

Carrie Black, M.S., GGP, LEED GA

carrie.black@ocfl.net

EXPERIENCE

Orange County Government

Orlando, FL

Chief Sustainability & Resilience Officer

September 2022- Present

- Lead the sustainability efforts of the fifth largest county in Florida, including decarbonization and renewable energy goals for County operations.
- Secure multiple grants over \$1.2 million including federal and state, including EECBG and Resilient Florida Planning Grant, to address energy efficiency within county buildings and identify flooding vulnerability of critical assets within our county and municipalities.
- Launched a strategic plan to convert Orange County's light-duty fleet to 100% electric or alternative fuel vehicles by 2030 aimed at reducing greenhouse gas emissions, enhancing vehicle efficiency, and lowering operating costs and maintenance downtime.

Valencia College

Orlando, FL

Director, Energy Conservation & Sustainability

July 2018- August 2022

- Drove the creation and execution of energy conservation measures (ECM) and operational sustainability strategies, including earning President and CFO approval for carbon neutrality and waste and water reduction goals for the College with 65,000 students and 2.5 million square feet across 12 locations.
- Led the Office of Sustainability team, directing and coordinating team and cross-departmental collaboration on wide-ranging projects from internal HVAC technician training and chiller plant repair consulting to behavior modification competitions and waste reduction program launches.
- Managed the College's \$3 million utilities budget and analyze data from over 60 meters for electric and chilled water consumption. These meters, part of the building automation system (BAS), provide real-time data that is examined in order to identify trends, and develop solutions to improve building efficiencies.
- Successfully got a \$500,000 federal grant for solar installation on-campus.
- Launched a first of its kind in higher education in Florida, post-consumer food waste diversion program for students and faculty in the cafeteria of the largest campus with over 34,000 students, in partnership with the City of Orlando. Oversaw the project from initial pitch to successful implementation. Diverted over 3,500 pounds of food waste in the first semester.
- Conducted electric vehicle (EV) feasibility studies and cost analyses for different potential solutions to add EV charging stations on campuses.
- Worked with Campus Stores to review e-textbook adoption. Ordering process changes resulted in a 25% increase in e-textbook selection from previous semesters, also reducing transportation-related emissions.
- Conducted a solar feasibility and design study to make an entire campus net zero energy. Researched new PV mounting technology and its application on different roof types.

Jacksonville University

Jacksonville, FL

Sustainability Coordinator and Instructor

November 2016- June 2018

- Oversaw an ASHRAE Level II energy audit of 19 priority-buildings on-campus. Worked with auditors to highlight the critical information of each energy conservation measure, and prioritized recommended opportunities. Presented findings to administration and won approval for full \$2.6 million implementation.
- Conducted the University's inaugural Greenhouse Gas emissions inventory.
- Identified and successfully applied for a \$32,700 grant to aid in obtaining campus energy usage data.
- Expanded recycling program by 80%, installing over 1,300 recycling bins across the University, and improved the collection process and signage.
- Transitioned university to reusable water bottles from non-coordinated water cooler subscriptions by increasing the number of refrigerated, filtered water bottle filling stations by 50%.
- Persuaded the campus Chick-Fil-A, the busiest restaurant on-campus, to eliminate their expanded polystyrene foam (EPS) cups and switch to a paper-based cup.
- Taught Environmental Sustainability courses at the 300 and 400 levels.
- Persuaded University administration to reverse initial decision and to support the Climate Leadership Network Presidents' Carbon Commitment.

Green Team Project

Jacksonville, FL

NE Florida Program Coordinator; Program Director (2016)

September 2013- October 2016

- Developed a new organizational excellence program, a certification targeted for local businesses and organizations to recognize their sustainability best practices. Program assists participants in implementing improvements in various operational areas, improving overall workplace efficiency and sustainability.
- Led certification excellence program execution with large nonprofit organizations and cultivated high performing program liaisons, enhancing behavioral changes among participating organizations through gamification.
- Drove the performance of a Do-It-Yourself home energy and water audit kit program with over 200 kits available for checkout at libraries in three counties through a partnership with the local utility.

U.S. Green Building Council (USGBC)

Jacksonville & Orlando, FL

USGBC Florida Market Leadership Board Member; Treasurer (2014-2015)

August 2013- Present

Regional Emerging Professional Recruitment Chair- National USGBC

August 2012- August 2013

- Co-creator and leader of the Sustainability Officer Roundtable, a sustainability leaders' only quarterly professional group that provides continuing education and a confidential setting to share best practices and current organizational sustainability hurdles.
- Develop chapter's yearly strategic plan, assist in creating and passing a balanced budget, and share overall financial trends, outlooks, and recommendations with the Board.
- Cofound, plan, and solicit large in-kind donations for the annual Green Lion Festival, attracting over 500 attendees to showcase local environmental groups, government agencies, and businesses.

Bank of America

Jacksonville, FL

Assistant Manager Associate; Assistant Manager (2012)

July 2010- June 2012

- Managed 10-20 employees, driving business growth and improving staff productivity by coaching employees to better assist customers by uncovering their additional needs, surpassing sales goals.
- Drove associate success on internal audits by planning and conducting a staff training program; earned company's Bronze Award for associates' significant improvement in scores.

