

**ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT**

It is the applicant's responsibility to keep this information current.  
To advise the County of any changes please contact Christine Coble  
by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov



Applications will be discarded if no appointment is made after two years.

Name: Thariscia Andrews

Date: 22-Jun-2015

Home Phone:

Work Phone:

Email: trish@mrrecruiter.com

Occupation: HR/Office Manager

Employer: Management Recruiters of Tallahassee

Preferred mailing location: Home Address

Work Address: 743 EAST TENNESSEE STREET

City/State/Zip: TALLAHASSEE FL 32308

Home Address

City/State/Zip: TALLAHASSEE

Do you live in Leon County? Yes If yes, do you live within the City limits? No

Do you own property in Leon County? Yes If yes, is it located within the City limits? No

For how many years have you lived in and/or owned property in Leon County? 20.00years

Are you currently serving on a County Advisory Committee? Yes

If yes, on what Committee(s) are you a member? CareerSource Capital Region - Wakulla County

Have you served on any previous Leon County committees? No

If yes, on what Committee(s) are you a member?

Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference

1st Choice: CareerSource Capital Region 2nd Choice:

What cultural arts organization do you represent, if any?

N/A

If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please note those areas in which you are interested:

N/A

**If you are appointed to a Committee, you are expected to attend regular meetings.**

How many days permonth would you be willing to commit for Committee work? 2 to 3

And for how many months would you be willing to commit that amount of time? 6 or more

What time of day would be best for you to attend Committee meetings? Day

**(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: African American

Sex: Female

Age: 41

Disabled? No

District:

**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.**

Currently serve on the Board of Directors for CareerSource Capital Region representing Wakulla County. Would like continue service to the organization as a Representative for Leon County.

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

Name: KITTE CARTER

Telephone: 850-219-3043

Address: 743 E TENNESSEE STREET

Name:

Telephone:

Address:

**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 FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION [www.leoncountyfl.gov/bcc/committees/training.asp](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.**

Have you completed the Orientation? Yes

Are you willing to complete a financial disclosure form and/or a background check, if applicable? Yes

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee? No

If yes, from whom?

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee? No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts? No

If yes, please explain.

Do you or your employer, or your spouse or child or their employers, do business with Leon County? 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? No

If yes, please explain.

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

Signature: Tharisicia Andrews

This application was electronically sent: 6/22/2015 3:32:15PM

Thariscia Andrews  
3883 Chaucer Court  
Tallahassee, FL 32311  
[thariscia@hotmail.com](mailto:thariscia@hotmail.com)  
[LinkedIn Profile](#)  
(850) 559-0583 M

## **Career Summary**

Seven years of extensive, Human Resources and Operations Management experience. Contributed to firm growth by executing business strategies using strong decision making abilities. Proven career track of making positive organizational change, increasing employee satisfaction, production and retention.

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Risk Management | Change Management | Financial Management  
Business Strategy | Leadership Development  
Cross-Functional Team Leadership | Mentoring  
Organizational Effectiveness | Critical Thinking  
Managing Employees | Staff Development | Team Building  
Policies | Human Resources | Recruiting

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## **Work Experience**

CSG International  
509 Commerce Blvd  
Crawfordville, FL 32327  
[www.csqi.com](http://www.csqi.com)

02/2011 - Present

### **Operations Manager (2/2013 – Present)**

Manage the daily operations of a mail production facility which includes a team of 4 Shift Supervisors and 70 Non-Exempt employees. Direct and coordinate the development and implementation of activities in the Inserting and Mail Prep areas in order to meet production goals, quality and cost objectives. Manage to budgeted amount by forecasting, setting department production goals and monitoring assigned areas to ensure they remain within the budgetary constraints. Supervise and increase effectiveness and efficiency of operational systems and processes/policies to support CSG's mission.

- Identify and minimize risks to the business
- Manage daily mail production workflow
- Provide opportunities for future development and growth within the team

### **Human Resources Business Partner (2/2011 – 2/2013)**

Managed the daily operations of the Human Resource office under the direction of an HR Director located in Omaha, NE. Managed the administration of the HR policies, procedures and programs. Provided support to the Florida, Omaha and Texas OSC facilities. Carry out responsibilities in the following areas: Human Resource Information Systems (HRIS), employee relations and recruiting. Facilitate HR related issues; assist in the development and administration of policies; lead change and promote deeper HR involvement in the business. Recommend important changes to Managers/Supervisors regarding organizational policies and procedures. Devised and implemented various human resources programs to enhance the company's reputation and ensure amiable relations between employees and management.

