

July 14, 2009

BPS

Supplement to
Agenda Item No. 3U

Charles D. Lopez

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- Objective** To use my knowledge, skills, and abilities towards enhancing the quality of life for consumers and stakeholders alike on behalf of the CRA of Naranja Lakes.
- Profile**
- Over 8 years working within community organizations
 - Ability to analyze and prioritize tasks
 - Goal-oriented individual with strong leadership abilities.
 - Organized, highly motivated, and detail-directed problem solver.
 - Proven ability to work in unison with staff, volunteers, and senior management.
- Education** B.A, Florida International University, Public Administration
Elim Bible Institute, Lima, NY – 2 years of biblical concepts, theology, and ministry
- Employment** **Testing Specialist – SIA Tech Charter High School, Homestead, FL** 2007-present
- Prepare High School students for state standardized tests (FCAT), College Entrance Exams (SAT/ACT), college advising, financial aid planning
 - Developed FCAT-Ready Plan for regional-associated schools. Developed curriculum that specifically targets at-risk students to pass the FCAT.
 - Train other Region Testing Specialists in their role and outcomes. Attend Miami-Dade County Public School trainings. Attend Homestead Job Corps Sr. Management meetings.
 - Founded and established the Leadership Summit for students and staff conducted on East and West Coast SIATech Charter Schools.
 - Awarded Best Buy Grant for \$5,000 for new technology in the classrooms.
 - Voted Employee of the Year for 2007-2008 by co-workers.
- Audit & Compliance Coordinator - Catholic Charities of Miami, Miami, FL** 2001-2006
- Provided internal auditing, monitoring, and compliance with national accreditation agency, funding and regulatory agencies to include: federal, state, and local agencies; conducted and monitored case record reviews; conducted operational assessments to include fire safety inspections, etc... Contract management. Data gathering for grants and statistical agency reports.
 - Part of CCFL Disaster Response Team; Coordinated relief efforts post-disaster. Needs Assessments; Logistical operations.
- Program Assistant - FIU AGAPE Family Life Center, Miami, FL** 1999-2001
- Coordinated daily activities with middle school kids at Lake Stevens Middle School. Coordinated mentorship program, family bonding events, tutoring sessions
- Community Involvement**
- American Red Cross:** South Dade Advisory Council Member
SIATech Charter High School: Auxiliary Board Member
Metro Life Worship Center: College Advisor, Leadership Member
Florida International Alumni Association: Member
American Society of Public Administrators: Member
- References** Available Upon Request