



## MEMORANDUM

Agenda Item 14(B)1

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

DATE: December 6, 2011

FROM: Honorable Harvey Ruvin, Clerk  
Circuit and County Courts

SUBJECT: Appointments to the Scrap Metal  
and Copper Wire Theft Task Force

Christopher Agrippa, Division Chief  
Clerk of the Board Division

It is recommended that the Board consider the appointment of the following nominees to serve as members of the Scrap Metal and Copper Wire Task Force in the categories as described below:

**Industry Representative**

John Bianculli  
Steve Isiscoff  
Richard Morris  
Dale Shaw  
Mark Underfer

**Community Representative**

Guimel Martinez  
Robert Stephenson

Miami-Dade County Ordinance No. 11-76, adopted by the Miami-Dade County Board of County Commissioners on October 4, 2011, established the Scrap Metal and Copper Wire Theft Task Force and its membership. In accordance with this Ordinance, the Board shall appoint by majority vote, five (5) members to the Scrap Metal and Copper Wire Task Force, each of whom shall be representatives and possess at least five (5) years of experience in the scrap metal industry. The Ordinance also provides that an additional four (4) members of the Task Force be members of the community who have an understanding of the impact of copper wire and scrap metal theft on neighborhoods.

Section 2-11.38 of the Code of Miami-Dade County requires that all members of Miami-Dade County Boards shall be permanent residents and electors of Miami-Dade County unless waived by two thirds (2/3) vote of the full membership of the Board of County Commissioners. The names of Messrs. Bianculli and Shaw were submitted as potential candidates; however, they are not residents of Miami-Dade County. In order for Messrs. Bianculli and Shaw to serve as members of this Task Force, the Board must waive the residency requirement of Section 2-11.8 of the Code.

Pursuant to Chairman Martinez's memorandum of November 16, 2011, the potential applicants were submitted to the Clerk of the Board Division by members of the Board of County Commissioners and the resumes and letters of recommendations for all nominees have been attached for your review.

CA/sm  
Attachments



*Bianculli*

MEMORANDUM  
BOARD OF COUNTY COMMISSIONERS  
VICE CHAIRWOMAN AUDREY M. EDMONSON  
DISTRICT 3

Date: November 23, 2011  
To: Christopher Agrippa, Clerk of the Board  
From: Honorable Audrey M. Edmonson, Vice Chairwoman  
District 3  
Subject: Scrap Metal Task Force Vacancies

A handwritten signature in cursive script that reads "Audrey M. Edmonson".

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Pursuant to Chairman Martinez's memoranda from November 16<sup>th</sup> regarding the Miami-Dade County Task Force on Scrap Metal and Copper Wire Theft, I am submitting the attached resumes to be considered for the industry vacancies on the Scrap Metal Task Force.

Thank you for your consideration of this matter.

c: Honorable Joe A. Martinez, Chairman and  
Members of the Board of County Commissioners  
Robert A. Cuevas, County Attorney  
Shania Moore, Commission Clerk

# Industry -- non- local

**John Bianculli**

## **Relevant Scrap Industry Experience**

Note: RIOS – The Recycling Industry Operating Standard was developed by ISRI, the national scrap recycling association to provide scrap yards with a management standard (and system) that integrated quality, environment, and health & safety aspects of managing a scrap yard into a single system. Ocala Recycling was the first scrap yard in the country that implemented this standard and associated management system. I was responsible for managing the project and developing the system code.

**May 2011-Present** Trademark Metals Recycling LLC (TMR), Tampa, FL *Manager, Special Projects*

Manage multi-million dollar Business Growth Projects

Facilitate meetings, coordinate project resources, and manage action items

Manage the expansion of RIOS certification to additional TMR facilities

TMR Outreach Coordinator

Work with Florida Counties on Metals Theft Task Forces, Ordinance Language

Manage/Coordinate Outreach visits by local law enforcement, fire, and local representatives

Working on the industry team that proposed the FL State preemption bill language

Current Secretary for the Florida Recyclers Association

National RIOS Coordinator for DJJ/TMR

Member of the TMR National Outreach Team –visits to Representatives in D.C.

