

Salary: \$107,500

## Theresa Y. Thornton, MBA, CPA

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**SUMMARY** Certified Public Accountant with a Master of Business Administration and a progressive track record, which includes extensive experience in accounting systems development, budget and fiscal management, financial reporting, treasury, and auditing.

**EDUCATION** Master of Business Administration, Georgia College & State University  
Bachelor of Business Administration, Major in Accounting, Mercer University

**LICENSE** Certified Public Accountant, State of Georgia

### **EXPERIENCE**

#### **Chief Financial Officer** City of Warner Robins, Warner Robins, GA

- Appointed to serve as Chief Financial Officer for municipal government with annual budget, all funds, of \$147 million that employs a staff of approximately 600 and provides service to over 78,000 citizens residing in both Houston and Peach County.
- Directly responsible for management of City's overall fiscal affairs, which includes responsibility for monthly and annual year-end close process, development of annual budget, all funds, as well as cash receipting, accounts receivable, accounts payable, capital assets, grants reporting, treasury management and all required financial reporting to both local, state, and federal governments.
- Monitors financial activities to ensure in compliance with generally accepted accounting principles (GAAP), governmental accounting standards, generally accepted governmental auditing standards (GAGAS), statutory accounting requirements and departmental fiscal policies and procedures.
- Revamped year-end close process, effectively addressing deficiencies that prevented the City from completing year-end close in a timely fashion.
- Managed the annual external auditing process. Received clean, unmodified audit opinion during tenure
- Spearheaded development of City's Construction Committee to improve accountability for Special Purpose Local Option Sales Tax (SPLOST) funding and associated capital projects as well as locally funded capital projects
- Created enhanced monthly financial statements for component units (Development Authority of Warner Robins, Redevelopment Agency of Warner Robins and Downtown Development Authority of Warner Robins), which also included for the first time an executive summary, dramatically improving understanding of statements presented.
- Successfully submitted and secured approval for expending funding associated with federally funded Coronavirus Aid Relief and Economic Security Act (CARES) 2020 Coronavirus Relief Fund (CRF) and 2021 American Rescue Plan Funding of \$4 million and \$15 million, respectively.
- Developed annual budgeting process, which primarily addressed the successful development and execution of the City's maintenance and operations General Fund budget, effectively eradicating prior years' on-going audit comment. New user-friendly process significantly reduced budget development processing time by over 50%.
- Presented administration's Annual Budget, All Funds, budget recommendation to City's Finance Committee, City Council, and the public.
- Selected to University of Georgia's Carl Vinson Institute of Government (in cooperation with the Georgia Government Finance Officers Association) Public Finance Leadership Academy (PFLA) 2021 Inaugural Cohort. Graduated June 2021.
- Manages a staff of six, responsible for their training and professional development. (7/2020 to present)

#### **Director of Finance/Chief Financial Officer** Fulton County Board of Health, GA Department of Public Health, Atlanta, GA

- Directed financial operations for the Fulton County Board of Health, the largest single public health district in the state of Georgia that provided service to the nearly one million residents of Fulton County primarily via eight health centers or clinics and nearly 400 employees.
- Responsible for financial reporting, budgeting, grants accounting, accounts payable, purchasing and warehouse distribution. Annual budget, all-funds, totaled over \$32 million.
- Managed the annual external auditing process. Received clean, unmodified audit opinion during tenure.
- Served team of ten staff persons, responsible for their training and professional development. (1/2020 to 4/2020)

