

(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race: Caucasian African American Hispanic Asian Other
Sex: Male Female Age: _____ Disabled? Yes No

Persons needing a special accommodation to participate in an Advisory Committee should contact Christine Coble by telephone at 606-5300 or e-mail at CobleC@mail.co.leon.fl.us

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

Leon County is my neck of the woods. I grew up in the Old Town Neighborhood and I now live in the Indianhead/Lehigh Neighborhood and serve on its association board. I am a strong advocate for thoughtful urban planning, balancing the needs of neighborhoods and developers. I've coordinated our neighborhood's planning team, designed and compiled neighborhood survey data on walkability, connectivity, and traffic planning and developed our neighborhood's priorities for mobility planning. A positive voice, speaking for neighborhoods is needed on the Planning Commission.

References (you must provide at least one personal reference who is not a family member):

Name: Melinda Lang Hilsenbeck Telephone: 321-7343
Address: 1960 Farms Road, Tallahassee, FL 32317

Name: Bill Montford Telephone: 222-2280
Address: 208 South Monroe Street, Tallahassee, FL 32301

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP
AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE QUESTIONS BELOW, YOU MUST COMPLETE AN ORIENTATION BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation? Yes No
Are you willing to complete a financial disclosure form, if applicable? Yes No
Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? Yes No If yes, from whom? _____
Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? (Possibly) Yes
No
Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? Yes No If yes, please explain _____
Do you or your employer, or your wife or child or their employers, do business with Leon County? Yes No
If yes, please explain _____

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee? Yes No
If yes, please explain _____

All statements and information provided in this application are true to the best of my knowledge.

Signature: _____ (Ms. Patricia Ceci-Sharp)

Please return Application to
Christine Coble, Agenda Coordinator
Leon County Board of County Commissioners
301 South Monroe Street
Tallahassee, FL 32301

2002 Wahalaw Nene, Tallahassee, FL 32301

Phone: 850.309.0260 Work: 850.245.0903

SUMMARY OF QUALIFICATIONS

- Experience in public and private sectors
- Effective leadership style, with experience in team building, process improvement, and problem solving
- Ability to identify key decision makers and develop long-term professional relationships
- Dynamic and enthusiastic presenter with excellent oral and written communication skills
- Technology savvy with core understanding of TCP/IP Networks, Internet infrastructure, and applications

EXPERIENCE

July 2003 to Present – Instructional Materials Specialist, Florida Department of Education, Bureau of Instruction & Innovation, Tallahassee, Florida <http://www.firn.edu/doe/instmat/>

Implement statute driven state instructional materials adoption process. Coordinate the selection, appointment, and training of state instructional materials committee members. Prepare publication of instructional materials specification documents. Provide communication, technical assistance, and services to low-performing schools.

- Developed state instructional materials contact management database
- Initiated Web-based bid submission project
- Planned and coordinated four successful instructional materials committee trainings

October 2002 to July 2003 – Default Prevention Coordinator, Florida Department of Education, Office of Student Financial Assistance (OSFA), Tallahassee, Florida <http://www.floridastudentfinancialaid.org/>

Responsible for implementing a strategic Default Prevention plan for Florida's Federal Family Education Loan Program (FFELP). Worked closely with school partners to develop default prevention plans and completed in-depth data analysis of schools' Cohort Default Rate. Developed presentations on Default Prevention, OSFA Database Screen Training and the Life of a FFELP loan.

- Assisted in coordinating OSFA's first ever Default Prevention Workshops
- Initiated pilot electronic report program
- Steering Committee member for Mapping-Your-Future, a public service financial aid Web site

October 2000 to October 2001 – Sales Executive & Inside Sales Rep, NOMINUM, INC, Redwood City, California
<http://www.nominum.com>

Drove sales and developed markets for technical professional services to Global 5000, e-commerce, academic, government, and non-profit organizations for Internet infrastructure company specializing in Domain Name System (DNS) Dynamic Host Control Protocol (DHCP) software.

- Sold key support contracts to Analog Devices, Downey Savings and Loan, The Naval Research Lab, The Kennedy Center, Penn State University and the USGS.
- Managed support services relationship with Intel, Oracle and LSI Logic. Secured commitments from each for alpha testing of proprietary Nominum software.
- Ranked #1 in consulting and training sales to accounts including Caterpillar, Booth Newspaper Group, Gray Communications, WebTrends and the US Air Force.
- Implemented and managed company-wide contact management database.

December 1996 to October 2000 – Account Manager & Sales Coordinator
DATAQUICK INFORMATION SYSTEMS, San Diego, California <http://www.dataquick.com/>

Consistently promoted within the company and became Dataquick's top producing account manager. Developed in-depth client research and documentation for up-selling and cross-selling accounts. Assisted in establishing new Inside Sales division and trained all new inside sales and sales support staff.

- Lender Services team achieved 115% of its annual revenue target for fiscal year 2000.
- Inside Sales team achieved 95% of its revenue target in first quarter of inception.

- Selected to serve on company-wide strategic marketing team.
- Developed and implemented a company-wide prospect management process.
- DataQuick Sales Project Leadership Award, 2000.
- Acxiom/DataQuick Project Excellence Award, 1999.

August 1989 to February 1996 - Social Studies Teacher, LINCOLN HIGH SCHOOL, Tallahassee, California
<http://www.lincoln.leon.k12.fl.us/>

Began teaching career at Lincoln as an intern and was hired as a full-time instructor the next academic year. Taught World Geography, American History, World History, American Government, Leadership, and Law Studies. Sponsored Student Government, Anchor Club, Civitan Club, Greenlands environmental club and Sophomore class.

- Social Studies Teacher of the Year, Lincoln High School, 1996
- Sallie Mae First Year Teacher Award, Leon County, 1990
- Presenter at Florida Council for the Social Studies Conference, Topic: "Teaching Using Geographic Mysteries", 1995
- Co-author for Teacher's Guide for Florida: History Through Its Places, Florida Geographic Alliance, 1991
- Southern Association of Colleges & Schools Editor: Lincoln High School, SACS Review, 1990
- Faculty Advisor to Lincoln's European Summer Travel Program, 1994
- Educational and personal travel to the following: England, Scotland, The Netherlands, Belgium, France, Germany, Italy, Switzerland, Canada, Mexico, Costa Rica, The Cayman Islands

EDUCATION

1988 to 1989 - Florida teacher certification, Social Science Education Master's Program,
27 graduate hours earned, Florida State University, Tallahassee, Florida

1988 Bachelor of Social Science, Florida State University, Tallahassee, Florida