**Mar. 2010-May 2011** Database Services Group Ocala, FL *Principal*

Consultant for RIOS implementation and other business system management systems

ISRI RIOS Board Member

RIOS Expert Presenter at the National level for ISRI-sponsored Training and Convention Events

**Apr. 2008-Mar. 2010** Director, IT Blaze Recycling LLC Atlanta, GA

Managed all technology and technology resources for the company

**Nov. 2005-Apr.2008** Ocala Recycling Inc. Ocala, FL *Director*

Responsibilities included HR, Safety, Risk Management, and Technology

Managed the RIOS (Recycling Industry Operating Standard) Implementation Process

October 2009 - Ocala Recycling became the first scrap company to become RIOS certified.

## **Other Work Experience**

Five Years experience as a Manufacturing (Methods) Engineer with Grumman Aircraft Systems, Bethpage NY

Four years experience as a Systems Development and Support Engineer with Grumman Data Systems, Bethpage NY

Five years experience as a Production Manager with JR Microwave, Northport NY

Additional experience in system development/support in the pharmaceutical and entertainment industries

## **Education**

B.A., M.B.A. Dowling College, Oakdale, NY

Certified Oracle Database Administrator, Master level

Isicoff



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c: Honorable Joe A. Martinez, Chairman and  
Members of the Board of County Commissioners  
Robert A. Cuevas, County Attorney  
Shania Moore, Commission Clerk

Isicoff

Office of the Chair



CHAIRMAN  
JOE A. MARTINEZ

MIAMI-DADE BOARD OF COUNTY COMMISSIONERS

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Memorandum

To: Christopher Agrippa, Clerk of the Board

From: Joe A. Martinez, Chairman *JAM*

Date: November 28, 2011

Re: Miami-Dade County Task Force on Scrap Metal and Copper Wire Theft Vacancies

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Pursuant to the memo distributed on November 15, 2011 regarding the vacancies on the Miami-Dade County Task Force on Scrap Metal and Copper Wire Theft, my office has received the attached resumes of individuals that would like to be considered to the appointment.

If you have any questions, please contact my office at (305) 375-5511.

JM/lg

c: Honorable Vice Chairwoman Audrey M. Edmonson and  
Members of the Board of County Commissioners  
Robert A. Cuevas, County Attorney

**ABC/Svinga  
Bros.  
Corp.**



DEALERS IN  
INDUSTRIAL METALS  
ALLOYS • RESIDUES • DROSSES

3495 N.W. NO. RIVER DR. MIAMI, FLORIDA 33142 TELEPHONE: (305) 635-4455  
TOLL-FREE: 1-800-679-5643 OCALA: (352) 351-2841 BROWARD: (954) 523-9151 FAX: (305) 634-2800  
MAILING ADDRESS P.O. BOX 420578 MIAMI, FLORIDA 33142

TO: Lorena Guerra-Macias, MPA

From: Steven Isicoff

# Industry

## STEVEN L. ISICOFF

ABC/Svinga Bros. Inc.  
3511 Northwest North River Drive  
Miami, Florida 33142  
(305) 635- 4455

### PROFESSIONAL:

President, ABC/Svinga Bros. Corporation. Svinga Bros. Corp. was founded in Miami, Florida in 1955. Steven has worked in the scrap metal recycling industry for 36 years.

Vice-President of Miami Dade Metal Recyclers. Miami Dade Metal Recyclers is a community based focus group providing information to lawmakers about the scrap metal recycling industry in Miami-Dade County. Miami Dade Metal Recyclers also contributes funds each year to young people in the community. These contributions have funded a community playground as well as annual toy drives.

Member, Institute of Scrap Recycling Industries (ISRI). Steven has been a member of ISRI for almost his entire career. ISRI is the professional association of the reprocessing and recycling industry. ISRI provides ongoing education programs at annual and localized seminars, many of which Steven has attended. At the April 2011 convention, Steven attended a seminar on Scrap Metal Theft conducted by Barry Bush, a retired Marion County, Florida detective who worked on scrap metal theft cases and is now on staff with ISRI.

