

TAB 6

RESUME

Charles B. Smith
1701 4th Avenue, West Palmetto, Florida 34221
941/720-3013 email: sclccharles@aol.com

EDUCATION: Bachelor Degree: Criminal Justice, University of Central Florida Orlando, FL
Graduate of Palmetto High School, Palmetto, Florida

EXPERIENCE:

Former Palmetto City Commissioner, Three Terms

Vice Mayor, City of Palmetto, Three Terms

Appointed and confirmed to the Florida Human Health Board, District 6 by unanimous Vote of the Florida Senate

Former Metropolitan Planning Commissioner (M.P.O.) Department of Transportation
For Manatee, Sarasota and Charlotte County

Former Member, Advisory Board to the President of Tropicana Corporation, Bradenton, Florida

Manager, Manatee Harvesting Co, Family owned and operated business

Nutritional Marketing Consultant

Certified Bail Bondsman

Certified Private Investigator

Certified Security Consultant

Former Executive Director, Palmetto Youth Center
Former Chairman Board of Directors, 13th Avenue Community Center

Former Minority Recruiter for Manatee County, Big Brothers, Big Sisters of Florida

Commissioner, Community Redevelopment Agency (CRA) City of Palmetto, FL

Chair, Board of Directors Manatee/Sarasota Chapter Southern Christian Leadership Conference (SCLC)

State of Florida, Board Member: Elected to National Board of Directors SCLC

Former, Member Board of Directors Henry Lawrence Youth Foundation, Inc.

Member Brotherhood Ministry

Member, Hands on Hands Children Outreach Ministry
Ordained Deacon Macedonia Missionary Baptist Church

SUBMITTAL FOR CONSIDERATION
AS APPOINTED COMMISSIONER
AFFIDAVIT

I, CHARLES B SMITH hereby swear or affirm that I have been a Legal Resident, as defined in the City Charter, of Palmetto Ward 1 for a minimum of 180 consecutive days immediately prior to October 1, 2011, and that I have been a Legal Resident, as defined in the City Charter, of the City of Palmetto for a minimum of 365 consecutive days immediately prior to October 1, 2011, and that I am an Elector, as defined in the City Charter, as of this date.

Sworn this 7 day of OCTOBER, 2011.

Charles B. Smith

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this Oct 7, 2011 by
(date)

CHARLES B. SMITH who is personally known to me or provided
as identification.

NOTARY PUBLIC-STATE OF FLORIDA
Diane Ponder
Commission #DD999229
Expires: JULY 17, 2014
BONDED THRU ATLANTIC BONDING CO., INC.

Diane Ponder
Signature of Person Taking Acknowledgment/Serial Number, if any

DIANE PONDER
Name

Notary Public
Title or Rank

My Commission Expires: 7-17-2014
Commission Number: DD 999229

RECEIVED
OCT 27 2011
CITY HALL

Charles B. Smith
1701 4th Ave West
Palmetto, FL 34221

October 27, 2011

Mayor/Commission, City of Palmetto, FL

Subject: Letter of Resignation

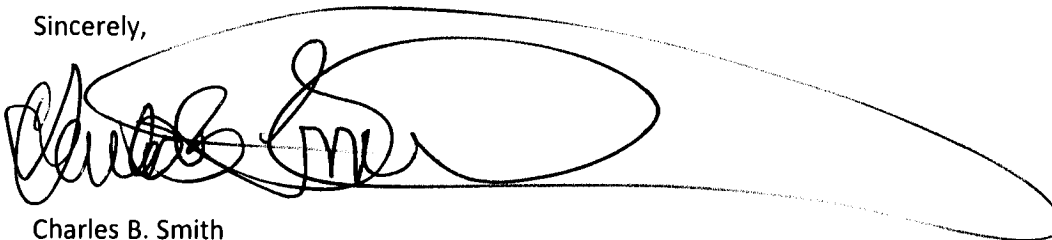
I tender my resignation from the CRA Advisory Board, effective November 5, 2011.

I have applied for the WARD I Commission seat vacancy created when longtime Commissioner Mary Lancaster resigned, effective October 1, 2011. The purpose of my resignation is so that I may be considered for such an appointment and am available to take an Oath of Office, if such is needed.

For the last three years, it has been an honor and a privilege to serve as a CRA Advisory Board member. However due to my interest, It is necessary that I resign at this time.

