



MEMORANDUM

Agenda Item 14(D)1

TO: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

DATE: December 14, 2004

FROM: Honorable Harvey Ruvin, Clerk
Circuit and County Courts

SUBJECT: Appointment of Members to
the Public Library Advisory
Board

Kay Sullivan
Kay Sullivan, Director
Clerk of the Board Division

Please select one of the nominees listed on the attached ballot to fill vacancies on the Library Advisory Board.

On December 2, 2004, a ballot was presented to the Board of County Commissioners for the appointments of replacement members to the Library Advisory Board, however a majority of the Commission members did not cast a vote. The result ballot shows as follows:

December 2, 2004

<u>Candidate</u>	<u>Vote</u>
Lea Nickless Verecchia	4
Sandra K. Vanden	2
Stephen K. Halpert	0

December 2, 2004

<u>Candidate</u>	<u>Vote</u>
Florentino L. Gonzalez	6
Anthony J. Cantey	0
Frederick James Kent	0

December 2, 2004

<u>Candidate</u>	<u>Vote</u>
Geoffrey Philp (incumbent)	6
Reverend Mark H. Sims	0
Clifford E. Laguerre	0

December 2, 2004

<u>Candidate</u>	<u>Vote</u>
Maria C. Velez	6
Eloida Cruz	0
Daniel E. Thomas	0

Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners
December 14, 2004
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In accordance with Section 2-194 of the Miami-Dade County Code, the Library Advisory Board has submitted in order of preference, the names of qualified candidates from which a replacement can be selected. The Advisory Board recommends the appointment of Ms. Lea Nickless Verrechia to fill the seat vacated by Georgina Angones, who resigned; and the re-appointment of Messers Florentino L. Gonzales and Geoffrey Philp and Ms. Maria C. Velez.

The resume of each candidate, the Director of Libraries' memorandum dated October 29, 2004, and the ballot are attached.

KS:SM
Attachments

COUNTY ADVISORY BOARD BALLOT
Miami-Dade County, Florida

NOVEMBER 30, 2004

PUBLIC LIBRARY ADVISORY BOARD

APPOINTMENT TO REPLACE GEORGINA ANGONES Vote (✓) for One	
Lea Nickless Verrecchia	<input type="checkbox"/>
Sandra K. Vanden	<input type="checkbox"/>
Stephen K. Halpert	<input type="checkbox"/>

VACANT SEAT (FLORENTINO L. GONZALEZ) Vote (✓) for One	
Florentino L. Gonzalez (Incumbent)	<input type="checkbox"/>
Anthony J. Cantey	<input type="checkbox"/>
Frederick James Kent	<input type="checkbox"/>

VACANT SEAT (GEOFFREY PHILP) Vote (✓) for One	
Geoffrey Philp (Incumbent)	<input type="checkbox"/>
Reverend Mark H. Sims	<input type="checkbox"/>
Clifford E. LaGuerre	<input type="checkbox"/>

VACANT SEAT (MARIA C. VELEZ) Vote (✓) for One	
Maria C. Velez (Incumbent)	<input type="checkbox"/>
Eloida Cruz	<input type="checkbox"/>
Daniel E. Thomas	<input type="checkbox"/>

Commissioner _____
(Please sign ballot)
Commission District Number _____

Memorandum



Date: October 29, 2004

To: Kenneth Guldstrand
Deputy Clerk's Office
Clerk of the Board

From: Raymond Santiago 
Director of Libraries

Subject: Library Advisory Board Vacancies

In compliance with ordinance 77-81, the Library Advisory Board, at its meeting of September 13, 2004, selected candidates to fill four vacancies on the Board. All candidates are qualified and each has agreed to serve if appointed by the Commission.

The Advisory Board highly recommends that Lea Nickless Verrecchia be appointed to fill the term for Georgina Angones, who resigned on October 23, 2004. The Board highly recommends the reappointment of three incumbents: Florentino L. Gonzalez, Geoffrey Philp, and Maria Velez. They have given invaluable time and effort in their service to the Library and the community.

Attached is a list of the candidates, named in order of Board preference.

Thank you for your attention to this matter.

RS/rh

Attachments

cc: George M. Burgess, County Manager
Alina Tejeda Hudak, Assistant County Manager
Suzet Tagle Alvarez, Assistant to the County Manager

CLERK OF THE BOARD
2004 OCT 29 AM 10:49
CLERK OF THE BOARD
DADE COUNTY, FLA.
/1

VACANCIES – MIAMI-DADE COUNTY LIBRARY ADVISORY BOARD

VACANCIES

Candidates recommended by the Board listed in order of Board preference.

Georgina Angones

1. **Lea Nickless Verrecchia (Incumbent)**
3572 Vista Court
Cocount Grove, FL 33133
(305) 856-4582
2. Sandra K. Vanden
4265 Braganza Avenue
Miami, FL 33133
(305) 666-4807
3. Stephen K. Halpert
5500 SW 63 Court
Miami, FL 33155
(305) 661-6086

Florentino L. Gonzalez

1. **Florentino L. Gonzalez (Incumbent)**
2973 NW 97 Court
Miami, FL 33172
(305) 594-6523
2. Anthony J. Cantey
5530 NW 17 Avenue
Miami, FL 33142
(305) 836-5656
3. Frederick James Kent
229 Ridgewood Road
Coral Gables, FL 33139
(305) 661-4857

Geoffrey Philp

1. **Geoffrey Philp (Incumbent)**
1255 NE 200 Terrace
N. Miami, FL 33179
(305) 770-1303
2. Reverend Mark H. Sims
1000 NW North River Drive, #107
Miami, FL
(305) 547-1235
3. Clifford E. LaGuerre
19920 Franjo Road
Miami, FL 33157
(305) 995-2203

Maria C. Velez

1. **Maria C. Velez (Incumbent)**
1235 Asturia Avenue
Coral Gables, FL 33134
(305) 445-3482
2. Elodia Cruz
3400 SW 105 Court
Miami, FL 33165
(305) 227-4117
3. Daniel E. Thomas
509 Navarre Avenue
Coral Gables, FL 33134
(305) 284-5113

LEA NICKLESS VERRECCHIA

PROFESSIONAL EXPERIENCE

2003 – present **Freelance Curator and Educational Consultant**

- Curated traveling exhibition and wrote catalogue *Turning Pages: Celebrating South Florida Artist-Made Books* for Miami-Dade College, Jaffe Collection, FAU, and Bienes Center, Broward County Library.
- Curated exhibition *Continuum: New Works* for Miami-Dade Community College, Frances Wolfson Gallery

1997 – 2002 **Miami-Dade Art in Public Places** Miami, Florida
Coordinator of Education and Community Outreach

- Served as assistant to director of nationally renowned percent-for-art program
- Worked with and reported to Art in Public Places Trust to implement projects
- Developed and implemented educational and community outreach programs integrating complex collaborative relationships with diverse partners. These programs include *Master-Peace* (partnering with Dade County Public Schools), *PATH* (partnering with Miami-Dade Housing Agency), and ArtCARE (partnering with the Cultural Affairs Council and Bay Point Schools, a pilot project of the Florida Department of Juvenile Justice)
- Wrote and produced all promotional and educational printed matter for agency
- Produced press releases and communicated regularly with press for positive coverage of projects
- Wrote grants and received funding for education programs
- Curated exhibition celebrating 25th anniversary of program
- Oversaw website development and maintenance
- Provided tours of art installations for special groups and school tours
- Provided slide lectures and sat on panel discussions regarding public art and Miami-Dade Art in Public Places
- Wrote, edited and produced a 7-minute video on *Master-Peace*