President of the Joseph Samuel Memorial Fund, Inc. Steven serves, on a volunteer basis, as president of the Foundation that he and his wife, Laurel, founded, in memory of their son, Joseph. The Foundation raises funds to help low-income children with learning and behavioral challenges. The primary recipient of the money raised by the Foundation goes to the Joseph Samuel Isicoff Program for Learning and Advancement at the University of Miami School of Medicine.

### PERSONAL:

Steven is a life time resident of Miami, Florida. He was born at St. Francis Hospital in 1956. He has been married for over 30 years and has three children, two of whom are still living.

Steven has been a member of Bet Shira Congregation for 25 years, and has served on Bet Shira's Board of Directors. He continues to be an active member of the synagogue and has worked closely with clergy and lay leadership on a variety of community and civic activities.

Morris

Office of the Chair



CHAIRMAN  
JOE A. MARTINEZ

MIAMI-DADE BOARD OF COUNTY COMMISSIONERS

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JM/lg

c: Honorable Vice Chairwoman Audrey M. Edmonson and  
Members of the Board of County Commissioners  
Robert A. Cuevas, County Attorney

Industry

**FERROUS**  
Processing & Trading Co.



3400 East Lafayette, Detroit, Michigan 48207 • Phone: (313) 567-9710 • Fax: (313) 567-3163

November 21, 2011

The Honorable Chairman Joe A. Martinez  
Office of the Chair  
111 NW 1<sup>st</sup> Street  
Suite 220  
Miami, FL 33128

Re: Scrap metal task force- request for appointment of Rick Morris

Dear Chairman Joe Martinez:

Ferrous Processing & Trading Co (FPT) offers one of its key employees, Rick Morris, for appointment to the Scrap Metal Task Force as one of the members from the scrap metals industry.

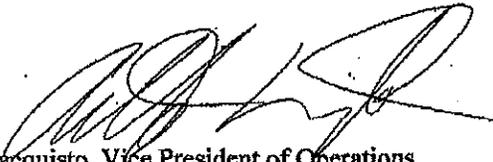
Rick Morris, with his 40 years of experience in the scrap metals industry, far exceeds the minimum requirement of 5 years. FPT is one of the largest processors of ferrous and nonferrous metals in Miami-Dade County. As a major processor in the US and Canada, FPT has over 550 employees engaged in operations through its 17 facilities in Michigan, Ohio, Tennessee, Mississippi, Florida, and the province of Ontario.

Mr. Morris, as our chief buyer in Miami-Dade County, at our facility located at 3700N.W. North River Drive, Miami, Florida, will bring to the Scrap Metal Task Force the experience, know-how, and expertise so important to the success of the Task Force. His resume is attached.

I strongly recommend that Mr. Morris be nominated and appointed to the Scrap Metal Task Force.

Thank you.

Sincerely,

  
Anthony Benacquisto, Vice President of Operations  
Ferrous Processing & Trading Co

The Professional Metal Recyclers





Shaw

MEMORANDUM  
BOARD OF COUNTY COMMISSIONERS  
VICE CHAIRWOMAN AUDREY M. EDMONSON  
DISTRICT 3

Date: November 23, 2011  
To: Christopher Agrippa, Clerk of the Board  
From: Honorable Audrey M. Edmonson, Vice Chairwoman  
District 3  
Subject: Scrap Metal Task Force Vacancies

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Thank you for your consideration of this matter.

c) Honorable Joe A. Martinez, Chairman and  
Members of the Board of County Commissioners  
Robert A. Cuevas, County Attorney  
Shania Moore, Commission Clerk

# Industry -- non-local

## Dale Shaw

### Objective

- To obtain a position on the Miami-Dade County Task Force on Scrap Metal and Copper Wire Theft where my extensive industry experience can be used to help provide solutions.