Citizen Schools

Charlotte, NC

Volunteer Coordinator

August 2009- July 2010

- Established and maintained large corporate partnerships to successfully recruit over 25 individuals with unique skills to volunteer weekly for 14 weeks to teach apprenticeships to at-risk middle school students.
- Collaborated with colleagues to plan a student and adult networking event, successfully recruiting over 50 adults to review students' resumes and conduct interviews.

EDUCATION & CREDENTIALS**Johns Hopkins University**, Whiting School of Engineering, Baltimore, MD

December 2014

*Master of Science with Honors, Environmental Planning and Management***Washington University in St. Louis**, St. Louis, MO

May 2008

*Bachelor of Arts with Honors, Psychology, Anthropology; Concentration in Business Communications***Green Globes Professional (GGP)**

2022

LEED Green Associate

2016

Florida Solar Energy Center Advisory Board Member

2023

SKILLS

- Proficient in Microsoft Office Suite.
- Proficient in Energy Star Portfolio Manager, EnergyCAP, SIMAP (Campus Carbon Calculator).
- Building Automation Systems: Skilled in Automated Logic WebCTRL. Familiar with Trane Ensemble, Tridium Niagara, Siemens Insight.

Lori A. Forsman

LEED Green Associate

Smart Cities Certified Practitioner

13742 Blue Lagoon Way Orlando, FL 32828

(407) 765-6948

lforsman01@hotmail.com

(407) 836-5439

lori.forsman@ocfl.net**Personal Profile**

I am an experienced professional with 8+ years working sustainability initiatives here for Orange County. From my previous career, I have 11 years of project management experience including systems design and integration along with 5 years of data analysis and database management experience. I am happy to be pursuing my passion to make the world a better place for everyone by utilizing my strong skills in project management, leadership, communication and organization to inspire change among governments, schools, businesses, and individuals.

Educational Summary

Bachelor of Science	Applied Mathematics	Indiana University of Pennsylvania in Indiana, PA	1982-1986
Master of Science	Environmental Engineering	Johns Hopkins University, Whiting School of Engineering, Baltimore, MD	1995-1998

Key Accomplishments

- Appointed to Mayor's Executive Leadership Training Cohort 2024
- Capturing energy usage for Orange County buildings for the DOE Better Buildings Challenge - ongoing
- ECFRPC Regional Resilience Collaborative GHG Technical Advisory Committee Co-Chair - 2023
- Southeast Sustainability Directors Network (SSDN) Steering Committee Member 2022-2024
- Lead for Sustainability & Resilience Input to Vision 2050 Comprehensive Plan/Orange Code Zoning updates
- LEED for Cities and Communities GOLD certification 2022
- FDACS Orange Climate Efficiency Program (OCEP) grant management, writing two reports on energy analysis
- Residential Backyard Chicken Keeping Ordinance, August 2021
- Lead and manage the Orange County Sustainability Advisory Board – since 2015
- ECFRPC Regional Resilience Collaborative (R2C) – R2C Steering Committee, Regional GHG Inventory 2021, HARP Project Lead 2022, Resilience Action Plan 2021, SDG Dashboard Development 2021-2022
- Solar Energy Loan Fund (SELF) Program Management FY21, FY22, FY23
- Single Use Products Administrative Regulation, February 2020
- Sustainable Operations & Resilience Action Plan, December 2020
- New Sustainability Webpages (www.ocfl.net/sustainability) – with links to on-line reporting, metrics monitoring, and resident resources 2017, 2021
- NPPR Multimedia Award for Don't Pitch It, Fix It! Project video campaign - 2019
- Collaborative support for U.S. Department of Energy Orange County SolSmart GOLD award - 2018
- OCPS Green Schools Program Judge for 3 years 2019, 2020, 2021, 2022

Certifications

- LEED Green Associate – 2019
- Smart Cities Certified Practitioner – 2021

Recent Speaking Engagements

- UCF Public Administration Research Conference 2024 – 'Practices that Influence Resiliency'
- ECFRPC Council Meeting – Housing and Resilience Project Checklist Feedback – May 2022
- LEED for Cities & Communities GOLD Certification Event – April 2022
- EVs & Infrastructure – Panel Moderator – UCF College of Engineering & Computer Science – March 2022
- World Teach-In for Climate Change – UCF – March 2022
- ECFRPC R2C Audubon GHG Inventory YouTube video on GHG emissions - 2021

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lori.forsman@ocfl.net**Experience Summary*****Sustainability Program Manager – Orange County Government – November 2015 - current***