1996 - 1997 **The Wolfsonian-FIU** Miami Beach, Florida
Education Coordinator

- Developed and implemented programs to interpret the ideas, images, and objects presented in the museum's collections
- Served as liaison to Dade County Public Schools Museum Education Program
- Developed and implemented pilot program for 5th grade school children titled *A Page at a Time* in which children received tours of Wolfsonian exhibitions and then created collaborative books that were then exhibited
- Trained and managed team of docents who provided guided museum tours
- Worked with Wolfsonian Board of Trustees

1986 - 1996

The Mitchell Wolfson, Jr. Collection

Miami, Florida

Collections Assistant to Mr. Wolfson

- Worked closely with private art collector, Mitchell Wolfson, Jr.
- Served as liaison for Mitchell Wolfson, Jr. to the Wolfsonian Foundation and the Wolfsonian Board of Trustees
- Coordinated all aspects of acquisition of works of art for museum including identifying, researching, negotiating with seller, making arrangements for shipping, final approvals, and payment
- Served as editorial assistant for publication *Miami Beach: Blueprint of an Eden* working with Mitchell Wolfson, Jr. and artist Michele Oka Doner

EDUCATION

1983

Bachelor of Arts, Studio Arts

GRANTS AND AWARDS

- Arts Educator of the Year, 1999, Children's *Cultural Coalition*, Miami, FL
- China Adventure Program, *The Durfee Foundation*, 1986, Los Angeles, California. Wrote grant and received full funding for 3-month study program in the People's Republic of China focusing on the textiles and costume of one of China's ethnic minorities.
- Wrote many successful grants and award applications for Art in Public Places and for The Junior League of Miami.

BOARDS AND PANELS

- Executive Board Member, *Flamingos in Paradise*
- Schools of Choice Advisory Committee, appointed by school board member, Betsy Kaplan (1998 - 2002)
- Miami-Dade County Department of Cultural Affairs Community Grants Program panelist (1998 - 2001)
- Chestler Contemporary Visual Arts Award Selection Panelist (1998-present)
- Board of Directors, Inn Transition North, Junior League of Miami, Inc. (1997-present)
- Juror for Coconut Grove Arts Festival (1999, 2000)

VOLUNTEER EXPERIENCE

- Member of the Junior League of Miami, Inc. 1990 - present
- Filmed and edited video/dvd for Church mission trip to Honduras, 2003

SKILLS

- Excellent communication and interpersonal skills
- Strong writing skills
- Team player and problem solver
- Exceptional computer skills (Microsoft Office, Photoshop, Publisher, Front Page)

- Self motivated, organized and good time management skills
- Detail oriented and creative

REFERENCES

Available upon request

Sandra K. Vanden - 4265 Braganza Avenue, Miami, FL 33133
PH 305-666-4807 - FX 305/666-4905 - E SVan6@aol.com

OVERVIEW

Accomplished planner, organizer and producer developing and implementing strategies and programs. Public and private background in proposal development, legislative actions, marketing, and community service programs.

BUSINESS 1988 to 1997

Gulfstream Park, Ft. Lauderdale, FL

Quality Service Coordinator / Liaison to the President

Designed, constructed and implemented Total Quality Customer Service program

GREATER MIAMI CHAMBER OF COMMERCE, Miami, FL

Director, Economic Development

Directed projects, newsletters, seminars, training and marketing activities for the Empowerment Zone Committee, Dade Economic Master Plan Project, Dade Manufacturers' Council / Biomedical Exchange Forum, and the Quality Council committee.

UNIVERSITY OF MIAMI SCHOOL OF MEDICINE, Miami, FL

Editorial Coordinator - *American Journal of Physiology: Lung Cellular and Molecular Physiology*

Directed manuscript review process, publication schedule, organizational policies, structures and financial accounts. Coordinated work of 15 associate editors, members of the editorial board, reviewers and authors; reduced manuscript review process from three months to 21 days. Coordinated all aspects of relocating this department to Georgetown University in 1990.

GOVERNMENT 1985 - 1988

UNITED STATES HOUSE OF REPRESENTATIVES, Washington, DC

Dante B. Fascell - Congressional Office - Legislative Assistant

Researched, developed and coordinated submission of legislative proposals; coordinated constituent activities, researched and resolved constituent issues; drafted *Congressional Record* statements and media releases.

UNITED STATES SENATE, Washington, DC

Bob Dole - Senate Office and Senate Minority Leader's Office - Legislative Assistant

Researched and developed state studies, congressional actions and political analyses. Drafted congressional statements and press releases. Investigated, coordinated and resolved constituent issues.

RESEARCH ASSOCIATES, INC., Washington, DC

Business Research and Competitor Analysis

Assistant to the president for administration, marketing, client relations and editorial review. Planned and conducted research projects; developed information and sourcing strategies; liaison to Capitol Hill.

EDUCATION

Smith College, Northampton, MA, 1988 - B.A. Major in Government, Minors in Economics and International Affairs

Georgetown University, Washington, DC, 1987 - Certificate: Comparative Political and Economic Systems

Miami Dade Community College South, Miami, FL, 1985 - Faculty Award: Outstanding Student So. Camp.

additionally:

Smith College School of Management, Certificate, Executive Management Critical Issues Program, 1999

University of Miami, Certificate, Executive Education for Nonprofit Management, 1998

Barry University/Florida Association of Nonprofit Organizations, Certificate, Nonprofit Management, 1997

Florida International University, Certificate, Total Quality Service, 1994

Dale Carnegie Institute, Certificate, Effective Speaking and Influencing Business, Highest Achievement Award, 1993

CURRENT ACTIVITIES & AWARDS

Miami-Dade County Fair and Exposition - Board of directors chairperson-elect, chair of Scholarship & Career Fair committees

National DAR Award for Community Service 2003 - to honor creation and success of annual Career Fair for middle school students

Christ the King Lutheran Church - Immediate Past President of Council; current council member

Lutheran Services of Florida 2004 Good Samaritan Award for volunteerism

Smith College - Alumnae Association Florida Regional Coordinator; immediate past president Miami Smith College Club - member, book award committee

STEPHEN K. HALPERT

Personal

Date of Birth: May 3, 1951

Home Address: 5500 S.W. 63rd Court
Miami, Florida 33155

Business Address: University of Miami Law School
P.O. Box 248087
Coral Gables, Florida 33124-8087

Phones: (305) 661-6086 (home)
(305) 284-3094 (work)
(305) 284-6619 (fax)
(305) 283-4596 (cell)

Email: shalpert@law.miami.edu

Education

1969-73 A.B. Economics, Magna cum laude,
Harvard University

1973-74 Harvard Scholar, Emmanuel College,
Cambridge University
(mathematics and history)

