

Mayor and City Commission:

RE: Vacancy in the Office of City Commission

I am interested in serving on the Dania Beach City Commission until the November 4, 2014 Municipal Election.

I am a bona fide resident and citizen of the City of Dania Beach, resident of the State of Florida; and a citizen of the United States of America; I am duly qualified to vote at City, State and National Elections; I am over the age of twenty-one (21) years; and I have resided in the City of Dania Beach for at least one (1) year, as evidenced by voter's registration documentation.

Printed Name: Bobby N Waters Jr

Signature: Bobby N Waters Jr

Address: 733 SW 3rd St
DANIA, FL 33004

Phone Number: (954) 922-4095

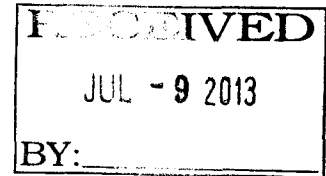
E-mail Address: bwaters24@a.net

Date: 7/2/13

Voter's Registration Number: 110047376

Registration Date: 4/17/1995

Boisy N. Waiters
733 SW 3rd Street
Dania, Florida 33004
(954) 790-7816
bwaiters@usa.net



July 8, 2013

Dear City Clerk,

Based on the criteria you have listed, I believe I am an excellent candidate for the position of City Commissioner for Dania Beach. Please accept the enclosed resume as my application for the position.

I am conscientious in my personal and professional life. I take pride in my work and get considerable satisfaction from doing an assignment well. I cope well with high stress situations and can manage a variety of projects simultaneously. My specific proficiencies include policy and procedure development, marketing, public and community relations, as well as, public speaking and presentation skills. I am seeking a position that offers challenge, responsibility and opportunity.

I look forward to the opportunity to meet with you and discuss our mutual interests. You can reach me at my home phone number (954) 922-4095 or E-Mail me at bwaiters@usa.net, to arrange, an interview at a mutually convenient time.

Sincerely,

A handwritten signature in black ink that reads "Boisy N. Waiters". The signature is written in a cursive style with a large initial "B".

Boisy N. Waiters

Enclosure

BOISY N. WAITERS

733 SW 3rd Street ▼ Dania Beach, FL 33004 ▼ Residence: (954)922-4095

Cellular : (954) 790-7816 ▼ bwaiters@usa.net

MANAGEMENT

EXECUTIVE PROFILE

Conscientious and detail-oriented professional with knowledge of business operations, administrative procedures, and problem-solving. Proven ability to manage multiple projects simultaneously and continuously streamline processes and procedures in deadline-driven environment. Exceptionally well organized with well-developed verbal and written communication skills. Sound judgment and decision-making skills. Recognized at every step of career path for positive attitude and work effort; maintaining highest professional ethics and standards.

Computer proficiency in Microsoft Office Word ▼ PowerPoint ▼ Outlook ▼ Internet Applications ▼ PC ▼ MAC Platforms

AREAS of EXPERTISE

- | | |
|---|---|
| ➤ Conflict Resolution | ➤ Interviewing, Hiring, Retention |
| ➤ Proactive Management | ➤ Strategic Planning |
| ➤ Workflow Planning & Prioritization | ➤ Time & Resource Optimization |
| ➤ Marketing, Public and Community Relations | ➤ Training and Development |
| ➤ Budget Management | ➤ Public Presentations |
| ➤ Multi-Task Management | ➤ Building Key Alliances and Partnerships |

PROFESSIONAL EXPERIENCE

Broward Health Department, Health Educator-Fort Lauderdale, FL (9/12-Present)
Women In Distress/AmeriCorps, Men and Boys Educator-Fort Lauderdale, FL (9/10 - 8/12)
Workforce One, Employment Relations Coordinator-Pompano Beach, FL (12/07 – 6/10)
University of Miami, Director of Undeclared Advising-Coral Gables, FL (2/06 – 10/07)
Broward College, Adjunct Instructor (PT) –Coconut Creek, FL (8/04 – Present)
Dillard High School, Brace Advisor-Fort Lauderdale, FL (2/2001 – 1/2006)
Nova Southeastern University, Academic Advisor- Davie, FL (11/96 – 02/01)

LEADERSHIP & TEAM BUILDING

- ▼ Earned a high level of loyalty from staff and maintained excellent retention rate through fair, consistent evaluations and modeling effective on-the-job performance in administrative matters.
- ▼ Supervised the daily activity of a team of 13 staff members consisting of Job Developers, Business Development, and Placement Department personnel.
- ▼ Built team unity and empowered employees to achieve corporate goals establishing the team as being recognized as a cohesive division.

