

BERNADETTE D. SMITH

Jacksonville, FL 32208

(904) 838-6406 – twouuni@yahoo.com

PROFESSIONAL SUMMARY

Resourceful manager offering a history of successful coordinating and monitoring operation across various departments. Effective leader and problem-solver dedicated to streamlining operations to decrease cost and promote organizational efficiency.

SKILLS

- | | |
|-------------------------------|------------------------|
| • Flexible and adaptable | • Excellent work ethic |
| • Collaboration | • Decision making |
| • Conflict resolution | • Granicus Software |
| • Customer service | • TABS Software |
| • Self-motivated professional | • Edocs Software |
| • Microsoft Office | • Kentico - Webpage |

WORK HISTORY

06/2022 to Present

Office Administrator

City of Jacksonville, Office of General Counsel – Jacksonville, FL

- Manages the TABS billing system including but not limited to running reports, opening/closing matters, processing billing inquiries from departments and independent agencies and year-end close out.
- Process settlement checks, travel requests and invoices
- Deposits payments of General Counsel invoices
- Encumbers funds as needed
- Collects outstanding payments from independent agencies
- Prepares annual property report
- Tracks vacancies on position control
- Meets with Deputies and Chiefs regarding vacancies
- Purchases office supplies, creates blanket or purchase orders and obtain quotes
- Oversees the Office of General Counsel website and updates as needed
- Monitor and approve timesheets, personal leave and overtime for employees
- Updates Office of General Counsel webpage, using Kentico
- Provides assistance to the Duval Delegation as needed
- Maintains inventories of office items such as computers, printers, cell phones, etc.
- Assist with public records requests
- Performs related work as required

08/2021 to 05/2022

Legislative Services Manager

City of Jacksonville, Legislative Services – Jacksonville City Council – Jacksonville, FL

- Research and respond to public inquiries
- Draft letters, memorandums, meeting minutes and various correspondence
- Receive and process legislative bills and amendments for official action
- Receive and process public service requests
- Developed and prepared reports, charts, etc. to track and organize information
- Provide customer service to Council Members and the public
- Monitor and approve timesheets, personal leave and overtime for employees
- Ensure adequate office coverage during normal operations and during critical or high-profile Council events
- Provide training, assign, supervise and evaluate work performed by Legislative staff

05/2021 to 08/2021 **Legislative Assistant II**

City of Jacksonville, Legislative Services – Jacksonville City Council – Jacksonville, FL

- Supervised daily operations of Legislative Assistant I
- Provide direct support to City Council Members and other City Council departments
- Assigned staff to Standing Committees and Board meetings according to meeting schedules, ensuring meetings can run smoothly
- Published notices of pending Council action as required by law
- Prepared and posted official minutes of Council meetings, official records and business correspondence
- Researched, prepared and typed Council and Committee agenda items for accuracy and accessibility through City website

03/2014 to 05/2021 **Legal Assistant**

City of Jacksonville, Office of General Counsel – Jacksonville, FL

- Drafted correspondence for signature
- Drafted 20-30 pieces of legislation per cycle for attorney review for submittal to City Council
- Drafted 15-20 orders per cycle for attorney review for submittal to various boards and commissions
- Input attorney's time and attendance to TABS
- Schedule and coordinate meetings and court hearings for attorneys
- Prepare motions and judgments for review and submittal to Court by attorneys

01/2013 to 02/2014 **Office Manager/Legal Assistant**

Ezell Law Firm, PA – Jacksonville, FL

- Managed office of sole practitioner ensuring smooth operations
- Drafted legal documents to be filed online
- Managed and reconciled general and trust accounts monthly
- Communicated with clients and Clerks Offices (multiple jurisdictions)
- Administrative duties included: payroll, monthly billing and accounts payable/receivable
- Answered and transferred calls from multi-meridian telephone

EDUCATION

06/1984

No degree: Business Clerical/Computer Operations Certificate

Jacksonville Job Corps – Jacksonville, FL

- Professional development completed in Business Clerical

06/1984

High School Diploma

Florida Community College – Jacksonville, FL

- Completed while attending Jacksonville Job Corps
- Some college credits in Accounting

References available upon request