**Chief Financial Officer/Treasurer**  
Muscogee County School District, Columbus, GA

- Appointed to oversee the fiscal affairs of a school district with an annual budget of over \$439 million – all funds, grades preK-12 student enrollment of 31,859 and a staff 5,159.
- Served as Chief for Division of Financial Services, which was comprised of four departments (accounts payable, payroll, purchasing, and warehouse) and staff of thirty-five that included two directors. Responsible for their training and professional development
- Appointed annually to serve as Board Treasurer for nine member Muscogee County Board of Education.
- Prepared and monitored district's annual budget and developed public budget document, five-year tax history, and other public budgetary reports and notices for consideration by the Superintendent and the Board in preparation for tentative and final budget adoption and tentative and final millage rate levy
- Presented Superintendent's annual General Fund maintenance and operations budget recommendation to the public and board.
- Responsible for the general ledger closing process, which included presenting results of financial operations to the Superintendent and Board and creating financial statements, account and bank reconciliations, cash flow and budget analyses, financial forecasts, and revenue and expenditure projections in accordance with generally accepted accounting principles (GAAP).
- Monitored Special Purpose Local Option Sales Tax (SPLOST) receipts and disbursements against projections for outstanding SPLOST projects (2003, 2009, and 2015) of which active 2015 SPLOST totaled \$192.2 million. Developed monthly cash flow analyses and enhanced project reporting status report along with respective board reports to facilitate review and accountability.
- Directed the accurate and timely processing of an average monthly payroll of \$16.4 million and average weekly accounts payable disbursement process of over \$4.4 million.
- Financial administrator for the monitoring and reporting of over \$28.5 million in federal and state grants issued through the Ga Department of Education (Ga DOE).
- Responsible for the management of external financial relations (e.g., vendors, banks, and other governmental entities).
- Managed the annual year-end external auditing process. Received clean, unmodified audit opinion each year of tenure.
- During each consecutive year of tenure, awarded the Government Finance Officers Association of the U.S. and Canada (GFOA) and the Association of School Business Officials International (ASBO) Certificate of Achievement for Excellence in Financial Reporting and the Certificate of Excellence in Financial Reporting, respectively, for Comprehensive Annual Financial Report (CAFR).
- Authored district's annual budget for GFOA Distinguished Budget Presentation Awards Programs and ASBO Pathway to Meritorious Budget Award Program. Spearheaded participation in both programs
- Awarded Certificate of Recognition for Budget Presentation from GFOA for FY 2017 for achieving the nationally recognized Distinguished Budget Presentation Award for successfully meeting the highest principles of governmental budgeting. Award achieved for the first time in the 67-year history of the school district
- Recipient of Recognition for Implementing Best Practices in School Budgeting from GFOA for Muscogee County School District for FY 2018 for demonstrating progress towards implementing GFOA's budget process guidelines. Of the 13,000 school districts nationwide, Muscogee County Schools was one of twenty-six districts nationwide that earned this prestigious recognition
- Awarded ASBO International Pathway to the Meritorious Budget Award for fiscal year 2019 for achieving the internationally recognized excellence in budgeting, which reflects commitment to sound fiscal and budgetary policies. This was a first-time achievement for the Muscogee County School District (1 2015 to 1 2020)

**Treasurer**  
Fulton County School District, Atlanta, GA

- Monitored daily cash and investment position of school district with cash and cash equivalents of over \$550 million.
- Prepared multi-year cash flow projections for General Fund, Capital Projects, and Debt Service Fund, which have an annual budget of \$836 million, \$390 million, and \$20 million, respectively, to ensure adequacy of cash balances and maximization of investment earnings. Model developed worked to strengthen district's ability to project short-term cash flow needs.
- Developed and successfully implemented district's formal collateralization review process for 128 bank accounts, ensuring that public deposits were properly collateralized in compliance with state and federal statutes.

- Effectively managed district's long-term debt, which included monitoring investments income, filing Municipal Securities Rulemaking Board's required Electronic Municipal Market Access (EMMA) continuing disclosure reports, IRS information filings, and coordinating sinking fund deposits as well as principal and interest payments. Efforts worked to solidify district's bond rating.
- Served as liaison with bond attorney and financial advisor for preparation and sale of short and long term financing.
- Prepared monthly investment and interest earnings board reports.
- Monitored monthly Special Purpose Local Option Sales Tax (SPLOST) receipts against projections and prepared respective board reports.
- Developed start-up charter schools' financial analysis model for existing and new start-up charter school applications, which included development of financial ratios to better evaluate schools' financial position. Efforts commended by Ga DOE Charter Schools Division and National Association of Charter School Authorizers.
- Prepared board resolutions for short-term investments, including Georgia Fund I Local Government Investment Pool accounts.
- Performed monthly analysis of interfund/intrafund transactions, prepared appropriate journal entries to settle funds.
- Reviewed and approved bank reconciliations, ensuring transactions were properly recorded in accordance to local, state, and federal policies and procedures.
- Assisted with preparation of Comprehensive Annual Financial Report (CAFR) and public budget document for Capital Projects and Debt Service Funds; presented respective fund's annual budgets to board for board approval. (9/2013 to 1/2015)

**Certified Public Accountant**  
Sole Proprietor, Macon, GA

- Worked as independent certified public accountant in the performance of various accounting and financial reporting for individuals, entities, and non-profit organizations.
- Prepared financial statements, cash flow projections, budget analyses, revenue and expenditure projections, account analyses, bank reconciliations, and auditing services.
- Served as financial consultant for proposed new startup charter school. (11/2011 to 9/2013)

