

**Jane Doe**  
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## **CAREER SUMMARY**

Extensive experience in government administration, journalistic and public relations work relevant to environmental legislation, education and outreach. Specific expertise in:

Project development and supervision	Technical report writing
Budget forecasting	Copywriting
Grant administration	General graphic design
Mass media content and placement	Copy editing
Government and legislative communications	Public speaking

DEPARTMENT OF NATURAL RESOURCE PROTECTION, Broward County, Florida –  
1989-Present: Resource management and environmental regulation for Broward County; second largest local environmental regulator in the state, serving a population of 1.5 million.

### **Assistant to the Director**

Responsible for performing research and special study assignments, implementing administrative policies, and exercising administrative control over assigned operations and functions.

- Make recommendations to the Director on new or revised administrative policies
- Assist the Director in implementing program goals and objectives
- Budget development and oversight
- Coordinate and direct large volume of high profile environmental activities
- Lobby for legislation and funding on both the state and federal level
- Address requests and complaints from the public
- Represent the Director at community meetings and various public functions
- Supervise professional staff

### **Environmental Projects Coordinator**

Responsible for all oversight and development of comprehensive educational programs and preparation of amendments to legislation. Directs departmental participation in several longrange planning development activities and in environmental restoration and preservation projects.

- Instituted an award-winning outreach project resulting in a direct reduction of contaminants and debris entering local waterways.
- Organized and promoted country-wide cleanup events involving more than 10,000 volunteers and removing 250 tons of litter and debris.
- Reviewed legislation for economical and environment implications to the County,

increasing state funding, retaining local water standards, and receiving additional delegated authority.

- Produced and hosted twenty-four half-hour programs for public television.
- Supervised development of fifteen publications receiving nationwide recognition from the National Association of Counties.

### **Public Education Coordinator**

Established environmental education programs for a wide range of audiences including school age children, homeowner associations, and specific industries.

- Supervised and promoted environmental education initiatives in low-income, minority neighborhoods that strengthened community stewardship and launched additional restoration and preservation activities.

### **Programmer/Analyst**

Responsible for development, maintenance, and upgrades to computer systems and applications software.

- Created increase in laboratory staff efficiency by computerizing the laboratory information system used for samples analysis results and test methods.
- Streamlined permitting, licensing, tracking, and enforcement activities through the development of new applications software.

### **Other Professional Activities**

- Executive Director, Broward Beautiful, an affiliate system of Keep America Beautiful, Inc.
- Active in South Florida Association of Environmental Professionals (SFAEP)
- Active in Florida Local Environmental Resource Agencies (FLERA)
- Council Member of Broward Urban River Trails (BURT)
- Member of National Association Female Executives (NAFE)

ACT/MICROTEL, Boca Raton, Florida 1987-1989

*Multimillion-dollar long distance provider for the southeastern United States; acquired by EDS in 1989.*

### **Systems Analyst**

Responsible for all systems analysis, design, and development of IBM series 3081 mainframe.

- Directed design teams, which converted newly-acquired customer database and billing software.
- Member of a prototype design team that developed alternative billing packages, rate schedules, and mileage indices.
- Introduced general and detail designs for programming staff.

SUNCOAST COMMUNICATIONS, INC., Sarasota, Florida 1985-1987

*Multimillion-dollar long distance company providing service throughout Florida; acquired by ACT/Microtel in 1987.*

### **Senior Systems Analyst/Programmer**

Responsible for all systems upgrades and maintenance of billing software.

- Tailored all systems and applications software, billing more than 50,000 customers monthly.
- Instituted documentation library, cataloging and recording fifty application programs.

PROFESSIONAL DATA SERVICES (PDS), Johnson City, Tennessee 1983-1985

*Software developer and long distance provider for East Tennessee; \$1 million in revenues.*

### **Programmer/Analyst**

Responsible for development and maintenance of long distance billing software for five long distance providers.

- Maintained and upgraded software used to serve 500,000 customers in the Southeastern United States.
- Installed computer systems and billing software for long distance providers.
- Provided service and support for billing systems and telephone switching systems.

### **EDUCATION**

Florida Atlantic University, Ft. Lauderdale, Florida

Communications/Government and Political Reporting

Northeast State University, Blountville, Tennessee

Computer Science

East Tennessee State University, Johnson City, Tennessee

Biology Major, Education Minor