

EXPERIENCE

Director of Organizational Development & Public Affairs

2020 - Present

*Clerk of the Circuit Court & Comptroller
Brevard County, Florida*

- Senior advisor to the Clerk on budget, operations, communications, and public affairs in the state's 10th largest county with a \$15M agency budget
- Public information and media relations officer
- Produces C-suite communications for internal and external audiences
- Develops original content for dissemination, printing, and social media
- Oversees public outreach with collegiate agencies and general public
- Successfully manages, implements, and negotiates high level projects and contracts officewide
- Develops, plans, and leads policies and efficiencies to build unified knowledge in operations, public service, and other areas throughout six offices serving more than 600,000 constituents
- Drafts and proposes legislative and rule changes to appropriate bodies
- Serves as the Clerk's liaison on statewide committees regarding operations, best practices, communications, and technology

Legal Services Coordinator

2019 - 2020

*University of Central Florida
Office of the Vice President & General Counsel
Orlando, Florida*

- Served as the public records officer and expert for nation's second largest university
- Paralegal to the Associate Vice President & Senior Deputy General Counsel
- Researched and prepared legal memoranda for internal and external audiences concerning public records, contracts, operations, and higher education and non-profit entities
- Drafted complex pleadings for review by internal and external counsel for state and federal court as well as quasi-judicial entities
- Developed innovative workflows to streamline department functions
- Presented course on public records for employees university wide
- Assisted other Presidential division departments with confidential matters

Deputy Clerk, Legal Affairs & Special Projects

2013 - 2019

*Clerk of the Circuit Court & Comptroller
Brevard County, Florida*

- Senior advisor to the Clerk on budget, operations, communications, legal and public affairs
- Successfully led implementation of electronic filing of the criminal division and appeals
- Successfully co-led implementation of Supreme Court-approved electronic case search system
- Public information and media relations officer
- Served as the Clerk's liaison on several statewide committees regarding operations, best practices, communications, and technology
- Developed and implemented best practices officewide for increased efficiency in operations, budget, and public service
- Researched and prepared legal memoranda and pleadings for internal and external counsel on matters concerning public records, liability, and bond issues

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EDUCATION

University of Central Florida 2011

Bachelor of Arts
Political Science

Eastern Florida State College 2009

Associate of Arts with Honors

COMMUNITY SERVICE & MEMBERSHIPS

- Florida Public Relations Association, Member 2022 - Present
- City of Orlando, Board of Zoning Adjustment, Board Member 2021 - Present
- Runway to Hope, Emerging Leaders Board, Governance Chair 2021 - Present
- United Nations Association of the USA 2021 - Present
- Equality Florida, Member 2022 - Present
- Orange County Citizens Review Commission 2018 - 2020
- White House Community Partnership 2012
- FLORIDA TODAY Citizens Advisory Panel 2008 - 2012

SKILLS

- Strategic Communications
- Legislative Affairs
- Government Affairs
- Public Affairs
- Legal Research
- Project Management
- Social Media
- Microsoft Office
- Budgeting
- Fundraising
- Critical Thinking
- Operations
- Public Speaking

REFERENCES*

Youndy Cook, Esq.
Vice President & General Counsel
University of Central Florida

The Honorable Gary Cooney, Esq.
Clerk of the Circuit Court & Comptroller
Lake County, Florida

Michael J. Hundley
CEO
Vista Solutions Group

Pam Lanier
Retired Project Manager
Clerk of the Circuit Court & Comptroller
Brevard County, Florida

Alec Russell, Esq.
Shareholder
GrayRobinson, P.A.

Jason Welty
Deputy Executive Director
Florida Clerks of Court Operations Corporation

*Contact details available upon request