**Chief Financial Officer**  
Dublin City School District, Dublin, GA

- Appointed to oversee the fiscal affairs of a school district with an annual budget of over \$30 million – all funds, grades prek-12 student enrollment of 2,700 and a staff 400.
- Prepared and monitored district's annual budget and developed public budget document, five year tax history, and other public budgetary reports and notices for consideration by the Superintendent and the Board in preparation for tentative and final budget adoption and tentative and final millage rate levy.
- Performed the general ledger closing process, which included presenting results of financial operations to the Superintendent and Board and creating financial statements, account and bank reconciliations, cash flow and budget analyses, financial forecasts, and revenue and expenditure projections in accordance with generally accepted accounting principles.
- Presented Superintendent's annual General Fund maintenance and operations budget recommendation to the public and board.
- Calculated mid-term earnings revenue adjustments and projected school staff allocations.
- Coordinated the accurate and timely processing of a monthly payroll of \$2 million and bi-monthly accounts payable disbursement process of over \$375,000.
- Served as grants manager in the financial administration, monitoring, and reporting for over \$4 million in federal and state grants, responsible for the monthly grants cash draw downs and reimbursement process through the Ga Department of Education portal as well as the annual grants closing and completion reporting process.
- Timely prepared and transmitted monthly and quarterly federal and state payroll tax deposits and reporting as well as annual employees' W-2, vendor 1099, and other tax and regulatory filings.
- Managed external financial relations (e.g., vendors, banks, and other governmental entities).
- Coordinated the annual external auditing process. Prepared respective audit schedules and reports.

- Performed Certified/Classified Personnel Information (CPI), Medicaid Cost, and Salary and Travel reporting.
- Acted as system administrator and security officer for district's CSI Accounting+ Plus financial accounting system. performed all system updates. Trained users and served as the primary "go-to" trouble shooter for users district-wide. Also served as security administrator for district's My Ga DOE portal through Ga DOE.
- Resolved months of backlogged work, which was present at start of tenure, and restored order and organization to financial processes.
- Reorganized staff and implemented corrective internal control policies and procedures. Improvements resulted in error free financial review during Title I Federal Programs Compliance Monitoring Review, a first for department.
- Revamped accounts payable (A/P) processing procedures and designed program manager tracking report, allowing district to forecast cash flow needs from A P cycle to cycle.
- Created documentation process of financial reporting processes and procedures to ensure continuity and foster going concern environment for finance department.
- Directed staff of three, responsible for their training and professional development.
- Saved district over \$600,000 during first three months of tenure by discovering vendor overbilling. (11 2010 to 6 2012)

**Director of Budgets**  
Bibb County School District, Macon, GA

- Prepared and monitored district's \$302 million budget all funds, which included a maintenance and operations budget of \$186 million that served over 24,000 prek-12 students and 3,400 staff.
- Ensured that the consolidated budget met federal, state, and local requirements in regards to staffing, compensation, expenditures and position controls.
- Developed public budget document, five-year tax history, and other public budgetary reports and notices for consideration by the Superintendent and the Board in preparation for tentative and final budget adoption and tentative and final millage rate levy.
- Authored district's annual budget for Government Finance Officers Association (GFOA) Distinguished Budget Presentation Awards Program. Spearheaded participation in the program.
- Co-chaired 20-member Budget Committee alongside Chief Financial Officer. Coordinated the budgeting process from start to finish.
- Provided guidance, assistance, as well as training to executive administrative staff and budget managers (including 40 school principals) in the development, management, and administration of budgets.
- Designed budget reporting and other analysis tools for managers in the building of their budgets.
- Managed budget amendment process including the preparation and presentation of financial reports and analyses for final review and approval by the Superintendent and the Board.
- Presented Superintendent's recommended budget amendments to the Board at board work sessions.
- Created and implemented automated budget reconciliation process for school-based budgets, solving schools' financial accountability concerns and providing the ability to better track budget versus actual expenditures.
- Prepared financial statements, cash flow analyses, account analyses and reconciliations, and revenue and expenditure projections.
- Calculated mid-term earnings revenue adjustments and developed long-term fiscal projections.
- Projected annual student enrollment by grade and by school for 40 schools and special entities.
- Collaborated with executive leadership team in the development of the annual staffing formula and projections for both school based and system level personnel.
- Maintained school staff allocations and position control process and performed budget versus actual staffing analyses.
- Assisted external auditors in the performance of the annual audit. Prepared audit schedules and reports.
- Appointed by the Superintendent to serve 3-year term as member of the Board of Trustees for United Way.
- Awarded Certificate of Recognition for Budget Presentation from GFOA for FY 2008 and FY 2009 for achieving the nationally recognized Distinguished Budget Presentation Award for successfully meeting the highest principles of governmental budgeting. Awards received for the first time in school district's history. (2 2002 to 11 2010)

**Deputy Commissioner of Accounting Operations**  
Bibb County Tax Commissioner, Macon, GA

- Ensured that all tax receipts were properly recorded and tracked through the various accounting systems. Performed weekly disbursements (payouts) of property and motor vehicle tax receipts to the respective taxing authorities (State of Ga, Bibb County Commissioners, City of Macon, and Bibb County Board of Ed)