POLICY DEVELOPMENT & ADMINISTRATION

- ✔ Provided strong organizational leadership and active participation in business development by offering tactical direction to enhance business plan.
- ✔ Applied state employment laws to ensure compliance with regulations and minimize company's legal liability.
- ✔ Managed through an extensive period of reorganization as the company redefined itself, repositioned its market focus, upgraded executive team, expanded, diversified, and virtually reinvented itself.
- ✔ Review current developments, literature and technical sources of information related to job responsibility.

TEAMWORK & COLLABORATION

- ✔ Worked closely with senior management on strategic planning, program direction, and funding. Partnered with community groups and social service agencies in services administration in order to build strong alliances.
- ✔ Boosted staff performance through improved training and accountability. Played a key role in the hiring of new staff members, directed staff training, development and conducted performance reviews.
- ✔ Worked as liaison in assisting outside agencies adheres to policies and procedures.
- ✔ Organize special events and functions that recognize and promote business and community involvement.

TEACHING & MENTORING

- ✔ Prepared training materials and delivered courses for students in all stages of life—children, college students and adult learners.
- ✔ Provided advisement to students to assist them in meeting their personal goals.
- ✔ Counseled students to help them solving academic problems, conflicts and concerns by directing them to make use of university support services.
- ✔ Responsible for teaching SLS Courses to multi-cultural students.
- ✔ Coordinate and facilitate intimate partner violence prevention curricula to men and boys specific groups, including high schools, clubs, juvenile detention centers, etc. Facilitate male support groups.
- ✔ Coordinate and facilitate parenting groups for healthy relationships.

EDUCATION & CREDENTIALS

- ☞ **BARRY UNIVERSITY**— Miami, FL
Masters in Higher Education and Administration
- ☞ **WEST VIRGINIA STATE UNIVERSITY**— Institute, WV
Bachelor of Arts Degree, Sociology

VOLUNTEERING EXPERIENCE

- ▼ **Youth Services Coordinator**- Ascension Peace Presbyterian Church ▼ HIV/AIDS Awareness, Substance Abuse ▼ Gang Awareness ▼ Health Education ▼ Peer Motivation. Coordinated the following Conferences: ▼ Leadership, Cultural Diversity, Conflict Management (6/2002 – Present)
- ▼ **West Virginia State University**(Alumni Recruiter) - (6/2004 – Present)

MILITARY SERVICE

- ▼ Psychology Technician (E-6), United States Air Force, Reserve (1985 – 2003)
- ▼ Food Service Specialist (E-3), US Air Force, Active Duty (1983 – 1985)

COMMUNITY AFFILIATIONS AND ACTIVITIES

- ▼ Florida Council Against Sexual Violence, Board Member
- ▼ Broward County School Board Black Male Graduation Rate Task Force, Board Member
- ▼ City of Dania Airport Advisory, Board Member
- ▼ City of Dania Human Relations, Board Member
- ▼ College Garden Neighborhood Association, President
- ▼ College Garden Neighborhood Association, Second Vice President
- ▼ College Garden Neighborhood Association, First Vice President
- ▼ West Virginia State University Alumni Association, President
- ▼ Phi Beta Sigma Fraternity Inc., President
- ▼ NAACP, Member
- ▼ Urban League, Member and Mentor
- ▼ Ascension Peace Presbyterian Church, Elder
- ▼ Hollywood Hills H. S., MacArthur H. S., Nova H. S., Assistant Varsity Basketball Coach
- ▼ YMCA youth basketball league, Volunteer Coach
- ▼ Women In Distress, Volunteer