- Manage new Sustainability Metrics Coordinator,
- Managed two new members of the Sustainability Team and support Team task management.
- Managed a grant from Florida Department of Agriculture and Consumer Services (FDACS) to implement energy efficiency for low income residents already eligible for our Senior Climate Efficiency Program (SCEP).
- Lead for the creation of a county-wide energy burden analysis as part of a Healthy Homes Project.
- Manage the Orange County Solar Energy Loan Fund (SELF) program to provide home improvement financing and contractor support to low income, employed residents.
- Lead for the Orange County LEED for Cities and Communities GOLD Certification; gathering data, writing credit submittals, baselining prerequisite data, and generating the Department Final Report.
- Lead for the ordinance to amend Orange County Code with the Residential Backyard Chicken Keeping Program.
- Lead for the development and approval of the Orange County Single Use Products Administrative Regulation 9.01.03.
- Lead the County Project Team to provide Side-by-Side Recycling Bins with Standard Signage through County Facilities.
- Lead for integrating Sustainability and Resilience strategies into the Vision 2050 Comprehensive Plan.
- Member of the East Central Florida Regional Planning Council (ECFRPC) Regional Resilience Collaborative Steering Committee, the Regional GHG Inventory Technical Advisory Committee (TAC), and the Equity TAC.
- Member of the Florida and the Southeast Sustainability Directors Networks (FSDN & SSDN) to collaborate and share best practices among sustainability professionals.
- Co-lead on the development of the Sustainable Operations & Resilience Action Plan (SORAP) for Orange County Government Operations approved by the Board of County Commissioners (BCC) in January 2021.
- Co-lead for the Mayor's External Working Group convening experts from the community to assist with goal setting and action development for the SORAP.
- Lead for Orange County Government and Community GHG Inventories including Forecasting & Planning Analysis for 2030 using ICLEI's ClearPath tool.
- Collaborator on the County's Climate Action Planning strategy, draft Climate Resolution, and Florida Public Service Commission letters to support energy programs.
- Manager of two student Climate Fellows completing GHG inventories following Government and U.S Protocols.
- Manager of two student sustainability interns; projects included SORAP workshops, materials for Single Use Products Policy, sustainability webpage content, and metrics alignment across LEED, Our Home for Life Sustainability Plan, Central Florida Foundation THRIVE Initiative, and UN Sustainable Development Goals.
- Lead for the collection and analysis of **all** sustainability target metrics for the SORAP and the Our Home for Life Orange County Sustainability Plan.
- Lead for the content creation of multiple Sustainability webpages providing transparent data and progress for all County sustainability efforts as well as resources for residents and businesses.
- Participate in multiple regional initiatives including Beyond 34/Waste, Good Food Central Florida Food Policy Council, and ECFRPC Regional Resilience Collaborative.
- Educate about sustainability initiatives through presentation materials and tools for employees (Orange County 101) and residents (Citizen Planner Academy).

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- Prepare executive level communications to include letters, talking points, presentations, briefing sheets, written summaries, flyers, and Annual Sustainability Reports.
- Track and evaluate legislation related to sustainability and climate policies.
- Participant in five (5) ICLEI Cohorts including; GHG Inventories, Climate Action Plans, Forecasting & Planning, Forestry, and UN Sustainable Development Goal (SDG) Alignment.
- Created internal campaigns for SunRail Try the Train, DTO Mobility Week, Earth Hour, and Daylight Hour.

Senior Staff Systems Engineer - Lockheed Martin Corporation - Reston, VA - November 1990 – March 2000

- **Engineering Project Lead and Lead System Integrator** on multiple projects to upgrade and unify customer computer systems and databases. Project management tasks included user and system requirements development, technical analysis, scheduling, budget planning, status evaluations, system and software integration, test, operational deployment, and configuration management.
- **Team Lead** for a simulation project providing systems engineering expertise and representation on Engineering Review Boards, Requirements Walkthrough teams, Build strategy sessions, Cost & Schedule Boards, and Risk Management Teams.
- **Proposal Manager** for a winning competitive proposal for Systems Integration/On-site Client Support.
- **Modeling & Simulation Analyst** evaluating performance requirements and design alternatives for complex, multi-platform hardware and software systems.
- **Clearance Information:** Previous TS/SCI with a Lifestyle polygraph.
- **Special Recognitions:** System Integration Peer Recognition Award 1995, Six (6) Customer awards for System Performance Analysis, Special Task Leadership, Project Lifecycle Management, Requirements Development, O&M Activities and General Engineering Support.

Analyst Manager I - Synergy, Inc. - NW Washington, DC - March 1987 – November 1990

- Analyzed data, prepared presentations, and investigated design problems and improvements for an operational defense system at an on-site customer facility serving the Department of Defense.

Technical Skills

Proficient in all Microsoft Office tools, including Project.

Experienced with internet tools including **Monday.com** for task tracking and **Canva** for communications.

Skilled in social media content creation for all platforms.

James D. Boyle

289 Ancona Ave DeBary, Florida 32713

Home: 907-570-2152

fsujax@gmail.com

Summary

Seasoned transit/transportation planning professional with nearly two decades of experience and excellence in the public sector agencies across the country developing, overseeing, and executing complex operational plans and local and regional projects in agencies where diversity, technical excellence and collaboration are/were highly valued.

Experience

Central Florida Regional Transportation Authority (LYNX) – Orlando, FL

Director of Planning and Development – May 2022 to current

Oversee highly skilled staff of transit Managers, Planners, Schedulers and Analysts in the development of all agency Long and Short Range planning activities. Work across all agency departments and disciplines in developing seamless transportation options to the residents of Central Florida. Lead representative to external partners from across central Florida including, FDOT, MetroPlan, Greater Orlando Airport Authority (GOAA) as well as with the Federal Transit Administration. Work closely with many of the area's largest employers, employment centers and community stakeholders.

Sacramento Regional Transit District (SacRT) -- Sacramento, CA

Planning Director – June 2017 to May 2022

Developed and managed the SacRT Strategic Plan. Managed the “SacRT Forward” Bus Route Optimization study and implementation. Planned SacRT “SmaRT Ride” microtransit on-demand service areas. Managed the District’s Zero Emission Vehicle (ZEV) planning efforts. Coordinated the Automatic Passenger Counter (APC) implementation on light rail. Coordinated with all local and regional stakeholders, Caltrans, and the Sacramento area MPO (SACOG). Made presentations to the SacRT Board of Directors, SacRT Executive Team, and community meetings on a regular basis. Led all Planning efforts related to COVID-19 service delivery.