- Created automated payout process by the development of new balancing and reconciliation procedures for property and motor vehicle tax receipts, resulting in error free reporting and over 50% reduction in processing time.
- Restructured workflow and cross trained staff, streamlining processes and improving overall efficiency
- Implemented corrective internal control procedures for all lines of cash receipts, eliminating cash shortages.
- Enhanced monthly tax receivables audit file reporting to taxing authorities, resolving reconciling differences and restoring confidence in accuracy of reporting
- Accelerated non-sufficient funds (NSF) collections by creating automated subsidiary ledger, allowing department for the first time the ability to track outstanding NSF daily, reducing lag time for final collection.
- Coordinated the external auditing process. Prepared audit schedules and reports.
- Prepared financial statements, account analyses, account and bank reconciliations, and managed general ledger close
- Managed a staff of five: one accounting supervisor, one staff accountant, and three accounting clerks.
- Provided staff training and professional development. (6/2000 to 2/2002)

### OTHER EXPERIENCE

#### **Reviewer**

Government Finance Officers Association (GFOA) of the U.S. & Canada  
Chicago, IL

- Selected by GFOA to serve as reviewer of annual budget documents submitted by school districts and other local governments from across the nation for consideration for the GFOA Distinguished Budget Presentation Award Program (due to earning Certificate of Recognition for Budget Presentation from GFOA for FY 2008 and FY 2009). (8/2009 to 10/2010 and 2015 to present)

#### **Adjunct Accounting Instructor**

Wesleyan College, Macon, GA

- Taught accounting courses to undergraduate and graduate students enrolled at Wesleyan College.
- Prepared lesson plans and developed instructional curriculum that enabled students to successfully master the concepts and principles outlined in the course objective.
- Instructed the following courses: Tax Accounting, Advanced Accounting, Financial Accounting, and Managerial Accounting. (8/2002 to 5/2006)

#### **Board Membership**

Board of Trustees, Community Foundation of Chattahoochee Valley, Columbus, GA, 2016-2018

Board of Trustees, United Way of Central Georgia, Macon, GA, 2008-2010

Treasurer, The Macon (GA) Chapter of the Links, Inc. May 2021- present

**TECHNOLOGY** Computer skills include proficiency in Microsoft Office (Access, Excel, PowerPoint, and Word) and extensive experience creating and managing spreadsheets, word processing, database management, and complex computerized accounting software applications (SAP, Business Plus, BlackBaud Financial Edge, CSI Accounting+ Plus, IBM AS/400, and some People Soft).

**PROFESSIONAL** American Institute of Certified Public Accountants (AICPA)

Government Finance Officers Association (GFOA)

Ga Government Finance Officers Association (GGFOA)

The Macon (GA) Chapter of the Links, Incorporated

# MAURICE PRYCE

Salary: \$99,999.95

## DIRECTOR OF INFORMATION TECHNOLOGY (IT)

Game-changing technology innovator with 20+ years' experience maximizing the use of IT resources to stay ahead of the competition, drive revenues, profits, and efficiencies, and expand backbone. Industry pacesetter pioneering transformations, revolutionizing technology, and facilitating decision-making for enterprise-wide infrastructures. Skilled in counseling executives on innovations and technology strategy to deliver cutting-edge, in-house technical solutions. Known for boosting company metabolism by igniting passion for change, injecting urgency, and cascading stretch and aggressive targets for quick wins. Delivers corporate vision through holistic multi-platform security, compliance, data center, and business transformation expertise, as well as system stability, performance, and operational excellence. Strong knowledge of the Software Development Life Cycle. Track record of building strategic relationships with executive leadership and leading high-performance teams within a matrix environment.

### SKILLS & COMPETENCIES

- IT Solutions / IT Leadership
- Business Process Optimization
- Assessing Customer Needs
- Balancing Budgets
- Business Accounting
- Strategy Development
- Policies & Procedures
- IT Procurement/Purchasing
- Root Cause Analysis
- Contract Negotiations
- Incident Management
- Supply Management
- Verbal & Written Communication
- Building Trusting Relationships
- SDLC & Agile Methodologies

### PROFESSIONAL EXPERIENCE

GWINNETT COUNTY

GWINNETT, GA

2020 - PRESENT

DEPUTY DIRECTOR OF INFORMATION TECHNOLOGY

*As Deputy Director of Information Technology/Enterprise Applications; currently, planning, organizing, team building, mentoring, and managing 70 staff members who handle technical support, projects, and administrative activities. Collaborating and working with other senior members of Information Technology, as well as staff across the organization to focus on multiple areas of responsibility: SAP business applications, specialized business applications, database management, web solutions, public safety, and GIS applications and data sets. Overseeing and directing the full spectrum of Gwinnett County's Enterprise Applications, and business aligned functions to support 1,000,000 county residents, 26,000+ business, and 6,000 employees.*