1975-76 Graduate student in Economics
Harvard University

1974-78 J.D., cum laude, Harvard Law School

Employment

2000- Professor of Law and Director of
Transactional Skills Training
University of Miami School of Law

1998- 00 Assistant Dean and Professor of Law
University of Miami School of Law

1988-98 Professor of Law,
University of Miami School of Law

- 1981-88 Associate Professor of Law,
University of Miami School of Law
- 1983-84 Senior Staff Economist,
Executive Office of the President,
Council of Economic Advisers
- 1978-81 Associate, Skadden, Arps, Slate,
Meagher & Flom, Boston, Massachusetts

Publications

Chapter: Financial Market Deregulation in
ECONOMIC REPORT OF THE PRESIDENT 1984
(principal author)

Chapter: Industrial Policy in ECONOMIC
REPORT OF THE PRESIDENT 1984
(contributing author)

*The Separation of Banking and Commerce
Reconsidered*, 13 THE JOURNAL OF
CORPORATION LAW 481 (1988)

*Economic Efficiency and the Law of Tort:
A Comparative Review of THE ECONOMIC
STRUCTURE OF TORT LAW by William Landes and
Richard Posner and ECONOMIC ANALYSIS OF
ACCIDENT LAW by Steven Shavell* in HARVARD
LAW BULLETIN (Winter 1987)

Honors and Fellowships

- 1969-73 National Merit Scholar; Harvard College
Scholar
- 1973-74 de Jersey-Harvard Scholar, Emmanuel College
Cambridge University
- 1975-76 Harvard University Graduate Fellowship

Community Activities

President, Miami Lawyers' Division
Federalist Society

Board of Advisors and former President,
CHARLEE of Dade County, Inc.

Chairman, Chapter 517 Revision Committee
of the Florida Bar, 1991-3

Academic Adviser to and Member of the Executive Council
of the Business Section of the Florida Bar, 1989-90

FLORENTINO L. GONZALEZ

2973 N.W. 97 Court
Miami, Florida 33172
(305) 594-6523

EDUCATION

JURIS DOCTOR, Loyola University, New Orleans, Louisiana, May 1993

BACHELOR OF BUSINESS ADMINISTRATION,
University of Miami, Coral Gables, Florida, May 1989
Area of Concentration: Finance

WORK
EXPERIENCE

ASSOCIATE, Shutts & Bowen, LLP, Miami, Florida

Responsibilities include: representation of financial institutions and developers in all phases of real estate transactions, including transactions involving the acquisition or sale of agricultural land, hotels, warehouses, restaurants, and other commercial properties; preparation and negotiation of loan documents for financial institutions including projects involving construction financing; representation of foreign persons and entities in the acquisition and sale of high-end residential dwellings; local counsel to out-of-state law firms in connection with multi-state loan transactions involving Florida real estate, including the rendering of opinions pertaining to enforceability of security documents; and negotiation and preparation of ground, store office space, and warehouse space leases.

November 1998 to Present

ASSOCIATE, Bedzow, Korn, Brown, Wolfe & Lipton, P.A.,
Aventura, Florida

Responsibility include: representation of developers in acquisitions of unimproved land, commercial properties, condominium developments and hotels, including the preparation and negotiation of all documents related to said acquisitions; examination of all documents affecting title; and negotiation and preparation of loan documents, purchase and sale contracts and leases. Supervision and scheduling of residential real estate closings.

November 1995 to November 1998

ASSOCIATE, Garcia, Perez-Siam & Grueninger,
Coral Gables, Florida

Responsibilities include: extensive preparation and negotiation of commercial and residential real estate contracts and leases; title/abstract examination; and representation of lenders in a high volume real estate practice.

May 1994 to November 1995

ASSOCIATE, Law Offices of Jose M. Marquez, Miami, Florida

Responsibilities include: preparation of contracts and legal opinions; review of shopping center leases and insurance claims; and legal research, in such areas as corporate, real estate and family law.

November 1993 to May 1994

STUDENT PRACTITIONER, Loyola University School of Law,
New Orleans, Louisiana

Responsibilities include: pretrial preparation, including the implementation of full discovery measures such as deposing witnesses, requesting the production of documents, and preparation of interrogatories; interviewing clients, legal research, strategic trial evaluation, and drafting pleadings for immigration and family law cases.

August 1992 to May 1993

LAW CLERK, Southeast Louisiana Legal Services Corp., Hammond, Louisiana.

Responsibilities include: preparation of written memorandums; factual investigation and client interviewing; negotiation of hospital and insurance claims; case analysis and evaluation and legal research in such areas as contract, consumer lending/fraud, family and estate planning law.

June 1992 to August 1992

LEGAL INTERN, Legal Services of Greater Miami Inc., Miami, Florida.

Responsibilities include: legal research with an emphasis on contract, consumer lending/fraud law, class action suits and the RICO statute; conducting numerous client interviews, file review, analysis, evaluation and maintenance.

June 1991 to August 1991

HONORS AND
ACTIVITIES

Member of the Florida Bar – Admitted October 1993

Member of Attorney's Title Insurance Fund

Member U.S. District Court for Southern District, Florida – Admitted May 1994

1989, 1991 National Hispanic Scholarship Award

AMJUR Certificate of Excellence – Estate Planning, 1993

SPECIAL SKILLS

Computer: WordPerfect, Corel, Attorney's Title Insurance Fund,
and Westlaw

Languages: Spanish

CANTEY REALTY & INVESTMENTS

5530 NW 17 Avenue • Miami, FL 33142

(305) 836-5656

fromday1@aol.com

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Selected Accomplishments

- Voted the nation's fastest growing independently-owned and operated real estate company by the Young Black Entrepreneur Association, 1998
- Handled the highest number of transactions in the MMAP program, one of the strongest first-time home buyers programs in the country, 1996
- More than 100 transactions closed annually, including 2001
- Approximately 80% of business is through referral

Background

Anthony J. Cantey, a respected REO specialist in Dade County, Florida, established Cantey Realty & Investments, a division of Secan Development Corporation, initially to educate Black consumers in the real estate market and to coordinate and facilitate residential real estate transactions. Since 1992, the company has grown from a one-person operation to a highly competent sales force of five associates and an office staff of five.

Strengths

Cantey Realty has identified and cultivated an ever-growing niche market, primarily through a strong referral base and a loyal following. Not content with providing standard service, Cantey makes itself available -- it is very accessible and accommodating to both its clients and prospective buyers and sellers. The company prides itself on aggressive property renovation and sales, integrating priorities from listing to closing, to include prospective buyer/seller issues. The company maintains an excellent network of real estate professionals such as title and mortgage companies, building inspectors, and building tradespeople to expedite transactions and realize quick turnarounds in the most cost-effective manner. The company provides accurate and timely BPOs.

Sales / Leasing

Cantey Realty & Investments handles all aspects of the sales and leasing process of residential/commercial properties, to include tenant relations.

Research

The company conducts research and analysis to determine the feasibility of investment, condition of property and costs of renovation. It oversees renovation activities, supervises subcontractors, purchases and schedules materials, ensures procurement of permits and building code/specifications compliance.

