

Chiquita D. Moore

chiquitafletcher@gmail.com •

11 East Forsyth St., Apt. 1301, Jacksonville, FL 32202•

904-233-1795

Objectives

Innovative and passionate business professional with over 20 years of corporate expertise, training and development, project management, strategic and community planning experience looking to gain the necessary education and training at Jacksonville University to begin a career as a Public Administrator.

Summary of Skills

- Self-motivated and experienced management professional
- Detail-oriented with ability to handle multiple projects
- Ability to fulfill organization's mission statement
- Ability to plan and manage projects
- Experienced in drafting reports and letters and creating presentations on MS Office applications
- Skilled in raising funds for the company
- Skilled in assessing and directing the business activities of the company
- Superior leadership qualities and team person

Education

University of North Florida

Bachelor of Science in Psychology

2011

- Psi Chi Member
- National Honor Society
- Who's Who Among American College Students
- Vice President of Black Student Union

Florida State College at Jacksonville

Associate of Arts

2009



Experience

City of Jacksonville | 117 West Duval St., Suite 400, Jacksonville, FL 32202

Intergovernmental Affairs Liaison to the Mayor | *May 21, 2018 - Current*

- Monitors state and local legislative, judicial, and regulatory activity affecting local government
- Serves as liaison for the Office of the Mayor to the Office of the City Council to 9 City Council Members
- Conducts analysis of public policy proposals and provide recommendations to Intergovernmental Affairs Director.
- Provides customer service to Council and constituency by responding to information inquiries, assisting with interdepartmental correspondence between offices, and providing additional assistance upon request
- Assists to development Boards/Commissions recruitment strategy
- Identifies prospective candidates using a variety of channels
- Researches into potential board/commissions appointee background
- Conducts confidential interviews with potential boards/commissions candidates
- Presents shortlisted candidates
- Presents detailed candidate profile summaries to Director of Intergovernmental Affairs for consideration
- Builds long term relationships with board/commissions members and Board staff

City of Jacksonville | 117 West Duval St., Suite 425, Jacksonville, FL 32202

Executive Council Assistant *July 1, 2015 – May 20, 2018*

- Maintained files of all correspondence, reports, legislation, and other items that must be maintained in accordance with all public records laws, in manner prescribed by the Council Member may direct.
- Processed complaints that are received by the Council Member's office as directed by the Council Member and follows up on or intervenes in such complaints to determine status, resolution or other appropriate action taken by the administrative department or agency to which the complaint is referred.
- Conducted research on pending legislative items, prepare speeches and make presentations when so directed by the Council Member.
- Maintained project files as directed by the Council Member and meets with administration representatives and constituents to coordinate projects on behalf of the Council Member.

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- Monitored and keeps such records as are necessary 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 for drafting of same.
- Prepared honorarium resolutions or certificates as directed by the Council Member, and coordinates all aspects of presentation of same.

Citibank | 14000 Citicards Way, Jacksonville, FL 32258

Assistant VP of Operations *January 2004 – April 2013*

- Hired, retained, evaluated, and compensated managers
- Provided direction for working towards achieving company's mission statement
- Established a governance system based on the projects
- Developed a protocol to be followed by the board while communicating with the senior managers and CEO
- Maintained the assets of the company in good order and protected investors' money
- Hired auditors and oversaw auditing process

Georgia Department of Corrections | 2989 Rock Quarry Road, Zebulon, GA 30295

Senior Correctional Lieutenant *August 1996 – December 2003*

- Supervised, guided, and/or instructed the work assignments of subordinate staff
- Performed as shift supervisor of a unit or program
- Maintained custody and security of youth and maintains order in facility
- Supervised and plans work of assigned staff
- Completed administrative paperwork, the preparation and maintenance of records, forms, and reports
- Developed work and security procedures
- Enforced rules, regulations, and state laws necessary for control and management of incarcerates and the maintenance of public safety
- Handled and trained canines for tracking, search and rescue, guard duty and detection of contraband
- Inspected, inventoried, maintained physical control of, logs keys, tools, weapons and related equipment
- Maintained knowledge of, comply with, and enforce all institutional policies, rules, procedures, and regulations
- Maintained order, discipline, and security within assigned areas in accordance with relevant rules, regulations, policies and laws

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- Conducted hearings of disciplinary infractions
- Observed conduct and behavior of youth to prevent disturbances and escapes
- Provided support in training, selecting, and orienting subordinate security staff
- Read and reviewed information relevant to the specific population to identify issues that require special attention
- Responded to emergencies

References

Available upon request.