#### Selected Contributions:

- Develop county-wide business systems and applications which support the operational and strategic needs of a diverse group of county departments
- Provide strong leadership, guidance, and direction to the team members in the Enterprise Applications group
- Assist in the definition of the IT architecture and technology needs of the organization based on new and emerging technologies and establish priorities and strategies consistent with business goals and economic viability
- Develop opportunities for cross-team effectiveness and remove organizational barriers for strong teamwork, collaboration, and excellent service delivery
- Ensure that the design and integration of proposed software leads to the development and growth of the business through effective use of technology
- Develop and manage Information Technology applications strategic plan and program
- Assist in the development of Requests for Proposals (RFP)
- Negotiate and manage vendor contracts for application management services
- Develop a business strategy and plan to ensure the Enterprise Applications team has the appropriate resources, budget and tools to provide the highest level of customer service.
- Define and implement procedures for releasing products throughout the whole product life cycle
- Serve on the Change Control Board (CCB)
- Prepare and present project progress reports for division management or committees
- Partner with CISO and security team to ensure adherence to security and compliance safeguards, policies and procedures

CITY OF ROSWELL  
IT Director

Roswell, GA

2013 – 2020

*Dedicated IT Director, team builder, mentor with a positive attitude, managing a \$3.4M+ budget providing the vision, IT strategy development, and application of current industry leading technologies. Oversee and direct the full spectrum of the enterprise-wide infrastructure including IT services, enterprise applications, network and IT security operations, server and virtualization, storage, backup, disaster recovery, and business aligned functions to support 100,000+ citizens, 5,000+ business, and 1,000 employees.*

**Selected Contributions:**

- Maximized efficiency, productivity, and technology stack by meeting and exceeding the Mayor's office, including six (6) elected council members, 11 senior management teams, and 20 division's software and hardware technology needs
- Consistently deliver \$20K to \$1.2M simultaneous software application, system, and infrastructure projects on-time and within budget through effective management of SOW's, risks, quality, and budgets
- Lead and manage team of 10 IT members in delivering high quality mission critical 24x7x365 customer support by mentoring and inspiring staff through accountability and encouragement
- Led department to achieve recognition with an award for Best Ran IT Department since inception by the City Administration by improving performance, employee & customer satisfaction, and sustainability through HPO principles and leadership
- Saved the city \$2.2M to date by streamlining redundant software applications, removing unused software and hardware licenses, disabling telecommunications/internet services, and developing innovative technology that eliminates waste
- Implemented HPE's SimpliVity hyperconverged virtualization and disaster recovery solution
  - Improved computing performance/application speed by 70%
  - Accelerated data recovery from days to hours with built-in data protection functionality
  - Mitigated ransomware risks
  - Saved \$750K to \$1M in potential cyberattack costs and the loss of unrecoverable data
- Managed and negotiated vendor contracts with over 200 vendors valued between \$2K-\$1M, including Verizon, AT&T, Tyler Munis (ERP), CentralSquare (Public Safety), HP, DocuSign, Adobe, HP, DELL, and IBM

GE DIGITAL ENERGY

Atlanta, GA

2010 – 2013

**System Support Analyst**

*Drove the success of GE Digital Energy's Smart Grid business through continuous software delivery and in collaboration with the CIO, IT management teams, business leaders, project managers, and software engineers. Supported various cloud computing technologies, DevOps environments, and IT infrastructures worldwide.*

**Selected Contributions:**

- Tested new technologies (Proof of Concept) to improve software development, foster continuous software delivery, and enable a software-defined datacenter infrastructure, which enabled the production of competitive software
- Managed VMware licensing consolidation project which save \$5M while also fostering an environment of creativity
- Key contributor in the delivery of multiple projects with budgets up to \$10M which reduced software development, traveling, and datacenter operational costs by 50%
- Provided global support for VMware product suite: ESXi 4.1 -5.1, vCenter 4.1-5.1, vSphere 4.1-5.0, P2V migrations, standardize virtual machines (VMs), Distributed Resources Scheduler (DRS), Datastore management, and HA solutions

IT BUSINESS CONSULTANT

Kennesaw, GA

2006 – 2015

**Business Architect**

*Consulted 17+ small to medium sized organizations supporting 1-250 employees within e-commerce, supply chain, distributed systems, and manufacturing systems. Provided digital transformation recommendations, strategies, and solutions in alignment with business needs and goals. Enabled improved product delivery with the ability to customize based on need and demand while providing exceptional services with enhanced technologies.*

WESTWOOD COLLEGE OF TECHNOLOGY (ALTA COLLEGES)

Atlanta, GA

2007 – 2010

**Adjunct Instructor**

*Taught 250-300 students on IT concepts including Cisco Systems, virtualization technologies, Unix/Linux servers, Windows servers, small to large-scale networks, system administration, enterprise systems, system security, system design, and data traffic management. Assisted Westwood College with certain implementations of their corporate IT infrastructure.*

**Selected Contributions:**

- Develop training documents for students' success and supported them in all areas of their research
- Mentored 100 students on how to be successful in the IT industry, including hard and soft skills, leading to many securing rewarding careers within IT and/or starting their own company