Contract Negotiation

Cantey Realty & Investments negotiates contracts with buyers and sellers, financial institutions and mortgage companies; it handles all accounting functions to include A/P, A/R, rent collections, taxes, monthly reports and bank reconciliations.

Sample Clients

- Federal National Mortgage Association (FNMA), the largest REO company in the country
- MGIC Real Estate Evaluation
- Countrywide Home Loans Mortgage Corporation
- Nationsway Mortgage Corporation

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ANTHONY J. CANTEY

Real Estate Broker / Mortgage Broker / REO Specialist

Experience

CANTEY REALTY & INVESTMENTS, Miami, FL (1992 - present)
division of Secan Development Corporation

President / Founder

Current project: developing and remodeling inner-city properties; revitalizing inner-city area through home ownership of renovated distressed properties.

- Founded the company in 1992
- Featured in *The Miami Herald*, November 2001: "Leading the Way Back to Liberty City"
- Featured in *Miami Times*, July 1999: "Real Estate Businessman Puts His Money Where his Mouth Is"
- Voted the nation's fastest growing independently-owned and operated real estate company by the Young Black Entrepreneur Association, 1998
- Handled the highest number of transactions in the MMAP program, one of the strongest first-time home buyers programs in the country, 1996
- Board of Directors, South Florida Board of Realtors, 1997-2000

COLDWELL BANKER, Miami, FL (1991-92)

Sales Associate

- Million Dollar Club, first year in the business

Credentials

- Florida Real Estate Broker *Florida, Georgia, Mississippi*
- Licensed Mortgage Broker
- REO Specialist

Education

- *Additional training:* Broker Management, Real Estate Law
- **REO Specialist Training**, National Association of Real Estate Brokers (NAREB), Chicago, IL
- **Real Estate Sales Agent**, Gold Coast School of Realty, Miami, FL (1991)

Community Service

- Sponsor: North Dade Optimist Little League Baseball, 1998-present; North Dade Optimist Little League Football, 2000; SEYAA Pee Wee Division, 1999; Northwest Boys Club Little League, 1998; many philanthropic organizations
- Volunteer: Miami Rescue Mission, 1999

Highlights

- Competitive spirit with strong work ethic, uncompromising morals, accountability
- Engaging public speaker: addressed South Florida Board of Realtists; First Time Home Buyers (through Consumer Home Buyers)
- Secretary, African-American Builders Association of Miami

FREDERICK JAMES KENT
229 RIDGEWOOD ROAD
CORAL GABLES, FL 33133



Requested resume for possible recommendation to serve on the
Miami-Dade Public Library's Advisory Board

Home telephone (305) 661-4857; cellphone (305) 926-0292

NO e-mail

Born 21 May 1928, Miami, Florida

Education: Public schools in Miami-Dade county, 1934-1946

(Silver Bluff Elementary, Shenandoah Junior High,
Miami Senior High); also private music study

College: DePauw University, Greencastle, IN (BM, 1950)
University of Illinois, Urbana, IL
(MM, 1951; MLS, 1961)

Military service: US Army, 1952-1954; Chaplain's assistant, Cpl

Work experience: Free Library of Philadelphia, 1961-1992. Served
the special music collections of the FLP as
a reference librarian. Head of the Music
Department (1975-1989) and retired as Music
Curator of the Edwin A. Fleisher Collection
of Orchestral Music (1989-1992).

Professional organizations: American Guild of Organists (1947-),
Music Library Association (1960-2003), American Library
Association (1961-65?), Pennsylvania Library Assoc.,
Organ Historical Society (1996-)

Other organizations: American Theatre Organ Society, Fairchild
Tropical Garden, Historical Museum of South Florida,
Natives of Dade

Activities: On retirement (1992) I returned to Florida
from Pennsylvania to care for my Mother who died
in 2000. I have been serving as a substitute
organist in various local churches since 1993 and am
at present playing at the Third Church of Church
of Christ, Scientist, in Kendall. I attend performances
of the Miami City Ballet, New World Symphony and
select opera productions of the Florida Grand.

References: I have been a personal friend of Helen Muir since
I was a child and her son Toby as an adult. I have
also met Sam Boldrick at organ concerts in the city.

Geoffrey Philp

1255 NE 200 Terrace, North Miami Beach, FL 33179

• Phone (305) 770-1303 • Fax (305) 770-3441

• E-mail: geoffreyphilp@aol.com

EDUCATION

1986 M.A in English (Creative Writing), University of Miami, Miami, Florida.
Thesis: *Benjamin, My Son*. Supervisor, Professor Lester Goran.

1982 B.A. in English, University of Miami, Miami, Florida.

1981 A.A. in Drama. Miami-Dade Community College, Miami, Florida.

TEACHING EXPERIENCE

(1991-2001)-Associate Professor, Department of English, Miami-Dade Community College, Miami, Florida.

(1985-1991)-Drama, Journalism, and English Teacher, West Miami Middle School, Miami, Florida.

(1988-1989)-Adjunct Instructor, Department of English, University of Miami, Coral Gables, Florida.

(1983-1984)-Teaching Assistant, Department of English and Department of Caribbean, African and African-American Studies, University of Miami, Coral Gables, Florida.

(1979-1991)- Adjunct Instructor, Paraprofessional Instructor and Peer Tutor. Miami-Dade Community College, Miami, Florida.

BOOKS

xango music. Leeds: Peepal Tree, 2001.

hurricane center. Leeds: Peepal Tree, 1998.

Uncle Obadiah and the Alien. Leeds: Peepal Tree, 1997.

Florida Bound. Leeds: Peepal Tree, 1995.

Exodus and Other Poems. St. Croix: Virgin Islands UP, 1990.

AWARDS

The Sauza "Stay Pure" Award 2000. Sauza Inc., New York.

Florida Individual Artist Fellowship 1997. Florida Department of State, Tallahassee, Florida.

Escape to Create 1995. The Seaside Institute, Seaside, Florida.

James Michener Fellowships, 1990-1992. University of Miami, Miami, Florida.

Canute Brodhurst Prize 1993. *The Caribbean Writer*, University of the Virgin Islands, St. Croix.

Academy of American Poets, 1980-81. Miami-Dade Community College, Miami, Florida.

Fred Shaw Poetry Prize 1979-80. Miami-Dade Community College, Miami, Florida.

Who's Who in American Junior Colleges, 1980-81. Miami-Dade Community College, Miami, Florida.

Talent Roster of Outstanding Minority Students, 1980-81. Miami-Dade Community College, Miami, Florida.

STORIES IN JOURNALS AND ANTHOLOGIES

"Sister Faye and the Dreadlocked Vampire." *Obsidian III* 2.2 (2001): 60-71.

"Uncle Obadiah and the Alien." *Mississippi Review* 24.3 (1996): 239-248.

"All God's Children" and "Uncle Obadiah and the Alien." *Caribbean Writer* 9 (1995): 156-175.

"Curly Locks." *Caribbean Writer* 8 (1994): 123-132.

"The River." *Caribbean Writer* 6 (1992): 26-39.

"The Captain." *Caribbean Writer* 3 (1989): 78-82.

Nominated by *Caribbean Writer* for the GE Foundation Award, 1989.

