

## Application Form

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### Profile

Mrs. Sherry A. Bynes  
Prefix First Name Middle Initial Last Name

sannbynes@gmail.com  
Email Address

2150 NW 52 Avenue  
Home Address

Lauderhill FL 33313  
City State Postal Code

Home: (954) 560-7877  
Primary Phone

### Which Boards would you like to apply for?

Code Enforcement Board: Eligible

### Are you a Lauderdale resident?

Yes  No

### How long have you been a Lauderdale resident?

29 years

### Are you a registered voter in Broward County?

Yes  No

### Do you have a contract or do business with the city?

Yes  No

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### Interests & Experiences

#### Have you served on a City board before?

Yes  No

#### If yes, which board? How many years?

10 years

**Why are you interested in serving on a board? If you have not attached a resume, please describe any qualifications, skills, and abilities you possess that would directly benefit this board.**

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My interest in serving is driven by a passion for helping others.

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Upload a Resume

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## **Board Specific Questions**

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### **Referral**

**Please indicate who referred you to this opportunity (e.g., Commissioner, Board Member, Staff, etc.).**

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Commissioner Melissa Dunn

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### **Demographics**

#### **Ethnicity \***

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African American

#### **Gender \***

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Female

07/09/1966

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Date of Birth

2150 NW 52<sup>ND</sup> AVENUE □ LAUDERHILL, FL 33313  
 954-560-7877 □ [SBYNES1@FAU.EDU](mailto:SBYNES1@FAU.EDU)

## SHERRY A. BYNES

### SUMMARY

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I oversee Pre-College Programs (Upward Bound Classic, Upward Bound II, Math Science, and Educational Talent Search) at Florida Atlantic University in Boca Raton, Florida. I have held this position for a little over 12 years. I am responsible for planning, directing, managing, and overseeing the daily activities and operations for two Upward Bound Programs, an Upward Bound Math and Science Center, and 1 Talent Search Project which serves 500 participants. These are multi-five-year programs funded by the Department of Education. Before being employed by FAU, I worked in the Broward County Public School system for five years as a BRACE Advisor, making readily available scholarships, financial aid, and postsecondary information to over 800 students. Lastly, I worked for over 13 years as a CDM Processor and Standards Specialist for a pharmaceutical research and clinical development company.

I received my bachelor's in arts from Florida Atlantic University and my master's in art from Grand Canyon University.

### SUMMARY OF QUALIFICATIONS

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- Analytical thinking, planning
- Strong verbal and personal communication skills
- Accuracy and attention to details
- Organization and prioritization skills
- Problem analysis, use of judgment and ability to solve problems efficiently
- Proficient in Microsoft Office: Excel, PowerPoint, Word, Visio, Publisher and Blumen
- Effective grant writing techniques
- Knowledgeable of principles, techniques, strategies, goals and objectives of public education
- Ability to plan, organize and implement effective programs
- Ability to work with individuals from various demographics and socio-economic backgrounds.

### WORK OF EXPERIENCE

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|-------------------|---|
| 08/2013 - Present | <p>Pre-College Programs, Florida Atlantic University - Boca Raton, Florida<br/> <i>Executive Director</i></p> <ul style="list-style-type: none"> <li>● Plan, direct, manage and oversee the daily activities and operations of four (4) Department of Education Trio pre-college programs.</li> <li>● Prepare, submit, and monitor the annual operating budget for TRIO Programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with Federal Government Department of Education and university policies and procedures.</li> <li>● Oversee the supervision 7 program employees, 40 OPS staff members, and 8 student RA's (summer institute). This includes interviewing, hiring, and staff training.</li> <li>● Select, train, coordinate, supervise, and evaluate all program personnel, services, and activities.</li> <li>● Write open, competitive, and continuous grant proposals, monitor budgets, evaluate programs, and prepare financial and annual performance reports as required by the United States Department of Education and the Office of Management and Budget.</li> <li>● Develop and maintain a system for the maintenance of confidential student files, which include all documents required by the U.S. Department of Education.</li> </ul> |
|-------------------|---|

