



CHIQUITA D. MOORE, BS

 LinkedIn Profile:

<https://www.linkedin.com/in/chiquita-moore-45455235/>

E-mail: chiquitaletcher@gmail.com ♦ Mobile: 904-233-1795

OPERATIONS ♦ GOVERNMENT RELATIONS ♦ LEADERSHIP

Self-motivated senior leader with a “can do” attitude and 10+ years of experience inclusive of public and private sector roles; skilled local government professional prepared to assist the City of Jacksonville’s City Council in accomplishing its vision of making it the best place to live, work, play and visit!

COMPETENCIES

Information Management | Strategic Planning | Regulatory Compliance | Scheduling | Budgeting
Data & Documentation Management | Office Procedures | Research & Analysis | Training
Communications | Negotiations | Media Relations | Professional Correspondence
Meetings Management | Project Planning & Coordination | Speech Preparation

PROFESSIONAL EXPERIENCE

CITY OF JACKSONVILLE

2015 – present

Operations Director of Neighborhoods Department

2019 – present

- Provide and maintain budget preparation for the Neighborhoods Department under the leadership of the Director
- Serve as official signatory for Housing and Community Development Division, 630-CITY and the Neighborhood Services Office as well as all other divisions upon the absence of the Director
- Provide the Administration with information and research analysis as needed to conduct departmental affairs
- Oversee the management of personnel and payroll of assigned divisions by the Director
- Legislative tracking from introduction through final action for assigned divisions’ legislation
- Demonstrate leadership when evaluating, developing and motivating staff

Intergovernmental Affairs Liaison to Administration

2018 – 2019

- Established consistent internal and external communications and messaging between the Administration, City Council, and constituents
- Collaborated with the local, state, and federal government affairs teams to act quickly but tactfully to address emerging issues
- Supported both the federal and state lobbying efforts
- Oversaw Boards and Commissions, including but not limited to recruiting and interviewing

Executive Council Assistant

2015-2018

- Maintained files of all correspondence, reports, legislation, and other items in accordance with all public records laws, in manner prescribed by the Council Member
- Processed complaints received by the Council Member’s office as directed by the Council Member and followed up on or intervened to determine status, resolution or action taken by the affected administrative department or agency

- Conducted research on pending legislative items, prepared speeches and made presentations when so directed by the Council Member
- Maintained project files and met with administration representatives and constituents to coordinate projects on behalf of the Council Member
- Monitored and kept records regarding expenditures
- Assisted the Council Member in developing legislative programs and proposals, including soliciting input from the community, and coordinating with the Office of General Counsel
- Prepared honorarium resolutions or certificates and coordinated all aspects of presentation

CITIBANK

Jacksonville, FL
2004 –2013

Assistant Vice President of Operations

- Hired, retained, evaluated, and compensated managers
- Provided direction for working towards achieving company's mission statement
- Developed a protocol to be followed by the board while communicating with the senior managers and CEO
- Hired auditors and oversaw auditing process

EDUCATION

JACKSONVILLE UNIVERSITY
Master of Public Policy

Jacksonville, FL
2022

UNIVERSITY OF NORTH FLORIDA
Bachelor of Science in Psychology, summa cum laude

Jacksonville, FL
2011

FLORIDA STATE COLLEGE AT JACKSONVILLE
Associate of Arts

Jacksonville, FL
2009

ESSENTIAL CAREER ATTRIBUTES

Inspirational Leader
Detail-oriented
Integrity
Accountability

Loyalty
Adaptability
Solutions-oriented
Sound Decision-maker

Objectivity
Team Motivator
Compliant
Collaborative

KEY SKILLS

- MS Office Suite
- Google Suite
- Web Conference Technology
- Report Writing
- Time Management
- Problem-solving
- Socially Tactful
- Internet & Social Media Savvy

PROFESSIONAL MANTRA

*Whether you think you can, or you think you can't – you're right. —Henry Ford
I always choose to think we can!*