"Escape." *Creative Arts Review* 4 (1979): 32-35.

POEMS IN MAGAZINES AND JOURNALS

"easy skanking," "sun is shining," "bob marley in the daycare center" and "a song for my children." *Obsidian III* 2.2 (2001): 60-71.

"fantasy land." *Forum* 24.2 (2001): 32.

"miami mambo." *Drumvoices Revue* 9 (2000):112.

"shabine's children" and "to an exiled poet." *Caribbean Writer* 14 (2000): 93+.

"bob marley in the day care center." *Common Ground* Winter 1999/2000: 58.

"carib stew." *Caribbean Writer* 13 (1999): 69.

"shango music" and "sunset at greynolds park." *Caribbean Writer* 12 (1998): 8-9.

"miami mambo," "not another aids poem," "miami lovesong: a dream," and "elemental: a blessing." *Asili* 2.2 (1998) <<http://www.mdcc.edu/north/asili/vol2.2/>>.

"lamentations." *Compost* 8 (1996-1997):59.

"lamentations." *Caribbean Writer* 10 (1996): 31.

"Hurricane," "Dance Hall," and "Heirlooms." *Mississippi Review* 24.3 (1996): 233-238.

"Una Carta Para Andrew." *International Quarterly* 1.4 (1994): 95.

"John Crow Batty." *Caribbean Writer* 8 (1994): 35.

"Huracan" and "Heirlooms." *Gulf Stream Magazine* 8 (1993): 36.

"John Crow Batty," "Dance Hall," and "Hurricane." *Caribbean Writer* 7 (1993): 26-29.

"Hedonism" and "Summer." *Voice* 4 (1993): 18.

"Tamarind Time" and "Naseberry Berth." *Gulf Stream Magazine* 6 (1992): 13.

"Exile" and "Crossfire." *Caribbean Writer* 3 (1989): 18.

"Endings." *Miami Quarterly* 1 (1983): 7.

"Florida Bound." *Caribbean Review* 12 (1983): 28-29.

"Lime Quay Rock." *Journal of Caribbean Studies* 3 (1982): 108.

"Exodus." *Apalachee Quarterly* 15-16 (1980): 73.

"Mobile." *Creative Arts Review* 4 (1979): 1.

"Requiem." *Daily Gleaner* [Kingston] 16 Mar. 1979, final ed.: 22.

"Eve." *Daily Gleaner* [Kingston] 23 Apr. 1978, final ed.: 26.

POEMS AND SHORT STORIES IN ANTHOLOGIES

"Uncle Obadiah and the Alien." *Whispers from the Cotton Tree Root*. Ed. Nalo Hopkinson. Montpelier, VT: Invisible Cities, 2000.

"My Brother's Keeper." *The Oxford Book of Caribbean Short Stories*. Eds. Stewart Brown and John Wickham. Oxford: Oxford UP, 1999.

"Heirlooms," "Dance Hall," "Dance Hall: Version," and "One Song." *Wheel and Come Again: An Anthology of Reggae Poetry*. Ed. Kwame Dawes. Leeds: Peepal Tree, 1998.

"Heirlooms" and "Miami Mambo." *Having a Wonderful Time*. Eds. John Dufresne, Cindy Chinelly, and Michael Hettich. New York: Simon, 1997.

"Neptune," "Una Carta Para Andrew," and "Heirlooms." *Florida in Poetry*. Eds. Jane Anderson Jones and Maurice O'Sullivan. Sarasota: Pineapple, 1995.

"Florida Bound." *Write in Our Midst: An Anthology of South Florida Writers*. Ed. Michael Hettich. Miami: Miami Book Fair International, 1993.

ARTICLES IN MAGAZINES AND PERIODICALS

"The Seven Chakras of Bob Marley." *Magical Blend* 65 (1999): 36-39.

"Back to the Trenches of Sexual Warfare." *Miami Herald* 1 Jan. 1995, final ed.: 31.

"Voices of the Caribbean." *Miami Herald* 6 Nov. 1994, final ed.: 31.

"South Florida Authors Speak." *Miami Herald* 30 May 1993, final ed.: 61.

"Walcott Shows Talent That Earned Him Nobel Prize." *Miami Times* 25 February 1993, final ed.: 2A

BOOK REVIEWS

Review of "Curry Flavour." *Caribbean Writer* 15 (2001): 155-56.

Review of "*Natural Mysticism: Towards a New Reggae Aesthetic in Caribbean Writing.*" *Caribbean Writer* 14 (2000): 271-272

Review of "*Wheel and Come Again: An Anthology of Reggae Poems.*" *Caribbean Writer* 13 (1999): 271-272

Review of "*Excavation.*" *Caribbean Writer* 13 (1999): 274-75.

Review of "*Shook Foil: A Collection of Reggae Poetry.*" *Caribbean Writer* 12 (1998): 276-277.

Review of "*It Begins With Tears.*" *Caribbean Writer* 12 (1998): 261.

Review of "*The Autobiography of Paras P.*" *Caribbean Writer* 11 (1997): 245-246.

Review of "*The Flowering Rock: The Poetry of E.M. Roach.*" *Caribbean Writer* 9 (1995): 256-257.

Review of "*Dialogue at the Hearth: The Poetry of Marvin E. Williams.*" *Caribbean Writer* 8 (1994): 69.

WORK IN PROGRESS

Woman, Nuh Cry. (Under consideration Pineapple Press)

Benjamin, My Son. (Forthcoming from Peepal Tree Books).

Sister Faye and the Dreadlocked Vampire.

PAPERS PRESENTED, LECTURES, READINGS AND WORKSHOPS (SELECT)

xango music. COPE-North, Miami. 28 January, 2002.

xango music. Books and Books, Miami. 4 October, 2001.

xango music. Pan-African Book Festival, Miami. 19 May 2001.

xango music. Calabash International Book Fair. Kingston, Jamaica. 16 May 2001.

xango music. A Winter Gathering of Writers, Augusta State University, Augusta, Georgia. 16 January 2001.

hurricane center. Main Library--Broward County, Fort Lauderdale. 26 December 1998.

hurricane center. Miami International Book Fair, Miami. 21 November 1998.

hurricane center. Main Library--Broward County, Fort Lauderdale. 29 October 1998.

hurricane center. Tarpon Springs Public Library, Tarpon Springs. 8 April 1998

Uncle Obadiah and the Alien. Wm. Turner Tech. Arts High School, Miami. 11 August 1997.

"Jamaica to Jacksonville: Historical Linkages between Florida and the Caribbean." Florida Humanities Council, Cephas West Indian Restaurant, Tampa. 2 July 1997

hurricane center. Troubadour Café, London. 26 May 1997.

Uncle Obadiah and the Alien. Miami International Book Fair, Miami. 27 November 1996.

Florida Bound. University of the Virgin Islands, St. Croix. 25 October 1996.

Uncle Obadiah and the Alien. Tobacco Road, Miami. 15 October 1996.

"Multiple Intelligences and Arts Education." Lynn University, Boca Raton. 25 & 26 April 1996.

Florida Bound D.A.S.H, Miami. 28 March 1996.

Florida Bound. University of Miami, Miami. 26 March 1996.