Alaska Department of Transportation and Public Facilities – Anchorage, AK

Chief of Statewide Planning – January 2016 – June 2017

Managed and oversaw the Alaska State Transit Office.
Managed the office of the State Transportation Improvement Program (STIP).
Managed the Alaska State Rail Plan update.
Oversaw the update to the statewide Alaska Bicycle and Pedestrian Plan.
Oversaw the update to the State Long Range Transportation Plan and the Statewide Freight Plan.
Coordinated and worked closely with FHWA, FTA and FRA.
Oversaw the Anchorage and Fairbanks MPOs.

Planning Manager Programs and Aviation -- January 2015 - December 2015

Responsible for all area transportation plans and long-range planning efforts. Directed aviation planning efforts and coordinated with statewide aviation office and FAA of over 70 airports. Developed Airport Master Plans and Airport Layout Plans. Developed the Central Region Annual Work Plan and was responsible for developing and managing the Central Region Planning office budget.

Anchorage Transportation Planner – January 2014 – December 2014

MPO Coordinator for the State and for the Anchorage MPO (AMATS).
Developed and coordinated the Transportation Improvement Program for FY 15-19.
Presented regularly to the MPO Board, the Technical Coordinating Committee.
Provided leadership and direction to the MPO Director and staff on all federal and state laws.

Jacksonville Transportation Authority (JTA), Jacksonville, FL

Regional Transportation Planner - September 2006 – December 2013

Managed the multi-modal transportation Authority's Waterborne Transportation Study, its Streetcar Feasibility Study, as well as its Commuter Rail Feasibility Study and Commuter Rail System Plan. In addition, managed JTA's Transit Oriented Development Plan and Design Guidelines. On the roadway side of the Authority's responsibilities, managed its Northern Outer Beltway Study and developed the Authority's park and ride system. Coordinated all efforts with the City of Jacksonville, State of Florida DOT, North Florida TPO, and local governments. Presented to the JTA Board, MPO Board, and Jacksonville City Council Transportation Committee.

Education and Training

Florida State University

Bachelor of Science: International Affairs – December 2000
Tallahassee, FL

Florida State University

Master of Science: Urban and Regional Planning – May 2004
Tallahassee, FL

Skills

NEPA and CEQA
Travel Demand Forecasting
ArcGIS
Trapeze and Remix
Public speaking and presentation skills

Activities and Honors

Member American Planning Association (APA)
Member Urban Land Institute (ULI)
Member of American Public Transportation Association (APTA)
2011 Outstanding Transportation Study award from Florida Planning and Zoning Association

Contact

www.linkedin.com/in/myles-p-o-keefe (LinkedIn)

Top Skills

Urban Planning

Land Use Planning

Grant Writing

Myles O'Keefe

Manager of Strategic Planning at Central Florida Regional Transportation Authority (LYNX)
Orlando, Florida, United States

Experience

Central Florida Regional Transportation Authority (LYNX)
11 years 3 months

Manager of Strategic Planning
October 2018 - Present (5 years 6 months)
Orlando, Florida Area

Senior Planner
February 2015 - October 2018 (3 years 9 months)
Orlando, Florida Area

HUMAN SERVICES MOBILITY TRANSPORTATION COORDINATOR
January 2013 - February 2015 (2 years 2 months)

TPG Consulting, Inc.
Transit Planner
January 2012 - August 2012 (8 months)

Education

University of Florida
Master of Urban and Regional Planning, Transportation and Land Use Planning


Charles Abbatantuono, AICP

304 E South Street Unit 5025, 

Orlando, FL 32801

407-212-0307 

CharlesAbbatantuono@gmail.com 

Charles Abbatantuono, AICP 

Urban Planner, born and raised in Orlando with 5+ years of experience in vulnerability assessments, land use, and transportation planning

Skills

- Extensive knowledge of active and alternate transportation connections East Central Florida
- Expert in ArcGIS suite
- Land Development Code Audits
- Comprehensive Planning
- Land Conservation/Acquisition Strategies

Experience

AUGUST 2023 – PRESENT

Senior Planner / LYNX

Performs a variety of senior-level professional transit planning duties including drafting project scopes of work, managing schedules and budgets; participating in and managing projects and consultant-led teams; and representing the department with internal and external stakeholders.

APRIL 2019 – AUGUST 2023

Planner I / East Central Florida RPC

Provide GIS analyses and develop public engagement charettes for vulnerability assessment projects across communities in Volusia and Brevard County. Draft LDC/Comprehensive Plan Audits for several cities in 8 county RPC region. Regional liaison for trail prioritization and creation between counties. MetroPlan Orlando TAC member. Perform data collection, analytics, and QA/QC for development of Land Overlay on Transportation Information System tool.

JANUARY 2017 – APRIL 2019

Resilience Modeling GIS Research Assistant / Stetson University Dept. of Environmental Science

Personal research assistant to the department aiding in developing GIS models for sea level rise planning by regional governments contracted by Professors.

AUGUST 2015 – APRIL 2019

Mascot / Stetson University

Sole employee of the John B character for all four years of university, appearing at all athletic, promotional, and professional events around campus and community to promote Stetson Athletics and the University as a whole.