- Develop and maintain program curriculum for the summer academic program, and workshops.
  - Establish relationships with area school principals, superintendents, and school district.
  - Develop and maintain community partnerships with universities and local non-profit agencies, as well as involvement with various on-campus and off-campus communities related to TRIO programs and student academic achievement.
  - Address student discipline and conduct issues, meet with parents, principals, and counselors.
  - Plan and manage college enrollment, selection, advising and evaluate student progress.
  - Plan and manage dissemination of information about TRIO Pre-College Programs, Financial Aid and higher education opportunities to high school counselors, teachers, and students, community agencies and the public.
- 07/2012 – 08/2013      Pre-College Programs, Upward Bound      Florida Atlantic University - Boca Raton, Florida  
*Program Coordinator*
- Responsible for the supervision of the afterschool instructors at each target school
  - Coordinate the delivery of academic, guidance, and counseling services for project participants in social, personal, career, and academic areas
  - Assist in the development of a student's Individual Educational Plan
  - Monitor participant's academic progress throughout the academic school year
  - Update and maintain student information using the Blumen software
  - Provide parents and students with information on scholarships, financial aid, college application process, college examination preparation and/or registration
- 10/2011 - 05/2012      Pre-College Programs, Upward Bound      Florida Atlantic University - Boca Raton, Florida  
*Tutor*
- Assist students in achieving a better understanding of a specific subject
  - Assist students in developing confidence in themselves and a positive attitude toward school
  - Provide students with the necessary skills to ensure academic success
- 06/2009 - 07/2010      College Summit      Nova Southeastern University - Davie, Florida  
*College Coach*
- Assist mid-tier students from under-resourced communities
  - Provide one-to-one, one-hour coaching session
  - Provide information about local and national colleges and universities
  - Assist students with college admissions requirements
- 08/2007 - 06/2012      Boyd H. Anderson High School      Lauderdale Lakes, Florida  
*BRACE Advisor*
- Provide students with postsecondary options
  - Assist students and parents in choosing the right college and/or university.
  - Educate and assist students and parents on the financial aid process
  - Coordinate various scholarship and/or mentoring programs (e.g., Take Stock In Children, Bright Futures, Silver Knight)
  - Proctor student assessment exams (e.g., FCAT and PERT)
  - Facilitate onsite career exploration exams and college visits
  - Coordinate upperclassmen and underclassmen awards ceremonies
- 10/1993 – 3/2007      KOS Pharmaceuticals, Inc.      Weston, Florida  
*CDM Processor and Standards Specialist*
- Case Report Form (CRF) developer and acting liaison for the standards committee
  - Educate the study team on CRF use in accordance with protocol
  - Develop and maintain clinical data standards for all Phase I-IV studies
  - Provide data processing objectives and FDA requirements for Phase I-IV clinical trials for the therapeutic area of cardiovascular studies

- Interact with department managers with the sole purpose of expediting CRF design and approval
- Direct and reconcile discrepancies in the company's existing and global standards
- Design and oversee the clinical data management website
- Provide a monthly report on the project status

## EDUCATION

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Grand Canyon University      Phoenix, Arizona  
*Masters in Arts*

Florida Atlantic University      Boca Raton, Florida  
*Bachelors in Arts*

## ACCOMPLISHMENTS

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- 2022 – Written and successfully secured four (4) competitive multi-five-year federal grant awards
- 2016 – Written and successfully secured two (2) competitive multi-five-year federal grant awards

## CIVIC AND PROFESSIONAL AFFILIATIONS

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- 2017 – present - Martin Luther King Jr. Celebration Committee Board, Treasurer
- 2016- 2019 – & 2024 - NACAC, South Florida College Fair, Chair
- 2015- present – City of Lauderhill Code Enforcement Board
- 2014-15- American Cancer Society's Relay for Life Youth Engagement Chair
- 1999-2017 – Youth & Adult Teacher Sunday School Teacher/Sunday School Superintendent, Board of Trustees Recording Secretary, Deaconess

## LIFE/SUCCESS COACHING (2014)

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- 1: 1 (Accountability and Empowerment)
- Workshops & Training
- Life Coaching Online Training (2020)
- Academic sessions, Financial Aid, College Section and Career Advising
- Bethel Missionary Baptist Church Workshops (2015 & 2016)
- National Church Of God Yearly Sunday Superintendent /School Teacher Training (2015 – present)