Florida Bound. Barry University, Miami. 21 March 1996.

"The Poetry of the Caribbean." North Indian River County Library, Sebastian, Florida. 10 February 1996.

Florida Bound. Meeting Hall, Seaside, Florida. 28 January 1996.

"The Poetry of the Caribbean." Brevard Museum of Art, Melbourne, Florida. 16 October 1995.

New Vision: A Festival and Exchange. Colony Theatre, Miami. 22-24 September 1995.

Florida Bound. University of Miami, Miami. 12 July 1995.

"The Poetry of the Caribbean." University of Tampa, Tampa. 22 June 1995.

Bicycle Poets. Bass Museum, Miami. 22 March 1995.

Bicycle Poets. The Center for Fine Arts, Miami. 8 June 1995.

"The Man Who Loved Islands: The Poetry of Derek Walcott." St. John's Public Library, St. Augustine, Florida. 24 May 1995.

Poetry for Life. St. Scholastica School, Lecanto, Florida, 22 April 1995.

Florida Bound. William H. Turner Technical School, Miami. 20 April 1995.

Florida Bound. Florida International University, Miami. 19 April 1995.

Florida Bound. Barry University, Miami. 22 March 1995.

Florida Bound. Tobacco Road, Miami. 7 March 1995.

Florida Bound. Books and Books, Miami. 9 February 1995.

Bicycle Poets. Little River Library, Miami. 4 February 1995.

Caribbean Calling. Miami International Book Fair, Miami. 19 November 1994

A Writer's Place/ Florida Voices. WLRN, Miami. 16 June 1994.

GL Slam. The Ground Level, Miami. 21 May 1994.

A Literary Forum on Environmental Concerns. Miami-Dade Community College, Miami. 23 April 1994.

"Myth and Allusion in the Poetry of Dennis Scott." Books and Books, Miami. 28 March 1994.

In Search of Florida Voices: Poets Envision Home. Manatee Community College, Bradenton, Florida. 16 March 1994.

Bicycle Poets. Parkway Middle School, Miami. 10 March 1994

Uncle Obadiah and the Alien: Stories by Geoffrey Philp. Broward Community College, Hollywood, Florida. 9 November 1993.

The Butterfly Lightning Series. Tobacco Road, Miami. 26 October 1993.

Black Words, White Pages African Heritage Cultural Arts Center, Miami. 16 October 1993.

So Here We Are. Center for Fine Arts. Miami. 12 June 1993.

A Caribbean Odyssey. Broward Community College, Fort Lauderdale. 27 February 1993.

"Miami: Weaving Cultures and Contact into the Curriculum." Florida International University, Miami. 5 August 1992.

Miami Discovers Itself. Center for Fine Arts, Miami. 13 June 1992.

Writers in the Stream. Jose Marti YMCA, Miami. 25 February 1992.

Exodus and Other Poems Miami International Book Fair, Miami. 17 November 1991.

Exodus and Other Poems Broward Community College, Miramar, Florida. 18 October 1991.

Exodus and Other Poems. Books and Books, Miami. 17 August 1991.

Exodus and Other Poems. Florida International University, Miami, 22 July 1991.

Quincy Troupe & Co. Cameo Theater, Miami. 5 April 1991.

Many Voices, One Song: Poetry in the Languages of Miami, The Strand, Miami. October 1990.

Negritude Revisited: New Meanings and Directions. Panelist. Koubek Center, Miami. 2 October 1988.

Poetry and Exile. University of Miami, Coral Gables. 22 September 1982.

COMMITTEES

1992-2001-- Adjudicator, Fred Shaw Poetry Contest.

1999--Member of CLAST Review Committee

2001--Member of Search Committee for new position in the English Department.

2000--Member of Search Committee for new position in Media Services.

1997--Member of Occupational Task Force

1997--Member of English Distance Education (Virtual College) Team

1997--Member of Education Review Team

1996--Adjudicator, Royal Funeral Service Scholarship

1995--Presenter, Internet Primer for English Department

1993-94--Member, African-American History Month.

1992--Committee to Introduce Caribbean Literature into the Miami-Dade Community College curriculum. Approved. LIT 2191

COURSES TAUGHT

University of Miami:

Composition I

Business and Technical Writing

Introduction to African-American Literature

Miami-Dade Community College:

CRW 2001 Creative Writing

LIT 2191 Introduction to Caribbean Literature

ENC 2301 Advanced Composition

ENC 1102 Composition II

ENC 1101 Composition I

OTHER ACTIVITIES

Between 1986 and 1999, I have served as the judge for the Pendragon Prize in Poetry, Manatee Community College; Lecturer for the Florida Humanities Council; Poet-in-the-Schools, Dade County Public Schools; Board Member of TigerTail Productions; Lecturer for Miami-Dade Cultural Arts Affairs; a Community Advisor for SEFLIN and the Pan-African Book Fest. In 1992, I organized the First Annual Caribbean Literary Festival for the Sistrunk Foundation.

Since 1992, I have been lecturing and conducting writing workshops in schools, colleges, community centers and libraries throughout South Florida. I've appeared on radio and television in Jamaica and the United States in such shows as "Miami Mosaic" and "English Composition: Writing for an Audience" (PBS).

I've done readings in the US, Caribbean and the UK, including The Miami International Book Fair, Calabash International and A Winter Gathering of Writers. In 1997, I toured the UK promoting my books *Uncle Obadiah and the Alien* and *Florida Bound*.

In August 2002 I will be working with Cherrypip Productions (Sheffield) on a film adaptation of two short stories, "The Day Mrs. Ho Lung Got Arrested" and "My Brother's Keeper," which appeared in *Uncle Obadiah and the Alien*. My books have been reviewed and featured in the following publications: *World Literature Today (WLT)*, *The Daily Gleaner* (Jamaica), *The Caribbean Writer*, *The Daily Gleaner* (USA), *The Mississippi Review* and *Journal of Caribbean Literatures*.

PERSONAL:

Born: 3.14.58. Kingston, Jamaica. Lived in Jamaica and USA. Married (Nadezka) with three children (Anna Victoria, Christina Elizabeth and Andrew Scott).

REFERENCES

Kamau Brathwaite, Professor of Comparative Literature, Graduate School of Arts and Sciences, New York University, 19 University Place, New York, New York 10003.

Dr. Stewart Brown, Department of West African Studies, University of Birmingham, Birmingham, England.

John Dufresne, Creative Writing Department, Florida International University, North Miami Campus, North Miami, FL 33181.

Mervyn Morris, Professor of English, Department of English, University of the West Indies, Kingston 7, Jamaica W. I.

Dr. Erika Waters, Editor, *The Caribbean Writer*, Caribbean Research Institute, University of the Virgin Islands, RR 2, Box 10,000, Kingshill, St. Croix, U.S. Virgin Islands 00850.

The Reverend Mark H. Sims
1000 N.W. North River Drive #107
Miami, FL
305.547.1235

EDUCATION:

Episcopal Theological Seminary of the Southwest
Master of Divinity, 2000

University of Florida, Gainesville, FL
College of Liberal Arts and Sciences
Bachelor of Arts, Political Science

Experience:

Trinity Episcopal Cathedral, Miami, FL
June, 2000 - Present

Priest

Assistant to the Dean

Large, multi-cultural Cathedral parish with exceptional opportunities for a priest with considerable life experience and a passion for ministry and leadership. Ability to organize and preside over frequent and visible liturgical, as well as, civic gatherings. This city-centered congregation reflects a wide cross-section of individuals and families living within South Florida.

