

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: Dianne Williams-Cox

Date: 11-May-2015

Home Phone: _____

Work Phone: _____

Email: dwmscox@gmail.com

Occupation: Project Manager

Employer: DWC Management Consulting Services

Preferred mailing location: Home Address

Work Address: 3539 APALACHEE PARKWAY STE 3 #157

City/State/Zip: TALLAHASSEE FL 32311

Home Address

City/State/Zip: TALLAHASSEE

Do you live in Leon County? Yes If yes, do you live within the City limits? Yes

Do you own property in Leon County? Yes If yes, is it located within the City limits? Yes

For how many years have you lived in and/or owned property in Leon County? 26.00years

Are you currently serving on a County Advisory Committee? No

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

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: Planning Commission

2nd Choice: Commission on the Status of Women and Girls

What cultural arts organization do you represent, if any?

None

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:

Please see committees selected

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? 4 or more

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, Night

(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: 51

Disabled? No

District: District 5

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.

I have served our local community in various roles including the following:

President of City of Tallahassee Parks and Recreation Capital Park Baseball for more than 10 years; Bethel (Baptist) Empowerment Foundation for seven years; Past President of Chi Upsilon Omega Chapter of Alpha Kappa Alpha Sorority, Inc. where 2 terms of 2 year were severed; Past Cluster Coordinator for the South Atlantic Region of Alpha Kappa Alpha Sorority, Inc.; Member of various ministries at Bethel Baptist Church.

As a contributing member of this vibrant community, I believe that with my experience both professionally and in the community I would bring another prospective that may prove to be beneficial to the committee.

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

Name: TOWANDA DAVIS Telephone: 8503218038
Address: 2300 MONACO DRIVE, TALLAHASSEE, FL

Name: ELAINE BRYANT Telephone: 8503213606
Address: 1882 CAPITAL CIRCLE NE #105 TALLAHASSEE, FL 32308

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 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: Dianne Williams-Cox

This application was electronically sent: 5/11/2015 4:21:31PM

Objective

To obtain a professional opportunity to use skills acquired through Project Management, Business Analysis, Systems Analysis and other Information Technology experiences which will display demonstrated organization, customer service, and effective communication proven by 30 years of experience.

Profile

Results-oriented management professional with over twenty-five years of progressive responsibility and achievement in the development, deployment and maintenance of Information Technology solutions including proposal development, training, technical problem solving, staff development, business and system analysis, system integration, implementation, system testing, project planning, and long-standing record of good customer relations.

Consistently recognized for exceptional organizational, analytical and planning abilities, balanced with excellent interpersonal and communication skills; and posses a strong track record of being a proactive problem-solver, effective team leader and achiever of established performance goals.

Areas of expertise: Information Technology, Business and Systems Analysis, Project Management, Planning Implementation, Quality Assurance, and Training

Skills Summary

- ◆ Experienced Project Manager
- ◆ Certified Project Management Professional
- ◆ Certified Public Manager
- ◆ 30 years of experience in IT Professional
- ◆ Proven Leadership Abilities
- ◆ Proficient in business and systems analysis
- ◆ Excellent Process Implementation skills
- ◆ Experienced in contract management
- ◆ Demonstrated ability to interact effectively with senior management
- ◆ Strong verbal and written communication
- ◆ Outstanding interpersonal skills
- ◆ Excellent issue resolution abilities
- ◆ Proficient in Microsoft Office Suite

Professional Experience

- 06/2011 – Present **DWC Management Consulting Services, LLC**
Owner and CEO
- ◆ Providing contractual services to clients in information technology and management consulting
- 03/2013 – 01/2014 **Department of Revenue Child Support Establishment**
Operations Review Specialist (Business Analyst)
- ◆ Provide support for Child Support System for customers
 - ◆ Identify changes and help with implementation of changes as needed
- 12/2012 – 03/2013 **ITT Technical Institute** – Tallahassee, Florida
Adjunct Instructor
- ◆ Provide weekly instruction and advisement for the following classes:
 - Risk Management in Information Technology Security
 - Information Technology Infrastructure Security
 - Client-Server Networking II
 - Introduction to Programming
- 03/2012 – 08/2012 **Brandt Information Services** – Tallahassee, Florida
Project Coordinator
- ◆ Developed the training deployment plan for a system implementation for over 1000 client sites
 - ◆ Developed the equipment deployment plan in support of the system implementation for over 1000 client sites
- 01/2008 - 06/2011 **State of Florida Office of Insurance Regulation - Tallahassee, Florida**
Director of Market Research and Technology
- ◆ Managed staff of ten in the technological support and collection of data from insurance companies licensed to do business in the State of Florida
 - ◆ Supervised the generation of reports for senior management, legislative and governmental decision support
 - ◆ Liaised between State of Florida Department of Financial Services Division of Information Systems and the Office of Insurance Regulation for technology services
 - ◆ Provided contract development and management for vendors providing staff augmentation services
 - ◆ Supported Chief of Staff with daily operational functions
 - ◆ Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies
 - ◆ Monitored multiple software changes to keep track of all changes made to mission critical systems