### Summary Of Qualifications

- Vice President of Operations for Trademark Metals Recycling with 21 facilities in Florida
- 30 + years in the scrap industry
- Assisted with Scrap Theft Ordinances in Newport KY, State of North Carolina, Orlando FL, Orange County FL, Volusia County FL, and Miami Dade County
- Member of Institute of Scrap Recycling Industries, Florida Recyclers Association and active in Miami Dade Recyclers Association
- Have actively attended Orange County/ Orlando Area Task Force Meetings

### Additional Goals

- Want to be part of the solution
- To assist the Task Force in understanding what the problems are
- Share a philosophy of Best Practices and a Proactive Approaches to combat the issue

Dale Shaw- Trademark Metals Recycling- 400 N Ashley Drive Tampa FL- 407-494-7653



Underfer

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VICE CHAIRWOMAN AUDREY M. EDMONSON  
DISTRICT 3

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c: Honorable Joe A. Martinez, Chairman and  
Members of the Board of County Commissioners  
Robert A. Cuevas, County Attorney  
Shania Moore, Commission Clerk

*Underfer*

**Office of the Chair**



**CHAIRMAN  
JOE A. MARTINEZ**

**MIAMI-DADE BOARD OF COUNTY COMMISSIONERS**

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**Memorandum**

To: Christopher Agrippa, Clerk of the Board

From: Joe A. Martinez, Chairman *JAM*

Date: November 28, 2011

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JM/lg

- c: Honorable Vice Chairwoman Audrey M. Edmonson and  
Members of the Board of County Commissioners  
Robert A. Cuevas, County Attorney

## **M A R K U N D O R F E R**

3400 S.W. 27<sup>th</sup> Avenue #1703, Coconut Grove, FL, 33133  
305-796-8784 • cual99@aol.com

**Industry**

### **Miami Dade County Task Force on Scrap Metal Theft**

#### **PROFESSIONAL EXPERIENCE**

**Objective:** I have worked with many demolition, electrical, contractor and manufacturing companies on preventative theft measures and other issues. Please review my resume detailing my professional experience to consider me as a member on the Miami-Dade Scrap Metal Task Force.

#### **FEDERAL METALS CO., INC. • MIAMI, FL 33142 • SINCE 1959**

Non-Ferrous Scrap Metal Recycling Yard - *Founded in 1959 by my father Max C. Undorfer, a city of Miami Police officer. We have been at the same location for over 50 years.*

#### **Vice President**

Over 30 years in the scrap metal business - Responsible for day to day operations.

#### **Law enforcement referring • Local Law Enforcement, Miami, FL 33142**

Worked alongside local LEO's many times regarding crime issues in our neighborhood -

- Met with Commissioner Edmonson regarding Scrap Metal Ordinance
- Pushing for Dade County Law Enforcement to join ISRI ScrapTheftAlert.com
- Worked alongside Team Metro regarding issues in our area for many years

#### **FPL Security Dept.**

Worked with Roger Fritz, Head of the Security Dept. for Florida Power and Light., Now retired.

#### **Elected Member of the Melrose Commissioner Board**

- Dealt with issues of crime and planning for the area
- Held my position on the board for over 3 years

#### **Member of the following associations:**

- ISRI, Institute of Scrap Recycling Industries, Inc.
- Florida's Recycler's Association
- Miami-Dade County Recycler's Association



Martinez

MEMORANDUM  
BOARD OF COUNTY COMMISSIONERS  
VICE CHAIRWOMAN AUDREY M. EDMONSON  
DISTRICT 3

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Thank you for your consideration of this matter.

c: Honorable Joe A. Martinez, Chairman and  
Members of the Board of County Commissioners  
Robert A. Cuevas, County Attorney  
Shania Moore, Commission Clerk

COMMISSIONER JOSE "PEPE" DIAZ  
DISTRICT 12



MEMORANDUM

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

**FROM:** Commissioner Jose "Pepe" Diaz

**DATE:** November 28, 2011

**RE:** Nomination to Miami-Dade County Task Force on Scrap Metal and Copper  
Wire Theft

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As requested, I have attached the resume of Mr. Guimel Martinez for the BCC's consideration.

c: Robert Cuevas, County Attorney  
Christopher Agrippa, Clerk of the Board  
Eugene Love, Agenda Coordinator, Board of County Commissioners



June 7, 2011

Dear County Commissioners:

Please consider the enclosed resume and supporting documents as an expression of my interest in a seat on the new Miami-Dade County's Task Force to oversee the scrap metal recycling industry.