Education

MAY 2021

MS Urban and Regional Planning / University of Central Florida, Orlando, FL

MAY 2019

BS Environmental Science & BA Public Management/ Stetson University, DeLand, FL

Bruce J. Detweiler

4482 Brooke Street ♦ Orlando FL 32811 ♦ Phone: (773)791-8631 ♦ bjdetw32@yahoo.com

PUBLIC TRANSIT PLANNING & MANAGEMENT

- A results-driven professional with extensive experience in public transit operations and planning with experience in operation of transit vehicles, management of staff, training of new and existing employees, dispatching, operations management, transit route planning and scheduling.
- Creative thinker and communicator; builds cohesion and engagement across all levels of staff, management, and other parties.
- Proven ability to improve systems, communications, and operations.
- Excellent communication, interpersonal and management skills; excels in challenging and deadline driven environments.

AREAS OF EXPERTISE

- Management and organization of employees.
- Data tracking of operations and transit route management.
- Customer service and problem resolution.
- Project development, management, and completion.
- Knowledge and use of administrative procedures.
- Knowledge of transit route planning and scheduling techniques, procedures, and use of planning applications such as Trapeze, Remix, and VueWorks.

PROFESSIONAL EXPERIENCE

Central Florida Regional Transportation Authority (LYNX), Orlando, FL 2015-Present

Manager of Service Planning

- Manage a team of service planners, a senior scheduler, and data analyst who are responsible for route changes, schedules, bus stop management, and data collection and reporting.
- Work with city and county governments and other agencies to plan, develop, and implement new bus routes, change existing bus routes, and develop forecasting for future routes through the Transportation Development Plan (TDP).
- Oversee staff development and implementation of the tri-yearly service change process.

City of Appleton - Valley Transit, Appleton, WI 2012-2015

Bus Service Supervisor

- Managed work schedules and vehicle assignments on a daily basis for an operation with 45 bus operators and 25 buses.
- Responsible for development of operator runs, schedules, and pick materials; oversee operator pick of runs; implement operator pick three times a year.
- Investigate all accidents and claims and file necessary paperwork; member of Operator Accident Review Committee.
- Organized and moderated the Route Review Committee.
- Conducted training of new bus operators and maintenance personnel; developed and led a twice yearly retraining course for all employees.

Chicago Transit Authority (CTA), Chicago, IL 1994-2012

Bus Service Manager

- Supervised and monitored daily vehicle operations and manpower requirements for an operation of 500 bus operators and 250 buses.
- Reviewed various operations reports, recommended solutions for resolving operating issues, implemented and followed-up with solutions.
- Monitored and ensured regulatory compliance to include proper certification and documentation of operations staff.
- Monitored employee adherence to company rules and procedures and administered corrective action when in violation.
- Monitored facility security protocols and checked for compliance.
- Investigated all accidents and claims involving the Authority's property and processed relevant paperwork.

- Interacted with Union members and officials, monitored adherence to Union contracts, and answered employee grievances.

EDUCATION

Northeastern Illinois University, Chicago, IL Bachelor of the Arts - Business Management

2011

Maurice A. Jones

C: (404) 484-5965 E: jonesmaurice463@gmail.com

Well-qualified, detailed, analytical, commercially aware and strategic procurement professional with more than twelve years of experience offering extensive expertise in the delivery and management of Government, Contracts, Procurement and Process Improvement projects. Offering well-developed business communication, stakeholder engagement, influencing and contract negotiation skills, I am able to confidently manage the successful delivery of tenders, bids and responses for a wide range of complex spending categories.

SKILLS

- | | | |
|------------------------------|------------------------------------|-----------------------------------|
| ▪ Business Leadership Skills | ▪ Key Stakeholder Relationships | ▪ Key Influencer of People |
| ▪ Project Delivery Expertise | ▪ Business Consultancy Advisor | ▪ Contract Management |
| ▪ Stakeholder Communication | ▪ General Business Management | ▪ Change Management |
| ▪ Key Stakeholder Management | ▪ Excellent Problem Solving Skills | ▪ Strategic Planning & Delivery |
| ▪ Procurement Contracts | ▪ Advanced Contract Negotiation | ▪ Business Improvement Frameworks |

WORK EXPERIENCE

Central Florida Regional Transportation Authority Manager of Procurement

July 2019 – Present Date

- Oversee the development of all formal and informal RFQs, RFPs, and IFBs and related activities. Determine which general and special provisions are to be included, depending on the funding agency and individual project needs. Authorize award of procurement contracts and amendments, consistent with procurement policies and procedures.
- Coordinate with staff, legal counsel, and leadership to resolve complex purchasing issues. Interpret provisions of Federal and State regulations pertinent to procurement. Develop, implement, and maintain standards, policies, procedures, budgets, and records for department operations that fit within the statutory framework of each agency.
- Responsible for the department's response to various agency audits: address requests and findings, conduct training as needed. Supervise staff. Hire, mentor, and take appropriate corrective and/ or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.
- Developed, negotiated, evaluated, executed and administer contracts, procurements and grants ensuring compliance with all federal, state and local regulations.
- Ensured company procurement policy is compliant with all state, local and federal regulations.
- Senior level role to provide strategic advice and support to multiple internal stakeholders and external clients by developing and maintaining relationships in order to deliver quality outcomes by providing an exceptional service.