- ◆ Successfully led multiple key projects which resulted in increased reporting of needed insurance data in a user friendly environment
- ◆ Effectively controlled the release of updated hardware and software pertinent to office operations
- ◆ Prepared annual renewal of vendor contracts for attorney approval.
- ◆ Analyzed office documents for appropriate distribution and filing

07/2006 - 12/2007

**State of Florida Agency for Workforce Innovation
University of North Florida Early Learning Office - Tallahassee, Florida**

Project Manager

- ◆ Conducted business analysis which led to complete requirements for system analysis and development
- ◆ Liaised between project team and upper management (project director and sponsor)
- ◆ Monitored Early Learning Coalitions acquire knowledge of requirements for an centralized automated system
- ◆ Worked directly with Early Learning Coalition personnel in the various counties of Florida to achieve a comprehensive gathering of requirements and functionality needed
- ◆ Accurately utilized redline format to draft and review quarterly Operational Work Plan
- ◆ Analyzed project documents for appropriate distribution and filing

04/2005 - 05/2006

Chancery Software, Ltd - Vancouver, British Columbia

Requirements Engineer

- ◆ Conducted business and systems analysis to develop an automated system to reconcile between State of Florida Department of Education and the local school district in the calculation of funding for each full time student
- ◆ Worked directly with local school district and state personnel to achieve comprehensive requirements
- ◆ Researched and updated all required materials

03/2003 - 04/2005

State of Florida Department of Education - Tallahassee, Florida

Computer Application Support Manager

- ◆ Achieved timely and accurate reports in support of Bureau Chief
- ◆ Provided open door management for team of up to 20 employees
- ◆ Monitored multiple mission critical databases to keep track of all software changes
- ◆ Responsible for creative design of statistical reports for customers of the state's Bright Futures Scholarship program
- ◆ Planned, executed and managed staff augmentation grant with University of South Florida

- ◆ Supported Chief Financial Officer with daily operational functions
- ◆ Analyzed departmental documents for appropriate distribution and filing.
- ◆ Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies
- ◆ Prepared correspondence, accounting and financial documents for analysis

10/2001 - 03/2003 **State of Florida Department of Education - Tallahassee, Florida**

Data Processing Manager

- ◆ Achieved effective and efficient management of up to ten team members
- ◆ Increased repayment of student loans over two-year period.
- ◆ Developed new process for reporting and requesting system changes which resulted in a more efficient release management procedure
- ◆ Worked directly with unit manager to support data needs
- ◆ Supported Bureau Chief with daily operational functions
- ◆ Analyzed departmental documents for appropriate distribution and filing
- ◆ Reviewed and provided comments on the adequacy of documents and took necessary steps to cure any deficiencies

04/2001 - 10/2001 **Florida A&M University Computing Center - Tallahassee, Florida**

Computer Applications Specialist

- ◆ Supported upper management by generating reports from Student database based on request and performed other business and systems analysis

08/1998 - 10/2001 **Florida A&M University – Tallahassee, Florida**

Adjunct Professor

- ◆ Provided weekly instruction and advisement to students enrolled in the Computer and Information Systems Department. Classes taught included Introduction to Microcomputers and COBOL programming languages.

09/1994 - 12/2001 **Cox Computer Consulting Services - Tallahassee, Florida**

Owner

- ◆ Provided various information technology consulting services such as training, business and systems analysis, designing and development of software systems for Department of Labor, Department of Transportation, Department of Education and Systems Design of Tallahassee.

09/1986 - 09/1996 **State of Florida - Tallahassee, Florida**

Held various information technology positions with the following Departments:
 Health and Rehabilitative Services (Programmer/Analyst),
 Education (Programmer/Analyst II),

Management Services (Systems Project Analyst), Legislative Data Center
(Systems Analyst), Transportation (Safety Office LAN Manager)

06/1985 - 09/1986 **Harris Government Systems - Palm Bay, Florida**

Computer Programmer

- ◆ Provided software support through designing, coding, testing and modifying financial information systems application programs

Education

2006 **Project Management Professional (PMP)**

1993 **Nova Southeastern University**, Fort Lauderdale, Florida

Business Administration - Masters

1992 **Florida State University**, Tallahassee, Florida

Public Management – Certification

1985 **Florida A&M University**, Tallahassee, Florida

Data Processing Technology –Bachelor of Science

Affiliations and Community Associations

Bethel Missionary Baptist Church, Sunday School Teacher
Capital City Park Baseball, President
Capital City Democratic Women's Club, Past President
Capital Area Community Action Agency, Past Board Member
Leon County Democratic Executive Committee, Past Member
Alpha Kappa Alpha Sorority, Past President
C.K. Steele Scholarship, Honoree-2010

Volunteer

Hartsfield Elementary School, Advisory Council
Riley Elementary School, Advisory Council
Fairview Middle School, Advisory Council
Nims Middle School, Presenter
Rickards High School, PTSO President
Football Boosters, President
School Advisory, Chair
Basketball & Baseball, Booster
Florida High School, Football & Basketball Booster