I personally have more than 21 years of experience in the scrap metal recycling industry in Miami-Dade and Broward counties, the Caribbean, and Central and South America. My family and I have been a part of this important industry to our nation and the environment since 1986. Throughout that time we have been a responsible and contributing member to the betterment of all citizens in this wonderful and diverse community. Miami-Dade County is not only our community it has been our home for over 30 years. We fully understand the importance and are committed to helping our local and state officials regulate the scrap metal industry.

In Miami-Dade County I personally own and operate Florida State Management, LLC (which operates under the fictitious name of "Florida State Recycling Centers"); GreenLife Recycling, Inc., and Florida Scrap Metal Recyclers, Inc. Florida State Management, LLC also manages C&R Metals, Inc., which has been in business since 1965. I also own and operate American Metal Recyclers, Inc. in Pompano Beach, Florida.

I also hold a Bachelor's Degree in Criminal Justice and Political Science from Florida International University and a Master of Public Administration from Baruch College in New York City. I have been recognized by the City of Miami's Neighborhood Enhancement Team, the City of Allapattah's YMCA, the City of Miami Parks and Youth Services Department, the City of Miami Police Department, the Health and Human Services Board of Florida, the City of Sweetwater Mayor's Office, the Early Learning Coalition of Miami-Dade, as well as others for my work on behalf of this community and its citizens.

As you can see my professional history is one of increasing responsibilities and a total commitment to this community and its wellbeing. For these reasons I am confident that I can be an important asset to the Miami-Dade County Task Force on Scrap Metal Industry.

Thank you in advance for your consideration and I look forward to your reply.

Sincerely,

A handwritten signature in black ink, appearing to read "Guimel Martinez".

Guimel Martinez  
President

Florida State Recycling Centers  
2520 Coral Way, PMB 2145 • Coral Gables, FL 33145

Phone: 305-924-8503 • Fax: 305-675-0568 • [www.FloridaStateRecycling.com](http://www.FloridaStateRecycling.com)

# Guimel Martinez

2520 SW 22<sup>nd</sup> Ave./PMB-2145, Coral Gables, FL 33145

Office: (305) 924-8503 Fax: 305-675-0568

Web: www.FloridaStateRecycling.com

Email: gmartinez@floridastaterecycling.com

Community

## EDUCATION

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- 2001 Baruch College New York, New York  
*Master of Public Administration*
- 1994 Florida International University Miami, Florida  
*Bachelor of Arts in Criminal Justice & Bachelor of Science in Political Science*

## PROFESSIONAL EXPERIENCE

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01/15/08 - Present Florida State Management, LLC Miami, Florida

### *President*

- Create structures and processes necessary to manage a growing business enterprise; developed procedures and controls ensuring better communication and adequate information flow between management and line staff members; develop job descriptions; conduct performance-based analyses; coordinate the design and management of databases; supervise annual operating budgets and manage operating accounts; ensure that all business activities are carried out in compliance of local, state, and federal laws and regulations; prepare contracts and conduct necessary negotiations with vendors; and responsible for managing new employee interviews, hiring, and training.

09/11/06 - 1/02/08 Voices for Children Miami, Florida

### *Chief Operating Officer*

- Establish, implement, and administer operating policies consistent with the CEO's broad policies and objectives; create structure and processes necessary to manage the organization's current projects and expected growth; develop and install procedures and controls to promote better communication and adequate information flow; develop job descriptions; conduct performance-based analyses; assist with financial audits; manage the implementation of strategic planning initiatives; coordinate the design and management of databases; supervise annual operating budgets and manage operating accounts; supervise various fundraising projects and events; ensure that all organization activities and operations are carried out in compliance with local state and federal regulations, and all laws governing business operations; prepare contracts and conduct necessary negotiations with vendors; manage and update Voices For Children's Continuity of Operations Plan (COOP); coordinate activities and programs with community organizations; and fully responsible for overseeing the office management functions, including interviewing, hiring, training, assigning and directing work, performance appraisals, disciplining employees, and addressing of complaints and conflict resolution.