**ADDITIONAL EXPERIENCE**

**HPUX Networking-Mission Critical Engineer & Storage Engineer** | HEWLETT-PACKARD | Atlanta, GA

**Telecommunications Consultant** | WORLDSpan (NOW TRAVELPORT) | Atlanta, GA

**Systems Engineer** | NATIONAL BANK (NOW BANK OF AMERICA) | Atlanta, GA

## EDUCATION

Bachelor of Science – Telecommunications Management | DeVry University  
Transferred Credits – Business Administration | Broward College

## CONTINUING EDUCATION

LEAN Startup Principles | Continuous Innovation: Build-Measure-Learn  
Project Management Life Cycle | Rochester Institute of Technology  
Leadership Experience and Development (LEAD) Program | Management Award  
Security & Data Breach Webinars | SANS Institute

## PROFESSIONAL AFFILIATIONS

Member | Alliance for Innovation Academy ■ Member | IEEE (Institute of Electrical and Electronics Engineers)

## TECHNICAL CAPABILITY

**Cloud Computing:** HPE SimpliVity | VMware | Red Hat Virtualization | Puppet Enterprise | Google Cloud | Amazon AWS/EC2 | Microsoft Azure | Openstack | Linode | Rackspace

**Video Conferencing:** Zoom | Crestron Flex | Cisco Telepresence | WebEx-Video | Microsoft Teams

**Applications:** Accela | ESRI (GIS) | DocuSign | ServiceNow | BOSSDESK | MobileIron (MDM) | Adobe Creative Cloud | BaseCamp | Slack | Microsoft SQL 2017-2019 | MS Exchange 2019 | Sharepoint | MySQL | Summation360 IVR | Tyler-Munis: ERP Suite | SAP | CentralSquare (Public Safety) | AXON Camera Solutions | Genetec: IP Video Streaming/Security | Fidelity VOIP | MS Office Suite: Excel, Word, PowerPoint, Outlook, Visio | Office 365

**Operating Systems:** Win10/Win2012-2019 | Android OS | Apple: IOS and MacOS | Cisco IOS | HPE Comware | Linux Kernels

**Servers:** SuperMicro | DELL | HP | Cisco UCS

**Security/Networking:** PKI Authentication | DigiCert: SSL | Okta: SSO/IAM | 2FA: Multi-factor Authentication | FortiNet: FortiGate Firewall/VPN | FortiWAN LoadBalancer | Remote work solutions | HP/DELL/Cisco Switches | F5 Load Balancer | HP Tipping Point IPS | Zix: Email Threat Protection | Encryption | Archive | FiberOptics | MRV OS940 | Ruckus Wireless | Aruba Networks | SIP: Digium/CenturyLink/Windstream | Barracuda Email eDiscovery | Cellular: AT&T | Verizon | Sprint

**Enterprise Storage:** Software Defined Storage | Qumulo | HP Nimble | DELL Compellent | Veeam

## PUBLICATIONS

- From Maintenance and Management to Strategy and Growth: How Hyperconvergence Put the City of Roswell Ahead of the IT Curve
- City of Roswell Leverages Dark Fiber for Increased Citizen Engagement and Digital Government Initiatives
- Eaton helps bring clarity to City's power environment: Eaton and Roswell Success Story



Salary: \$ 104,999.86

## **YOLANDA D. BROOME**

J.D., CPPO-Ret.

### **WORK EXPERIENCE**

#### **Manager, Contract and Risk Compliance, Corporate Environmental Risk Management, LLC**

Tucker, GA

January 2019 - Present

\*Draft, review, revise and negotiate contracts, subcontracts, and other legal documents; manage subcontractor and vendor qualification process; manage consultant approval process; obtain and review insurance for project compliance; improve processes for increased efficiencies; ensure compliance with processes and procedures; manage electronic contracts platform; and provide risk assessment as needed. \*Manage document controls process. \*Serve on internal 401(k) committee and IT committee. \*Managed Client Services, including proposal development and marketing for eight months.

#### **Owner, Procurement and Contracting Solutions, LLC**

Decatur, GA

January 2016 – January 2019

\*Owner and Managing Member of consulting firm which offered full contract lifecycle management from bid response through contract award, efficiently routed and monitored all revisions and approvals, and improved contract management processes. \*Firm offered procurement and business training, including legal research and writing services.

#### **Procurement Deputy Director, Department of Purchasing and Contracting (Government)**

DeKalb County, GA

October 2014 – January 2016

\*Managed procurement activities for seventeen county departments and seven staff. \*Authorized soliciting, evaluating, analyzing, documenting, and processing informal and formal agreements, and executing resulting contracts. \*Supervised and delegated contracting assignments to staff. \*Reviewed documents for compliance with policies, procedures, and applicable laws; developed and recommended contract procedures. \*Independently handled the negotiation of formal contracts.