Palm Tran Inc. Procurement Manager

March 2018 – July 2019

- Implemented the development and administration of the Procurement department's policies and programs including strategic direction, goals, objectives, and detailed performance measures to implement and meet policy and program objectives.
- Managed, planned, organized, evaluated the work of assigned staff performing purchasing activities and operations; with staff participates in developing processes, procedures, policies and initiatives to meet department goals and objectives.
- Implemented departmental plans, work programs, processes, procedures, and policies required to achieve overall department performance results; coordinated and integrates purchasing contracts functions and responsibilities with other departments to achieve optimal efficiency and effectiveness.
- Participated with all levels of management in establishing strategic plans. Set overall management and policy goals and objectives for the department; coordinated department program and policy issues with the heads of other departments and/or on an agency-wide basis.
- Provided leadership and works with staff to develop and retain highly competent, customer service-oriented staff

through selection, training, and day-to-day management practices that supported the agency's mission, vision, strategic goals, initiatives, and core values.

- Presented information, proposals, and/or recommendations clearly, logically, and persuasively, including at public meetings. Represented agency at meetings and with local partners.
- Responsible for managing large or complex bids, contracts, and purchases to meet quality, cost, and delivery standards and compliance with applicable laws, rules, codes, regulations, policies, and procedures.

Cobb County Department of Transportation/Transit Division

May 2014 – February 2018

Sr. Contracts and Project Manager

- Researched and analysed impacts of governmental actions on federal contractors, including detailed quantitative analysis using internal and external data sets.
- Experienced practitioner of the entire acquisition's lifecycle (sole source and competitive), including Quotes, ROMs, and Proposals.
- Supported sourcing with preparation of flow-down packages for sub-contractors / suppliers and manage sub-contractors / suppliers during contract execution.
- Played an instrumental role in providing support and guidance to program team during contract execution to ensure full compliance with government regulations. Assisted in drafting and executing agreements.
- Processed federal government orders, bids, documentation and special handling needed. Participated in webinars, in-person presentations, and calls. Worked closely across all parts of the organization.
- Demonstrated a commitment to integrity and accountability and ability to make contracting decisions guided by high ethical standards in compliance with law and policy. Possessed analytical skills and ability to draft proposal responses in accordance with guidelines.

Georgia Regional Transportation Authority

April 2012 – April 2014

Procurement and Contracts Manager

- Responsible for Contract / agreement briefing, negotiation and review.
- Supported business leaders in the improvement of processes related to government contracting and maintained regular contact with legal departments.
- Conducted regulatory orientations and offer regular training opportunities for personnel.
- Supported interaction with Contracting Officers across all business units.
- Provided guidance to all relevant parties regarding contract-specific requirements (deliverables), and terms and conditions.

Professional Transit Management, Inc.

June 2008 – April 2012

Parts Manager

- Supervised the purchasing all equipment, materials, parts, and supplies required by the resort.
- Management of loss prevention by implementing purchasing policies, procedures, and systems within the guidelines of the resort's purchasing programs.
- Directed inbound or outbound logistics operations, such as transportation or warehouse activities, safety performance, or logistics quality management.
- Communicated with vendors on pending orders and communicated to department heads
- Prepared purchase orders and send for approval. Created monthly inventory counts to ensure parts are maintained and keep logs of inbound and outbound to ensure invoice accuracy
- Developed and implemented inventory and lot control procedures that conform to federal government regulate standards.

EDUCATION

American InterContinental University | Associates of Arts in Business Administration | 2012

Valencia College | Bachelor of Applied Science in Business Administration | Expected Graduation 2023

Debbie Toler
 000-000-0000
dtoler@golynx.com

Resume for Elvis Dovaless

Candidate Phone: 407-412-2948 | Email: wedovaless@yahoo.com

Elvis Dovaless

671 Milan Drive, Kissimmee FL, 34758 I Cell: 407-412-2948 I wedovaless@earthlink.net

Summary

I am a transit professional with twenty years of experience with all facets transit bus maintenance

operations seeking a challenging maintenance management position.

Key Skills

Knowledge and experience with:

Quality assurance principles and practices Windows Office programs (Word, Excel, ® ®

Lynx/ATU 1596 Labor Agreement PowerPoint etc.)

FleetFocus asset management system Federal CFR-49 rules and regulations

Fleet preventive maintenance practices State of Florida FAC 14-90 laws and their

Diagnosis and troubleshooting of all transit application to Public Transit

vehicle technical systems All aspects of transit vehicle

Leadership, supervisory and coaching Maintenance

concepts and techniques Problem solving/troubleshooting

processes and principles

Achievements

Developed complete technical training programs for vehicle systems such as: Cummins

HPCR

diesel engines, I/O Controls multiplexing, Allison hybrid drives, Voith transmissions, Thermo King

A/C, etc. Training programs consisted of; presentations, study guides, evaluation tests, reference

materials, and posters and training mockups (modules).

Developed Asset Management system (FA Suite Fleet Management Software) training program

and coordinated initial system implementation (roll-out) with all stakeholders.

Performed all FA Suite Fleet Management Software administrative duties for the maintenance department.

Collaborated in the development and implementation of a Technician Orientation Program (TOP)

for Maintenance Department new hires.

Collaborated with FDOT and the Center for Urban Transportation Research in the development

of training programs for the Florida Transit Maintenance Training Consortium Transit Training

Program.

Professional Experience

Maintenance Training Supervisor LYNX/CFRTA Orlando, Florida 2003 Current

Training and Technical Support:

Created and delivered all forms of ongoing technical training for existing employees and introductory training for Maintenance Department new hires.