11/01/02 - 09/01/06 Early Learning Coalition of Miami-Dade/Monroe Miami, Florida

### *Director of Operations*

- Managed the implementation of federal, state and local policies; conduct research and report findings; conducted performance-based analyses; developed job descriptions and departmental policies; supervised inventory of Coalition and its central agencies; coordinated the implementation of new legislative initiatives; managed the building and launching of the Coalition's new computer network (132 users); direct all Coalition business operations, its network and Websites; conduct database design and database management; manage the Coalition's security system; supervise the training and technical assistance requirements of all Coalition staff members and participating child care providers; assist in the preparation of contracts and necessary negotiations; conduct data analyses and prepare monthly and quarterly reports to Board of Directors and AWI; and manage and update the Coalition's emergency Continuity of Operations Plan (COOP).

09/01/01 - 10/01/02 Early Childhood Initiative Foundation

Miami, Florida

***Quality Assurance Director***

- Managed the implementation of federal, state and local policies; managed annual operating and capital expense budgeting and financial planning; assisted service providers in implementing best practices; managed the Foundation's network; assisted in writing and presenting grant proposals; prepared and presented RFP; conducted research and presented findings; implemented strategic planning initiatives; developed and supervised training and technical assistance programs; monitored and evaluated programs and services; reviewed quality control and performance standards; coordinated activities and programs with community organizations; prepared and presented management reports; monitored and evaluated state programs and services; managed the foundation's inventory lists; and assessed, implemented and maintained necessary internal controls.

09/05/97 - 06/01/00 Florida Department of Children & Families

Miami, Florida

*Division of Family Safety, Office of Quality Assurance*

***Quality Assurance Director***

- Managed strategic planning initiatives for the division; conducted performance-based analyses; developed job descriptions and departmental policies; assisted in writing grant proposals; coordinated activities and programs with community organizations; coordinated the implementation of new legislative initiatives; performed as liaison to the Health and Human Services Board; prepared management reports and presented findings; supervised training and technical assistance programs; monitored and evaluated state programs and services; assisted service providers in implementing "Best Practices"; created and maintained the division's contract monitoring database; developed and implemented strategic plans; evaluated the impact of federal and state policy on contract service providers; performed inventory and assisted in financial audits; prepared and presented contract monitoring reports; and reviewed quality control and performance standards.

1993 - 1996 City of Sweetwater

City of Sweetwater, Florida

***Director of Parks, Elderly, and Youth Services***

- Monitored and evaluated city, state, and federal programs; managed strategic planning initiatives; managed all aspects of Business Operations; coordinated activities and programs with community organizations; supervised 16 employees and 100+ volunteers; developed job description and departmental policy; maintained City's Community Development Block Grant; wrote and presented RFP; prepared annual operating budget and managed operating accounts; prepared and presented federal and state grant proposals; analyzed data and presented findings; managed/updated department's inventory lists; and coordinated the implementation of new legislative initiatives.

**HONORS & ACTIVITIES**

Certificate of Appreciation from the City of Miami, City of Miami Police Department, City of Miami Parks Department, City of Miami Neighborhood Enhancement Team (NET), City of Allapattah, City of Allapattah YMCA, City of Sweetwater, DCF, Health and Human Services Board, and Head Start Programs of Miami-Dade County; Outstanding Contribution award from the DCF and from the City of Sweetwater; NAACP Lifetime Supporting Member; Student Representative to the FIU Student Government Association; and Delegate to the National League of Cities

**SKILLS & ABILITIES**

Pattern of accomplishments (history of excellence); strong leadership and organizational skills; fluent in Spanish and English; highly developed interpersonal skills; strategic thinking and planning abilities; a skilled project manager; team player; team building and coordination between departments (cross functional); extensive grant writing knowledge; knowledgeable in HTML, GIS; MS SQL Servers, MS Access, Crystal Reports, MS Windows 2000 & 2003, and Web Trends; and ten years experience in management in a multi-vendor environment in both state and local government.

**REFERENCES**

Available upon request.