### **CAREER OBJECTIVE**

Serve as a leader in government procurement. Plan solicitation development and contract strategies. Train procurement team and implement effective administrative tools and software to ensure excellent customer service, effective and efficient processes, and maintain an ethical and transparent environment.

### **PROFESSIONAL SUMMARY**

Exceptional professional with extensive experience in contract drafting, government procurement, process improvement, sales, and marketing. Sustains positive interaction with high-level executives and senior management, major contractors, partners and other government regulatory officials. Leads and trains staff utilizing team building and positive guidance.

### **EDUCATION**

#### **Juris Doctor**

Cumberland School of Law  
Birmingham, AL

#### **Bachelor of Arts in Communication**

University of Alabama  
Tuscaloosa, AL

## **PROFESSIONAL CERTIFICATION**

Certified Professional  
Procurement Officer -  
Retired

## **PROFESSIONAL SKILLS**

Proposal Development and  
Management  
Business Development and  
Contract Mining  
Contract Management  
Oral Presentations/Training  
Solicitation Management  
Drafting policies and  
mapping procedures  
Superior  
Internal and External  
Customer Service

Software:  
MicroSoft Office Suite  
Deltek Ajera  
Oracle  
Deltek VantagePoint CRM  
ContractWorks

## **AFFILIATIONS**

National Institute of  
Governmental Purchasing  
National Contract Management  
Association

## **VOLUNTARISM**

Chair, Membership Committee,  
DeKalb County Chamber of  
Commerce Board of Directors

Board Secretary and Interim  
Executive Director,  
CERM Legacy Foundation

## **REFERENCES**

Available upon request.

### **Deputy Chief Procurement Officer, Contract Administration, Department of Purchasing and Contracting (Government)**

DeKalb County, GA      September 2012 – October 2014

\*Managed contract administration activities and fifteen staff members. \*Authorized soliciting, evaluating, analyzing, documenting, and executing formal contracts. Trained, supervised, and delegated contracting assignments to staff. \*Reviewed documents for compliance with policies, procedures, and applicable laws. \*Administered RFP training.

### **Contract Administrator, Department of Purchasing and Contracting (Government)**

DeKalb County, GA      August 2006 – September 2012

\*Prepared formal contracts and managed solicitation process (Invitations to Bid and Requests for Proposals). \*Supervised the administration of high-profile projects and complex agreements for the Infrastructure Group. \*Trained Contract Administration staff to prepare Requests for Quotation. \*Supervised staff in the absence of the Deputy Director of Contract Administration.

### **Contract Assistant, Department of Purchasing and Contracting (Government)**

DeKalb County, GA      January 2006 – August 2006

\*Assisted contract administrators in the preparation of formal contracts and solicitations. \*Prepared correspondence related to contract activities. \*Maintained files. \*Researched requests regarding contracts. \*Performed other common office duties.

### **National Sales Account Manager, Washington Cable Supply, Inc.**

Lanham, MD      October 2002 – July 2005

\*Managed all cable sales in the Southern Region including Georgia, Alabama, Florida, and South Carolina \*Opened a warehouse in Norcross, GA, and managed three employees, including a warehouse supervisor and two staffers.

### **United States Marine Corps Reserve 4<sup>th</sup> Battalion, 14<sup>th</sup> Marines, 4<sup>th</sup> Marine Division**

Bessemer, AL      Honorable Discharge 1989

\*Military Occupational Specialty: Administration

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Salary: \$107,500.00

GEORGE ALLEN

## OBJECTIVE

I'm seeking the position of Public Works Director. I'm proactive, a team player and a visionary desiring the opportunity to assist your Agency in its pursuit of excellence. My ability to clearly express myself orally and in writing has lent itself to my having effective working relationships with others. My past job experience has provided me the tools necessary to interact with other officials, departments, and vendors for the good of all involved.

## SUMMARY OF EXPERIENCE

11/2019 – Current

*Bryan County, Georgia Director of Public Works*

Plan, direct and supervise Public Works Operations to ensure a high level of service is carried out. Services including but are not limited to Streets & Roads, Fleet Maintenance and Building Maintenance. Work includes drainage infrastructure maintenance and installation, road construction and maintenance, building maintenance and repairs, purchasing vehicles and heavy equipment, and mosquito control. Responsible for department budget, vehicle and equipment replacement, implementing and enforcing policies and procedures. Reports to County Administrator.

05/2018 – 10/2019

*City of Fort Smith, Arkansas Director of Streets & Traffic Control*

Direct Streets & Traffic Control Operations. Including but not limited to Drainage, Streets, Fleet Maintenance and Traffic Operations. Ensuring the efficient and effective operations of those divisions. Assure compliance with all applicable policies, procedures, codes, and regulations. Performs routine and complex engineering evaluations related to field operations including technical and supervisory work as required.

