute to policy process
- The ability to analyze, synthesize, think critically, solve problems and make decisions
- The ability to articulate and apply a public service perspective
- The ability to communicate and interact with a diverse and changing workforce and citizenry

## CERTIFICATIONS

- Executive Certificate - Public Procurement

## PROFESSIONAL EXPERIENCE

### Division Director - Finance

City of Lauderhill | 2025 - Present

- Provide executive-level leadership and strategic direction for divisional operations within the City of Lauderhill.
- Oversee the Purchasing Division, Accounts Payable, Community Standards, Accounts Receivable, and Customer Service functions.
- Ensure integration and alignment of procurement, financial processing, revenue collection, and customer-facing services.
- Advise senior leadership on operational efficiencies, fiscal controls, risk management and service delivery improvements.

### Operations Administrator

City of Lauderhill | 2021- 2025

- Directed the daily municipal operations across multiple functional areas.
- Provided extensive oversight of the City's budget and financial operations in coordination with executive leadership.
- Oversaw the Office of Management and Budget, Customer Service, and Utility Billing functions to ensure accurate revenue collection and high-quality public service.
- Developed the budget, as well as conducted multi-year financial planning in compliance with local, state, and federal laws.

### Assistant Operations Administrator

City of Lauderhill | 2019 - 2021

- Assisted in managing citywide operational activities and administrative functions.
- Supported the development and implementation of operational policies and procedures.
- Provided input in strategic planning initiatives and special projects.

## PROFESSIONAL EXPERIENCE

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### **Purchasing and Contracts Manager**

City of Lauderhill | 2012- 2019

- Developed, implemented, and monitored complex purchasing guidelines, policies, and procedures.
- Ensured compliance with municipal procurement codes, state statutes, and best practices.
- Oversaw competitive solicitations, contract negotiations, and vendor performance.
- Provided strategic guidance on procurement methods to support city departments and initiatives.

### **Purchasing Agent**

City of Lauderhill | 2010 - 2012

- Procured goods and services in accordance with municipal and statutory requirements.
- Processed Invitations to Bid (ITBs), Requests for Proposals (RFPs), and other solicitations.
- Conducted bid reviews and chaired evaluation committees.
- Maintained procurement documentation and ensured transparency and accountability.

### **Utility Billing Supervisor**

City of Lauderhill | 2010 - 2012

- Administered and supervised Utility Billing and Customer Service staff.
- Oversaw all City billing operations for Utility customers.
- Served concurrently as Purchasing Agent, supporting procurement division needs.
- Ensure accurate billing, customer service excellence, and compliance with city regulations.

### **Acting Utility Supervisor**

City of Lauderhill | 2008 - 2010

- Supervised Utility Billing and Customer Service Division operations.
- Managed billing processes and customer accounts.
- Provided and set the standard for all customer service expectations.
- Ensured continuity of operations and staff performance during leadership transition.

### **Accounting Clerk**

City of Lauderhill | 2005- 2008

- Completed various accounting procedures in support of municipal financial operations.
- Provided support for utility billing systems and reconciliations.
- Assisted with data entry, reporting, and financial record maintenance.
- Provided customer service to all customers in person, on the phone, and via email correspondence,

**References available upon request.**