**References:**

**David Lawrence**  
President & CEO  
Early Childhood Initiative Foundation  
(305) 646-7229

**Evelio Torres**  
Chief Operating Officer  
Early Learning Coalition of Miami-Dade  
(305) 646-7220

**Nestor Torres**  
Chief Executive Officer  
Voices For Children Foundation  
(305) 324-5678

**Modesto Abety**  
Chief Operating Officer  
The Children's Trust  
(305) 571-5700



Stephenson

MEMORANDUM  
BOARD OF COUNTY COMMISSIONERS  
VICE CHAIRWOMAN AUDREY M. EDMONSON  
DISTRICT 3

Date: November 23, 2011  
To: Christopher Agrippa, Clerk of the Board  
From: Honorable Audrey M. Edmonson, Vice Chairwoman  
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c: Honorable Joe A. Martinez, Chairman and  
Members of the Board of County Commissioners  
Robert A. Cuevas, County Attorney  
Shania Moore, Commission Clerk

# Robert Stephenson

651 NW 58<sup>th</sup> Street, Apt. 306, Miami, FL. 33127

Telephone: 954.336.9234 • Email: rstephenson@tpmcmiami.net

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## Summary of Experience

- Over 20 years experience in property management
- Experience In Low Income Housing Tax Credit programs (LIHTC, HOME, SAIL).
- Knowledgeable in County and State Bond.
- Experience in Yardi Voyager Property Management Software. Also knowledgeable in OneSite & Rent Roll.
- Managerial experience with HUD (project base) elderly housing.
- Extensive knowledge in property maintenance extensive hands on experience in plumbing, electrical and facilities systems and operation.
- Ability to manage multiple tasks in a pressured environment.
- Exceptional versatility and adaptability.

## Employment History

### Tacolcy Property Management Corp. 2008 to Present

Miami, Florida

#### Property Manager – Edison Triplex Communities

- Responsible for 3 mixed LIHTC/HOME financed affordable housing communities totaling 340 units with 8 employees. Also responsible for maintaining the physical and economic occupancy, conducting compliance audits, preparation of annual budgets, marketing, inspections and variance reporting,

### Carlisle Property Management 2001 – 2008

Miami, Florida

Supervisor Janette Giddings, Senior Vice President

305-476-8118

#### Director of Training and Development

Responsible for instructional design and implementation of training for 140 employees on 28 sites in areas such as:

- Yardi Voyager
- Florida Housing Tax Credit Compliance
- Landlord / Tenant Policy and Procedures
- Computer Applications
- New employee orientation, company specific policy and procedures

- Developed, edited and published quarterly newsletter for site employees.
- Implemented and administered EPA Section 608 HVAC-R Certification program for maintenance personnel.
- Assisted with conversion from Rent Roll to YARDI for 28 sites.
- Responsible for providing administrative support for Yardi Voyager.
- Trouble shooting and problem solving for end users
- Initial setup of new communities

**Regional Director:**

- 1,623 units, 45 employees in 9 LIHTC communities between Homestead to Jacksonville, FL. Other duties involved preparation of annual budgets, financial analysis, auditing resident files, marketing, inspections, financial variance reporting.

**Senior Property Manager:**

- Responsible for 4 mixed LIHTC and Broward and Dade County Bond communities totaling 649 units. Other duties centered around maintaining the physical and economic occupancy, conducting compliance audits, preparation of annual budgets, marketing, inspections and financial variance reporting,

**CT Associates, Inc. 1991 – 2001**

Beltsville, MD

Supervisor Chuck Tini, Owner

301-595-5191

- Managed 328 unit project base section 8 community
- Managed 13 scattered site Section 8 and Tax Credit communities (723 units)
- District Manager of 26 scattered site communities (979 units)
- Maintenance Director for 10 scattered site communities
- Maintenance Supervisor for 340 units

**Education & Professional Associations**

- Institute of Business Technology, 1985
- Certifications in Multi-Housing administration, Tax Credit Compliance
- Certified Occupancy Specialist – National Center for Housing Management
- Type III (Universal) HVACR Certification – Ferris State University
- Compliance Specialist - Elizabeth Moreland Housing Credit College
- Member - American Society of Training and Development (ASTD)
- Member – H.O.P.E., Inc (Fair Housing Advocate for Dade and Broward Counties)
- Member United States Green Building Council (USGBC)