- Recruiting and staffing logistics
- Employee orientation, development and training
- Executing change management and long/short term management strategies.

Elbit Systems of America  
(Talla-Com Industries)  
1721 West Paul Dirac Drive  
Tallahassee, FL  
[www.elbitsystems.com](http://www.elbitsystems.com)

04/2008 – 04/2011

*Human Resource Generalist*

Manage daily operations of the Human Resource office under the direction of the HR Director. Manage the administration of human resource policies, procedures and programs. Carry out responsibilities in the following areas: Human Resource Information Systems (HRIS), employee relations and recruiting. Facilitate HR related issues; assist in the development and administration of policies; lead change and promote deeper HR involvement in the business. Recommend important changes to Managers/Supervisors regarding organizational policies and procedures. Establish and analyze FMLA claims to determine eligibility and certification in compliance with state and federal regulations. Communicate FMLA related decisions and ongoing expectations with employees and management. Devised and implemented various human resources programs to enhance the company's reputation and ensure amiable relations between employees and management.

- Analyzed staffing requirements and directed the recruitment process.
- Conducted interviews and issued hiring recommendations
- Employee orientation, development and training
- Executing change management and long/short term management strategies.
- Compensation and benefits administration
- Reconcile and code monthly company invoices (BCBS, Delta Dental, Hartford and VSP) for submission to Accounts Payable
- Coordinate company events (Wellness Program, Employee Fun Day, Company Picnics, etc.) for the Tallahassee Site

Management Recruiters of Tallahassee  
743 East Tennessee Street  
Tallahassee, FL  
[www.mrrrecruiter.com](http://www.mrrrecruiter.com)

11/1996 – 04/2008

*Office Manager/Internet Researcher (2005-2008)*

Manage daily functions of MR Tallahassee, powered by Management Recruiters International, the world's largest executive search and recruitment organization. Provide support to a staff comprised of (2) Owners, (5) Account Executives, (2) Project Coordinators and (1) Office Assistant in order to assure the best professional relationship for all involved.

- Provide technical support to the Account Executives
- Supervise the daily activities of an Office Assistant
- Maintained computer databases (CAPS – a proprietary database program designed specifically for the executive search/recruiting industry)
- Interviewing, hiring and training new employees
- Numerically tracking office production (daily, weekly and monthly)
- Sourcing candidates and researching company information on the internet
- Communicating with outside vendors and clients

*Project Manager/Executive Recruiter (2003-2005)*

Responsible for full cycle recruitment in order to fill newly opened positions in the field of Plastics Manufacturing. Cold called companies to determine hiring needs. Experience in working with Hiring Managers to negotiate contracts, rates and payment terms. Worked closely with hiring managers to fill positions under a fast paced, deadline driven atmosphere.

- Built trust and credibility with potential and existing customers
- Strong client interaction, providing assistance to HR, Corporate Recruiters and Hiring Managers
- Pre-screened applicants, scheduled/conducted interviews for qualified candidates
- Conducted searches on a national level via use of proprietary database and cold calling
- Negotiated contracts, salaries and relocation terms.
- Coordinated pre-employment, degree verifications and reference checks on selected candidates.

*Project Coordinator/Internet Recruiter (2001-2003)*

Assist the Account Executives in locating qualified candidates for existing and potential job orders in the field of Plastics Manufacturing.

- Updating and entering new information into the computer database
- Scouting potential and existing candidates
- Cold calling companies and candidates
- Making career presentations to candidates
- Searching for candidates on the internet

*Administrative Assistant/Office Support (1996-2001)*

Manage office functions to support a recruiting firm which consists of 2 Owners/Managers, 3 Account Executives and various general office staff.

- Troubleshooting and maintaining office equipment (computers, printers, copier and fax)
- Installing and removing software
- Receiving and routing incoming faxes, mail and email

**EDUCATION & QUALIFICATIONS**

BT Washington High School (1992)  
Diploma

Tallahassee Community College (2004)  
Associates in Arts Degree

American Intercontinental University (2007)  
Bachelor's Degree in Business Administration