Assisted technicians with difficult technical issues and consulted with OEM's to resolve technical problems.

Participated in the hiring process, conducted interviews and contributed to the selection of Maintenance Department new hires.

Maintained all Maintenance Department diagnostic equipment and performed all software (Cummins Insite, Voith Aladin, Meritor, Allison, Thermo King Inteligaire, Hubner etc.) installations and upgrades.

Maintained and managed intranet share-point for OEM technical manuals and documents used

by technicians and other maintenance personnel.

Learning Management:

Managed maintenance training programs and created yearly maintenance training schedules.

Managed vehicle maintenance training database.

Performed student progress reviews and reported results to Director of Maintenance.

Elvis Dovalos

671 Milan Drive, Kissimmee FL, 34758 I Cell: 407-412-2948 I wedovalos@earthlink.net

Professional Experience (continued)

Technical Research:

Performed research and analysis of new: transit bus and subsystem technologies, tool and equipment technologies and presented results of research in written reports and presentations.

Fleet Management Software Support:

Served as FA Suite-Fleet Focus administrator for the Maintenance Department.

Quality Assurance:

Performed vehicle systems and component failure analysis and presented the results in the form

of written reports to the Director of Maintenance.

Performed accident and incident investigations and inspections and presented the results in the

form of written reports to the Director of Maintenance and the Director of Safety and Security.

Created technical Standard Operating Procedures (SOP) for select vehicle maintenance practices.

Maintenance Technician Class A LYNX/CFRTA Orlando, Florida 1994 2003

Vehicle Maintenance:

Performed all shift leadership functions as Lead-person.

Performed all aspects of basic and advanced transit bus maintenance.

Performed vehicle and subsystem preventive maintenance inspections.

Education and Training

High School Diploma Union Hill High School 1976-1980

Automotive Technology Lincoln Technical Institute 1985-1986

Certifications and OEM Training Certificates

· State of Florida Class B CDL Florida DOT Transit Maintenance

· EPA 608 & 609 Certification Training Program - Electrical

Systems Diagnosis & Testing

Thermo King Bus Climate Control

Florida DOT Transit Maintenance

Cummins ISL/ISC CM2150 Training Program - Advanced

Familiarization Fleet Electronics

Cummins ISL/ISC HPCR Florida DOT Transit Maintenance

Familiarization Training Program Air Brake

Voith DIWA 864.3E Overhaul Repair & Diagnosis

ZF-Ecomat EST-18 Maintenance Amerex Fire Suppression
and Troubleshooting Systems Service and Repair
Certification
NTI Changing to Supervision
NTI Effective Supervision in
USDOT-TSI Bus Accident
Transit
Investigation Course
ASE Master MED/Heavy Truck
Florida DOT Transit
Technician (Not Active)
Maintenance Training Program -
Coach AC Repair & Diagnosis
Military Service
U.S. Army 1980-1984 Honorable Discharge

REY QUIÑONES

OBJECTIVE

To obtain the position of Deputy Director For Transportation at the Central Florida Regional Transportation Authority (Lynx).

PROFFESONAL HISTORY

January 1999 – Present Lynx Orlando, FL

Chief Supervisor/Superintendent of Transportation, Central Florida Regional Transportation Authority (LYNX)

- ◆ Reviews and submits payroll data.
- ◆ Responsible for conducting performance evaluations for all Transportation Supervisors.
- ◆ Assists the Deputy Director of Operations for Transportation with the development of Department Operating Procedures.
- ◆ Currently the Authority's representative for Step I grievance hearings in The Transportation Division.
- ◆ Responsible for the daily activities of all Transportation Supervisors.
- ◆ Currently performs Labor Management meetings.
- ◆ Responsible for developing operating procedures for all shuttles and special events.
- ◆ Respond to emergencies (accident/incident), on call 24/7.
- ◆ Create memos for Supervisors on an as needed basis.
- ◆ Assists during activation periods associated with Emergency Support Function (1) for the Orange County Emergency Management Center.
- ◆ Responsible for coaching, counseling, and administering discipline hearings with employees and Bargaining Unit representatives.
- ◆ Investigation of complaints, and written documentation summarizing various investigations.
- ◆ Responsible for the Dispatch areas and Street Supervisor functions.
- ◆ Responsible for all major shuttle events.
- ◆ Responsible for hiring new Transportation Supervisors.
- ◆ Assist with Transportation's capital & operating budget for FY 2013-2014.

April 1994 – January 1999

Transportation Supervisor, Central Florida Regional Transportation Authority (LYNX)

- ◆ Provided exemplary customer service to both internal and external customers.
- ◆ Inspected all in-service vehicles to ensure they are maintaining their headway, to include analyzing running times, frequency needs, passenger loads, and time point checks.
- ◆ Responded to radio calls concerning accidents and incident investigations, breakdowns, passenger and bus operator problems and route or service interruptions.
- ◆ Enforced the policies and procedures, which govern the terms and conditions of employment with LYNX.
- ◆ Reported accidents, incidents or problems to appropriate parties, including Fire and Police Departments, Water Bureaus, schools, and etc.
- ◆ Dispatched and assigned work and equipment to Operators.
- ◆ Entered data into delay program, absenteeism and miss-outs.
- ◆ Handled service emergencies. Arranged a support bus to transport customers when needed.
- ◆ Assisted in the training of Transportation Supervisor trainees.
- ◆ Counseled including commendations and criticism to Bus Operators and issues violations when necessary.
- ◆ Ensured the completion of incident and accident reports.