Episcopal Aide Ministry, Episcopal Diocese of Southeast Florida, Inc.
October 2001 - Present

Chaplain

Board of Directors

Provide pastoral care and pastoral counseling to individuals and families. Preside over Episcopal/Ecumenical worship and healing services at Trinity Cathedral to those individuals who, primarily, have been affected by HIV/AIDS either personally, or through a friend and relative. As a board member, I am responsible for providing leadership and focus to an organization which counsels, supports, enables and funds groups and individuals dealing with HIV/AIDS, and whose constituency is changing within the community.

Church of the Good Shepherd, Austin, TX
June 1998 - May 2000

Seminary Intern and Adjunct Staff

Design, coordinate, implement, and lead group educational classes for parishioners both within and outside the parish community. Coordinate and facilitate, as part of a multiple staff, weekly liturgical worship, pastoral care, education, and training for a congregation of over two thousand members.

Seton Medical Center, Austin, TX
June 1998 - January 2000

Chaplain

Chaplain Intern - Clinical Pastoral Education Program

Provide pastoral and spiritual care and counseling to patients and staff at the largest health care system in Austin, TX. Primary training and responsibilities were concentrated toward those patients and families affected by cancer and trauma emergencies.

Callies Electric, Inc., Miami, FL

President and Owner

Large commercial and industrial electrical contractors with an average of sixty employees concentrating on the construction and maintenance of facilities for rail transportation, airport, hospital, commercial offices, and manufacturing facilities. Responsibilities included contract development, project coordination, project management, contract management, and complete financial management.

PROFESSIONAL DEVELOPMENT AND ACTIVITIES :

Episcopal Diocese of Southeast Florida

Diocesan School for Ministry

Instructor, 2001 -

Episcopal Preaching Foundation

Catholic University, Washington, D.C.

Preaching Excellence Program

June, 1999

Inner-City Homeless Assistance Program

St. Luke's Episcopal Church, Atlanta, GA

Internship for Program Development

January, 1999

Community of Hope Program

St. Luke's Hospital, Houston, TX

Certification Program, 1999, Austin, TX

Instructor, 2001, Miami, FL

Graduate Assistant

Episcopal Theological Seminal of the Southwest

Theology Colloquy

September 1998 - May 1999

"Personal Healing and Outreach Through Urban Outreach Ministry"

Retherview, a theological publication of the Seminary of the Southwest

Spring, 1999

Leadership and Corporate Quality Management Program for Contractors

Developed, Published and Seminar Leader

Independent Electrical Contractors,

Washington, D.C., 1993 - 1997

St. Thomas Episcopal Parish

1990 - 1997

Outreach Ministry

Vestry

Acolyte Master

Lay Reader

Religious Education

Progress Club of Miami

1986 - 1997

President

Vice President

Board of Directors

References for The Reverend Mark H. Sims:

Steven Dohan, CPA
Dohan and Company
7700 S.W. 88th Street
Miami, FL 33158
305.274.1366

Karen Corlett McCammon
5830 S.W. 73rd Street
South Miami, FL 33143
305.869.8118
305.665.6756

The Very Reverend Donald W. Krickbaum
60 N.E. 98th Street
Miami Shores, FL 33138
305.751.2341

Carina Suroval-Gma, M.D.
Director
The Courtis Center for Research & Treatment in
Psychoecial Oncology
1475 N.W. 12th Avenue
UMHC, Suite 2090
Miami, FL 33136
305.243.4129

The Reverend Roger M. Tobin
Rector
St. Thomas Episcopal Parish and School
5690 North Kendall Drive
Coral Gables, FL 33158
305.661.3438



Clifford E. LaGuerre
 19920 Franjo Road
 Miami, FL 33157
 (305) 995-2203 (W); (305) 253-5150 (H)

EDUCATION

California State University Hayward, CA M.S Clinical Counseling	1985-1987
Atlantic Union College South Lancaster, MA B.S Physical Education/Behavioral Science	1977-1981

PROFESSIONAL EXPERIENCE

1997-Present	<u>Miami-Dade Public Schools' Multicultural Program:</u> intergroup Relations Specialist- Responsible for the implementation of multicultural and human relations education.
1993-1997	<u>North Miami Senior High:</u> Guidance Counselor- Provided academic counseling.
1989-1993	<u>North Miami Middle:</u> Teacher/Team Leader/Coach.
1987-1989	<u>Miami Union Academy:</u> Teacher/Counselor/Coach
1983-1987	<u>Pacific Union College:</u> Assistant Dean of Men- Provided academic and spiritual guidance to young adult students

COMMUNITY ACTIVITIES

Ministry of Restoration-	Founder and Coordinator of this ministry. Conduct workshop on family issues.
Family Coordinator-	Coordinate activities and programs for the Family Life Department at my local church

REFERENCES WILL BE PROVIDED UPON REQUEST

MARIA C. "MARI" VELEZ

COMMUNITY

Advisory Board, Miami-Dade Public Libraries - 1999 to date
 Member - State Library Council - 2000 to date
 Coral Gables Charter Review Committee - 1998 to 2000
 Junior League of Miami, Inc. - 1989 to date
 1994-95, Chairman of Placement Committee
 1994-95, Board Member
 Citizens' Coalition for Public Schools - 1991-1995
 1993-94, Membership Secretary
 Carver Middle School PTSA
 1993-95, 2nd Vice President - Membership/Board Member
 Barton-Ravlin Chapter, UM Woman's Cancer Association
 1992-93, President/Board Member
 Carver Elementary PTSA
 1991-92, President
 Spanish International Parents' Association, Inc. (SIPA), support group
 for the International Studies program of Dade County
 Public Schools - Founding President 1989-91

PROFESSIONAL

Attorney at Law: Maria C. Arriola Velez, PA
Practice Areas: Real Property, Probate

President/Owner: Liberty Title Services, Inc.

Member of The Florida Bar, Cuban-American Bar Association,
 Dade County Bar Association

EDUCATION

J.D., University of Miami School of Law - June, 1980
 B.A., Psychology, Florida International University - June, 1977
 A.A., Miami Dade Community College - June, 1974
 Miami Coral Park High School - June, 1972

PERSONAL

Born: December 11, 1954, Havana, Cuba
 Married, two daughters

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ELODIA CRUZ – 3400 S. W. 105th Court, Miami, Florida 33165 – (305) 227-4117

PROFFESIONAL PROFILE:

Highly skilled as Development Coordinator, serving Pan American Hospital Health Network, Pan American Hospital Auxiliary, and PAH CEO, with fundraising, public relations and communications tasks. Experienced in community development, implementation, and measurement. Experienced in public relations, coordinating special events, fundraising activities, educational conferences and create new innovative outreach programs for the hospital and the community.