- Write vehicle and equipment specifications
- Pay invoices and give financial and budget oversight
- Oversee and direct all departmental construction and maintenance operations
- Development and oversight of Public Works Operating and Capital budgets
- Vital role in Emergency Management Operations
- Ensure Department adheres to safety standards
- Manage City vehicles and equipment purchases
- Secure bids and manage contracts for vendor services
- Attend City bi-weekly department head meetings
- Recommend employee hiring and termination
- Meet with public, city staff, and vendors

08/2015 – 05/2018

*City of Kissimmee, Florida Assistant Public Works Director Operations*

Under limited supervision, plan, direct and supervise Public Works Operations. Including but not limited to Sanitation, Drainage, Streets, Fleet Maintenance, Traffic Operations and Facilities Maintenance. Ensuring the efficient and effective operations of those divisions. Assure compliance with all applicable policies, procedures, codes, and regulations. Performs routine and complex engineering evaluations related to field operations including technical and supervisory work as required.

- Vital role in Emergency Management Operations
- Managed City's fuel inventory for more than one year
- Ensured Department adheres to safety standards
- Utilize Fuel Master, Naviline and Innoprise software
- Secure bids and manage contracts for vendor services
- Recommend employee hiring and termination
- Met with public, city staff, and vendor
- Involved in operating and capital budget preparation
- Played a hands-on role in the facilities maintenance division with budget oversight and operations
- Played a very vital and hands on role in managing fleet maintenance division.

02/13 – 08/15

*City of Boca Raton, Florida Streets Maintenance Superintendent*

Perform difficult technical and administrative work directing the activities of the City's stormwater and streets divisions involved in street and sidewalk repair, drainage system maintenance, installation and repair, aquatic vegetation control, canal and lake cleaning and street sweeping. Additional duties include hiring personnel, drafting employee performance evaluations, preparing and presenting reports to the department director, training personnel, assisting in budget preparation, purchasing material and equipment, developing plans and procedures for crews, and ensuring that safety procedures are carried out.

- Utilize Naviline work order system
- Increased Streets/Stormwater production
- Upgraded sidewalk repair program
- Develop and oversee Streets and Stormwater budget
- Coordinate emergency management services
- Secure and manage contracts for vendor services
- Manage City vehicles and equipment purchases
- Recommend employee hiring and termination

12/10 – 02/15

*City of Miami Gardens, Florida Streets/Stormwater Superintendent*

Plans and directs the activities of the City's stormwater and streets divisions involved in street and sidewalk repair, drainage system maintenance, installation and repair, canal cleaning and street sweeping. Additional duties include hiring personnel, drafting employee performance evaluations, preparing and presenting reports to the director of public works, training personnel, assisting in budget preparation, purchasing material and equipment, developing plans and procedures for crews, and ensuring that safety procedures are carried out.

- Utilize Eden work order system
- Increased Streets/Stormwater production
- Upgraded sidewalk repair system

8/08 – 12/09

*City of Miami Gardens, Florida Stormwater Supervisor*

Under limited supervision supervise, plan, and direct the activities of the Cities stormwater division. Provide direction and supervision to crews and vendors engaged in construction, maintenance, and repair of the Cities stormwater system including street sweeping.

- Created and implemented street sweeping route
- Upgraded NPDES reporting
- Founding member of Cities Communication Forum

10/00 – 8/06

*City of Deerfield Beach, FL Stormwater/Streets Supervisor*

Performed responsible supervisory, administrative, and budget preparation work in the areas of street and stormwater infrastructure maintenance and construction. Provided direction and supervision to fourteen skilled and semi-skilled workers in street and stormwater maintenance and repair activities; as well as construction and/or repair of City sidewalks, easements, parking lots, traffic control devices, pavement markings, guardrails, and curbing. Evaluated employees and made recommendations for employee hiring and termination. Maintained records of job assignments, logs, reports, and other documents as needed. Assisted with budget preparation and coordinating with outside agencies to ensure compliance with Federal, State, and local regulations.

- Stormwater Coordinator (NPDES)
- Implemented Pavement Management System
- Implemented initial form of daily work order and record keeping system within the Streets Maintenance Division
- Member of City's Safety Committee

2/99 – 8/00

*City of Lauderdale, FL Stormwater Foreman*

- Assigned, supervised, and assisted division in the construction, installation, repair, and maintenance of stormwater system including drainage canals and lakes.
- Established a proactive approach to maintaining stormwater system
- Devised a plan to help cost effectively complete Stormwater Master Plan Projects

## **EDUCATION**

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March 10, 2012

Barry University  
Miami, FL 33161

*Bachelor of Public Administration*

- Studied the principles essential to the effective management of all public agencies

## **PROFESSIONAL MEMBERSHIPS**

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- American Public Works Association
- International Municipal Signal Association
- NAFA Fleet Management Association