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January 1990 – April 1994

Bus Driver, Central Florida Regional Transportation Authority (LYNX)

- ◆ Performed pre-trip inspection on scheduled buses for mechanical problems.
- ◆ Completed accident and incident reports as necessary at the end of scheduled shifts.
- ◆ Familiar with all routes, streets, LYNX fare structure, and landmarks.
- ◆ Responsible for transporting passengers on regularly scheduled links, observing all state and municipal traffic laws, observing all safety rules and strictly adhering to time schedules.
- ◆ Familiar with LYNX' policies and work rules.
- ◆ Completed defect reports and upon completion of scheduled shifts.
- ◆ Provided exemplary customer service.
- ◆ Operated transit bus in revenue and non-revenue service while in strict compliance with Lynx policies, directives, and procedures and all Federal and Florida traffic laws and regulations.
- ◆ Conducted visual inspection at the end of revenue service to collect lost items.

1985 — January 1990

Correction Officer, Puerto Rico Correction Administration

- ◆ Responsible for protecting inmates and Government property.
- ◆ Responsible for pursuing and arresting escaped inmates.
- ◆ Escorted prisoners between the institution and courtrooms, medical facilities, and other destinations outside the institution.
- ◆ Monitored the activities of prisoners from a centralized control center with closed-circuit television cameras.
- ◆ Reported orally and in writing on inmate conduct.
- ◆ Reported security breaches, disturbances, violations of rules, and any unusual occurrences.
- ◆ Kept a daily log or record of inmate activities.
- ◆ Enforced regulations primarily through their interpersonal communication skills and through the use of progressive sanctions, such as the removal of some privileges.

Special Qualifications

Completed a course in Diversity Awareness
Completed a course in Leadership 2000
Completed a course in Transit Ambassador
Completed Street Supervisor/Dispatcher Training
Trained in Accident Investigations by FHP
Trained in Mass Fatalities, Virginia
Coordinator for the Emergency Support Function - 1
Extensive knowledge of the Lynx service area
Familiar with CAD-AVL
Excellent computer skills (Word, Excel, PowerPoint, Midas-BD, Windows, GroupWise, and Internet, etc.).

Bilingual - Fluent in English and Spanish
Received an award for "Going the Extra Mile"
Mastered all areas of Dispatch /Street Supervision
Primary in the development of Bid Dispatch/Midas-BD
Currently have a valid CDL License and DOT Certification
Responsible for all department BIDS (VAC. & RUNS)
Ability to handle difficult situations
Proven to be a team player
Familiar with Service Restoration
Ability to interact with all levels of the organization
Self-starter

Education

1999 New Horizons Computer Learning Center Orlando, FL

General Computer Course

- ◆ Basic, computer & software courses.

1981 James Monroe High School Bronx, New

General Studies

- ◆ GED/High School Diploma

Jake M. Russell

455 N Garland Avenue
Orlando, FL 32801
(407) 254-6177
jrussell@golynx.com

RELEVANT EXPERIENCE

Central Florida Regional Transportation Authority, Orlando, FL — *Planning Data Analyst*

July 2022 – Present

Lead internal point of contact for the LYNX National Transit Database annual reporting process. Ensure the accuracy and completion of the weekly, monthly, and annual NTD reports by their required deadlines.

Discover, analyze, and visualize trends found in service metrics such as on-time performance, ridership, and productivity.

Maintain accurate database records of service metrics such as revenue hours and miles, ridership, and on-time performance. Compile and distribute data as part of monthly, quarterly, and annual reports for both internal and external needs.

Fulfil various internal and external data requests for items such as grant applications, consultant data needs, and service change analyses.

Conduct damage assessments along bus routes following major weather events.

CHA Consulting, Indianapolis, IN — *GIS Technician I*

September 2020 – July 2022

Provide client support with GIS and asset management for the stormwater and wastewater systems.

Conduct field investigations as needed to keep the stormwater and wastewater GIS system up to date and accurate. Utilize as-built plans, construction drawings, and field drawings to provide accurate updates to the stormwater GIS.

Maintain accurate records of stormwater data for MS4 reporting.

EDUCATION

Mt. Vernon High School Fortville, IN — *Core 40 w/ Academic Honors*

July 2011 - May 2015

Graduated in May of 2015.

Ball State University Muncie, IN — *Geographic Information Systems*

August 2015 – May 2020

Graduated in May of 2020 with a Bachelor of Science in Geography.

SKILLS

ArcGIS Desktop

ArcGIS Online

ArcGIS Collector

ArcGIS Pro

Python

Adobe Creative Cloud

Microsoft Office

AWARDS

**Phi Sigma Kappa – Epsilon Tau
Vice President of Scholarship
(2015 – 2017)** Named Vice President of Scholarship for the Epsilon Tau Chapter of Phi Sigma Kappa.

**Phi Sigma Kappa – Epsilon Tau
Vice President of Accreditation
(2017 – 2019)** Named Vice President of Accreditation for the Epsilon Tau Chapter of Phi Sigma Kappa. During my time as VP of Accreditation our chapter won IFC Chapter of the Year at Ball State University.

Dean's List (Fall 2019) Made the Ball State University Dean's List for the Spring Semester of 2019.

CHA Excellence Award (2022)
Received the CHA Excellence Award in February of 2022.