EXPERIENCE:

1993 to Present:

Development Coordinator

- *Developing and implementing effective programs to benefit the community at large.
- *Responsible for communications, public relations, and fundraising programs at the hospital.
- *Coordination and supervision of fund-raising.
- *Supervising the Auxiliary agenda which includes special events service drives, and special programs which interface the medical and support staffs with community groups.
- *Work directly with management and clients to expand new programs.
- *Developed internship program for high school students interested in the medical field at Pan American Hospital, hands on program
- *Developed Careers in Healthcare for Kinlock Middle School where students apply what they study in their math, science and social studies classes to careers in the health industry.
- *Developed Reading Club for high school students to read magazines with the elderly in-patients at Pan American Hospital.
- *Developed Adopt A Patient Program with high school students calling discharged patients with a courtesy call.
- *Coordinates part of the Cuban Medical Convention annually, for 3,000 registered physicians
- *Coordinates and organize Annual Medical Staff Gala's

1981 to 1993

Administrative Secretary

- *Responsible to the Chief Executive Officer at PAH.
- *Interacts closely with Administrative personnel, Department Managers, Medical Staff, and all employees
- *Performed and provide personal secretarial, clinical and administrative support services such as preparing correspondence in final form, scheduling meetings, and conducting special projects
- *Worked with the organization of the Cuban Medical Convention.
- *Prepare Annual Christmas Gala for the physicians.

1977 to 1981

Landscape Designer, and Associate for
Feddy Landscaping Company

- *In charge of creating design and selling to the clients.
- *Supervise and overlook the construction of such designs.
- *In charge of choosing, and buying plant material.
- *Overall coordination of projects.

1973 to 1977

Assistant to Construction Loan Officer
IDS Mortgage Company

- *Ensure compliance, with contractors according to construction contracts, and construction performance.
- *Work directly with the Construction Loan Officer regarding payments, reimbursements for the projects, verifying costs, and processing the disbursements.

EDUCATION: Miami Dade Junior College – Two Years – Landscape Design**CIVIC AND COMMUNITY ORGANIZATIONS:**

- * **Board Member**, and Secretary for Voices for Children Foundation (Active)
- * **Board Member** and Vice President for S.T.A.R.S/H.O.P.E. From the Greater Miami Chamber of Commerce and Miami Dade Community College. (Active)
- * **Board Member** of YMCA Jose Marti International Center (Active)
- * **Board Member**, and Secretary for the Children Cancer Caring Center, Latin Chapter

Organizations Continuation:

- * **Board Member, and Vice President of SIPAS**
Spanish International Parents Association, for International Magnet Program, Dade County Public School System.
- * **Board Member of the American Heart Association**
- * **Board Member of the Miami International Woman's Show.**
Coordinator of the Flea Market for the Metropolitan Museum of Coral Gables, along with the American Institute of Architects
- * **Member of the Legislative and Governmental Relations Committee for South Florida Hospital Association. (Active)**
- * **Member of the Education Programs for the South Florida Hospital Association (Active)**
- * **Member of the Greater Miami Chamber of Commerce Hispanic Group. (Active)**
- * **Member, National HIV/AIDS Partnership Plan for Latinas HDI Projects – Mujeres Unidas Pro-Salud.**
- * **Member, Dade County Public School National Science Foundation Urban System Initiative Mathematics and Science Community Leadership Council**
- * **Chairperson for Dade County Public School System Biomedical technology and Southeast Florida Career Prospects for the Annenberg Challenge.**
- * **Member of NSFRE, National Society of Fund Raising Executive. (Active)**
- * **Member of FANO, Fundraising Association for Non Profit Organization (Active)**

SPECIAL PROJECTS:

Registered Lobbyist – client Pan American Hospital

Designer, Secretary/Treasurer of RIDE-PACK, Inc. (First rolling back pack in the market), manufactured in USA, and distributed throughout the United States.

Wrote and Illustrated 3 children books Copyright. Never published.

Daniel E. Thomas
509 Navarre Avenue
Coral Gables, Florida 33134
Work Phone: (305) 284-5113 , 284-5155
Home Phone: (305) 443-7916

Personal: Born April 15, 1950, Miami, Florida; Single; in good health.

Education: Graduate - M.S., Secondary School Sciences, Villanova University, Villanova, Pennsylvania, 1979.

Undergraduate - B.A., magna cum laude, Mathematics-Mathematics Education, La Salle College (now La Salle University), Philadelphia, Pennsylvania, 1972.

Secondary - La Salle High School, Miami, Florida.

Employment: June, 1977 - Present - University of Miami, Coral Gables, Florida.

Present Duties:

Assistant Director/Project Manager, Information Resources, with responsibility for implementing IBM-AS on-line query language in various University departments, customer training and service, departmental quality assurance.

Prior Duties:

Director, Systems Management and Training, Advancement Division, (6/91 - 9/92), with responsibility for developing training programs and materials for professional and support staff within the Advancement Division and for volunteer groups as requested. Also responsible for maintaining a high level of support for fund raising and volunteer management programs from the central database.

Director of Special Gifts, (9/87-6/91) with primary responsibility for organizing reunion gifts for four reunion classes, and special project related fund raising. Other experience includes managing the alumni portion of the University's \$400 million capital campaign. These duties included managing volunteer sponsoring committee, prospect identification, personal solicitation and coordinating school and college initiatives.

Director, Development and University Relations Systems and Project Manager (9/85-9/87) developing on-line fund raising and records management systems. In this position I managed a staff of 5-16 programmers and worked with a user community of 60.

Director, Alumni Relations, (3/81-9/85) responsible for developing and managing an extensive alumni relations program for the University including athletic, academic and social events, a travel program and a regional club outreach, in coordination with the institutions 12 schools and colleges. Managed 3 professional and 4 support staff.

Associate Director of Alumni Relations, Director, Alumni Annual Fund, (9/78-3/81) responsible for managing the annual fund programs for the University alumni in coordination with the undergraduate and professional schools, production of direct mail and promotional materials, management of the volunteer phone

campaign utilizing 1,600 volunteers.

Associate Director, Development Services, (9/77-9/78) responsible for gift and biographic records for the University, managed a clerical staff of 16.

August 1976 - June 1977 - Instructor, American Senior High, Miami, Florida; responsible for teaching physics and physical sciences an a biracial, triethnic public high school.

July 1975 - August 1976 - Various marketing related jobs while pursuing graduate school full time including: Market Research Field Supervisor, Gallagher and Zeffiro, Philadelphia, Pennsylvania; Interviewer and Marketing Research Assistant, Burger King Corporation, Miami Florida; District Supervisor, Macro Systems Inc., Veterans Administration Treatment Study in Miami.

August 1972 - May 1975 - Instructor, La Salle High School, Miami, Florida; responsible for teaching mathematics, physics, chemistry and moderating various student organizations.

Professional Organizations and Activities:

Speaker - Management of Student Information Systems (MOSIS) national conference - 1996
Presenter - Council for the Advancement and Support of Education (CASE) National Conference on Development Services - 1991
Local Arrangements Chair - CASE District III Conference 1990
Speaker - CASE District III Conference 1989
Speaker - CASE District III Conference 1988
Speaker and Group Moderator - American Bar Association Conference - Law School Fund Raising Section 1984