

ALLEN D. STUCKS, SR.



2005 to 2010: Executive Director, Project Director and Authorizing Official the Big Bend Crime Stoppers Program.

07/02 to 08/05: Operations and Management Manager, Fla. Department of Education; Assistant Bureau Chief of General Services with the responsibility of coordinating the department's Emergency Management Plan, Security Guard System, Mailroom, Warehouse and Distribution Center and served as Turlington Building Coordinator.

01/00 to 05/02: Operations and Management Consultant II, Fla. Dept. of Health; Contract Manager for the \$1 Million Dollar Minority Tobacco Control Task Forces' Mini-Grant program administered by Florida A&M University for the Department of Health.

6/95 to 12/99: Operations and Management Consultant II Fla. Dept of Labor and Employment Security (LES); Responsible for managing the Department of Labor's Minority Business Enterprise (MBE) Program and reviewing all purchasing buys. Managed a budget of \$2.5 Billion Dollars a year.

1/92 to 6/95: Management Analyst II; Florida Department of Labor and Employment Security, Supervisor of eight (8) Purchasing Staff Members. Ensured that Bid process was properly followed and award as needed.

4/91 to 12/92: Civil Rights Specialist III/Minority Business Enterprise Coordinator; (LES). Independently planned, organized, and directed the Minority Business Enterprise Program. Assisted in developing and implementing the agency's Job Training Partner Act action plan.

8/87 to 3/31/91: Labor, Employment and Training Specialist; (LES). Responsible for a budget of \$5 Million dollars a year. Handled more than one-hundred (100) Contracts with Universities and Community Colleges.

2/87 to 6/87: Development Representative III Florida Department of Commerce-Small and Minority Business. I developed knowledge of the Department's programs, and other programs and terminology to exercise sound judgment and handle specialized projects.

2/85 to 2/86: Station Manager, Statewide Broadcasting of Leon County, Inc. (WKQE-1410 AM) Radio, Tallahassee, Florida. As station manager, I represented the corporate office with the highest degree of professionalism while selling the services of the station. I supervised eight employees and a budget of \$700,000.00 a year.

3/77 to 2/79: Florida Energy Office, Tallahassee, Florida, Information Specialist. Developed and coordinated a training program that could be used on television and by local groups and energy staff to help low and moderate income residents understand energy and how to conserve at home.

1972 to 1977: WJTV-Channel 12, NBC Affiliate, Jacksonville, Florida, TV Cameraman-Reporter. Operated floor cameras and other audio and video equipment for the television station. Performed on-location reporting for national hook-ups in the Jacksonville area.



PROFESSIONAL KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of public purchasing, state purchasing laws and rules, and state purchasing process.
- Knowledge of methods of compiling, organizing and analyzing data to make recommendations for improving current procurement processes using methodologies such as life cycle costing, best value and negotiation.
- Ability to communicate effectively verbally and in writing to top management
- Ability to assume a leadership role in technical workshops and planning and development environment, facilitating partnership(s) between government and the private sector.
- Ability to plan, organize and coordinate work activities.
- Ability to establish and maintain effective working relationships with others.
- Knowledge of the principles and practices of supervision and management.
- Knowledge of the methods of reviewing and analyzing financial data.
- Knowledge of problem-solving techniques.
- Knowledge of Basic Contract Management.
- Programmatic Monitoring & Contract Manager's File Review.
- How to Conduct an Internal Investigation.
- Ability to work harmoniously under demanding, stressful working conditions.
- Ability to supervise people.
- Ability to develop various reports.
- Ability to analyze programs and propose projects.
- Ability to evaluate and monitor service delivery and implement corrective action plans.
- Ability to understand and apply laws, rules, regulations, policies and procedures.

Community Service Boards Experience

- Served as President of the Big Bend Crime Stoppers Program for three (3) years.
- Served as Vice-President of the Big Bend Crime stoppers Program for two (2) years.

- Served as a Board Member of the Tallahassee Crime Stoppers for eleven (11) years.
- Served as Executive Director of the Big Bend Crime Stoppers Program for five (5) years.
- Served as Chairman of the University Center Club for (5) years.
- Served as a member of the Board of Governors of the University Center Club for over three (3) years.
- Serve on the Leon County Housing and Finance Authority for over twenty-five (25) years and Chairman for eight (8) years.
- Serving on the Leon County Schools Audit for over thirteen years and Chairman for (13) years.
- Serving as a member of the Leon County Schools District Advisory for (13) years.
- Serving as a teacher at Rickards High Schools for the FSU – Junior Achievement Program.
- Served as President of the Northwest Tallahassee Neighborhood Association for two (2) years.
- Served as President of the Godby High School Booster Club for four (4) years.
- Served as Executive Director of FAMU Booster Football Program for four (4) years.
- Serve as Treasurer of the Capital Area Community Action Agency.

Certificate for Completion of Training

- Crime Stoppers Executive Director Seminar
- Crime Stoppers International Annual Training Conference
- Basic Contract Management
- Programmatic Monitoring and Contract Manager's File Review
- How to Conduct an Internal Investigation