Thank you for ^{07 years} three of eventful and helpful community service.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read 'Charles B. Smith', with a long horizontal flourish extending to the right.

Charles B. Smith

October 19, 2011

Carolyn L. Higdon

1503 4th Ave W.

Palmetto, FL 34221

Mr. Jim Freeman, City Clerk

cc: Mayor and City Commissioners

516 8th Ave W.

Palmetto, FL 34221

Dear Mr. Freeman,

I am writing to express my interest in the position as Palmetto City Commissioner. I have been approached by my neighbors, friends and co-workers asking if I would consider applying for the position. With much thought, support and encouragement from my community; it is with great enthusiasm that I am submitting my resume.

I am well organized, extremely competent, and have an excellent rapport with people of all ages. My written and verbal communication skills are excellent. As my resume indicates, I have much experience working with parents and children in our community.

I am extremely eager to have the opportunity to discuss the position with you. I was born and raised in Manatee County, lived in Ward 1 all of my childhood and decided to make it my home after retirement from the military.

I am confident that I bring the right skills and talents to the position. Thank you for your time and consideration.

Sincerely,


Carolyn L. Higdon

Enclosures: Resume, Affidavit and Form 1

Carolyn L. Higdon

1503 4th Ave W., Palmetto, FL 34221

c: 941-405-9981 e: vonnies1503@hotmail.com

Objective

To acquire a challenging position as a Palmetto City Commissioner and contribute to the enhancement of the quality of life for citizens while reflecting community values with leadership that is reasonable, ethical and visionary.

Employment History

Prevention Specialist, Bradenton Boys & Girls Club, 2010 – present

- Ensure courses and activities adhere to science-based guidelines and grant requirements
- Present courses of the SMART MOVES programs
- Maintain frequent contact with external community groups, schools and others
- Develop collaborative partnerships with public, civic groups and social agencies

Amer-I-Can Facilitator, Harllee Middle School, 6423 9th Ave W., Bradenton, FL 2008 – present

- Present program curriculum to ensure that trainees meet program objectives
- Train, support and mentor trainees
- Maintain case management files
- Counsel trainees on expectations
- Submit required monthly report

Secretary/Bookkeeper, P.E.A.R.L.S, Bradenton, FL, 2006 – 2008

- Worked directly with Project Director on tasks and functions
- Assisted Project Director in organization and maintenance of project documents
- Maintained project budget
- Organized and completed tasks as requested in a timely manner
- Supervised office staff
- Facilitated Parenting classes to parents of students enrolled in Title 1 Schools

Unit Director, Palmetto Youth Center 501 17th St. W. Palmetto, FL, 2003 – 2006

- Assisted Executive director in writing of grants and budget planning
- Submitted state mandated reports to the Department of Children and Family Services

- Developed program curriculum
- Planned and implemented developmental programs, based on observation of individual children
- Conducted scheduled meetings or conferences to discuss goals, policies and improvements
- Supervised and trained staff
- Maintained a safe, clean and appealing environment

Senior Non-Commissioned Officer, United States Army, Ft. Huachuca, AZ, 1977- 2003

- Supervised forty multi-service personnel
- Responsible for day to day operation of the Morse Code school
- Administered , coordinated supervised academic training
- Maintained budget for facility
- Developed lesson plans for continuing education for assigned personnel and students

Education

Director Credentials, Level II

FCCPC Initial Verification, Birth-Five

Master Instructor

Paralegal Bachelors Degree

Kaplan College for Professional Studies

3.74 GPA

SUBMITTAL FOR CONSIDERATION
AS APPOINTED COMMISSIONER
AFFIDAVIT

I, Carolyn L. Higdon, hereby swear or affirm that I have been a Legal Resident, as defined in the City Charter, of Palmetto Ward 1 for a minimum of 180 consecutive days immediately prior to October 1, 2011, and that I have been a Legal Resident, as defined in the City Charter, of the City of Palmetto for a minimum of 365 consecutive days immediately prior to October 1, 2011, and that I am an Elector, as defined in the City Charter, as of this date.

Sworn this 17th day of October, 2011.

Carolyn L. Higdon

STATE OF FLORIDA
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this Oct 17, 2011 by Carolyn L. Higdon who is personally known to me or provided as identification.

Darlene M. Kennedy

Signature of Person Taking Acknowledgment/Serial Number, if any

Darlene M. Kennedy

Name

Secretary

Title or Rank



My Commission Expires: _____

Commission Number: _____