

Police Advisory Council
Applicant Package - Member

Police Advisory Council - Member

Term:21 Jan 2023 - 21 Jan 2026

Positions Available: 1

Number of applicants in this package: 3

- Baumgartner, Kurt
- Bellis, Pat
- Trask, Amanda

Name :Baumgartner, Kurt

Address :3612 NW 31st Ter, Gainesville, FL, 32605

Email :kurt@devinecorp.com

Board Name :Police Advisory Council

In what city district do you live? :

District 2

Employer :

Retired

Phone Number :

3523751440

Occupation :

Retired

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.) :

I believe that the local citizens need to keep up on all the police procedures and should provide oversight to the department.

How many terms have you served on this board previously? :

0

Disclaimer:

Under Florida law, all information, including e-mail, written letters, documents and phone messages, sent to the Gainesville City Commission are subject to Public Records law. This includes the sender's e-mail address, home address or phone number if shown in the message, the content of the message and any associated attachments to the mail.

Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119? :

No

Have you been removed from any advisory board for attendance, behaviour or another reason? :

No

Disclaimer:

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Optional: Gender :

Male

Optional: Ethnicity :

Caucasian/Non-Hispanic

Are you a City of Gainesville Employee? :

No

Are you a City of Gainesville Intern? :

No

Are you currently on a City Advisory Board/Committee? :

No

Some of the boards and committees appointed by the City Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement? :

Yes

Do you affirm that your personal and business (if applicable) affairs within the City of Gainesville and Alachua County are in substantial compliance with all city and county regulatory and taxing authorities rules and regulations? * :

Yes

Do you agree with the following statement? Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Advisory Board Handbook." * :

Yes

Do you agree with the following statement? I understand that this completed application is the property of the City of Gainesville, is subject to public record requests and I hereby certify that the statements made on this application are true and correct. :

Yes

Time of Submission :03/10/23 11:47:38 AM

Attachments:

- Baumgartner Kurt Resume.pdf

KURT O. BAUMGARTNER
3612 NW 31st TERRACE
GAINESVILLE, FL 32605
(352) 375-1440 (h)
(352) 378-3713 (c)
kurt@devinecorp.com

INFORMATION MANAGEMENT

Variety of experience in corporate and academic information centers. President of The Devine Corporation, Inc.; an information service company specializing in intellectual property and business information. Ran Information Center and Competitive Intelligence group. Experienced in Intellectual Property, Technology Transfer, Online Searching, General Reference & Bibliography. Knowledgeable in Commercialization, Licensing, Networking, and Optical Technology. Screen Printing

CAREER HIGHLIGHTS

THE DEVINE CORPORATION, INC. President

July, 1996 – Present

P.O. Box 357891 , Gainesville, FL 32635-7891 (352) 378-3713

www.devinecorp.com

The Devine Corporation, Inc. is a Florida based corporation designed to provide information services to companies, individuals, universities and government agencies.

- Provide patent and market information to inventors and inventor groups
- Provide intellectual property and prior art information to patent and trademark attorneys, universities, companies and private individuals.
- Provide scientific information to university and government agencies
- Marketing consultant to Office of Technology Licensing, University of Florida
- Marketing and patent search services to the Oak Ridge National Laboratory
- Provide demographic and business information to private and public companies
- National Cancer Institute contract for Trademark searching and watching
- CDC contracts to perform Patentability & Marketability evaluations on Employee Invention Reports
- NIH contract to perform Patentability evaluations on Employee Invention Reports
- Helped develop marketing and database strategies for the National Cancer Institute's CancerLit
- US Army Research to perform Patentability searches
- Beta-tested Dialog Corporations Internet DialogClassic search engine
- Website design for OTL-UF

WALMART

May, 2015 -- Aug., 2018

2900 SW 42nd St., Gainesville, FL 32608 (352) 371-3171

Part-time/Full-time

- Customer Service/Money Center Associate
- Process cash transactions of over \$20,000 daily
- Walmart.com
- Layaway
- Overnight Stocker for several departments
- Cashier

WALMART (con't)

- Zoning coordinator for several departments
- Supervise several Labor Ready temp employees
- Overnight stocker
- Unloader/daytime stocker

ATLAS SCREEN PRINTING

131 SE 10th avenue, Gainesville, FL 32605

(352) 376-7646

January, 2014 - November, 2014

- Print shirts, tote bags, signs
- Clean print screens
- breakdown press at end of job, put-up screens for new job
- Pull completed shirt off press, catch dried shirts
- Maintain records of completed jobs
- Phone sales and marketing

COLUMBIA COUNTY PUBLIC LIBRARY

308NW Columbia Ave, Lake City, FL 32055

(386) 758-2101

January, 2013 - July, 2013

- Man Reference desk 30+ hours per week
- Maintain website on SIRSI
- Review literature to make collection recommendations
- Weed collection and make recommendations for replacement materials
- Principle contact for ACCESS for unemployed and indigent
- Aid residents with the use of public computers

EASY REST ADJUSTABLE BEDS

4719 Oak Fair Blvd., Tampa, FL 33610 (800) 827-0195

January 2012 – September, 2012

- In-home presentations of adjustable beds

SOUTHERN TECHNOLOGY APPLICATIONS CENTER (STAC)

January, 1994-June, 1996

College of Engineering, University of Florida, Alachua, FL

STAC coordinates NASA's Southeast Regional Technology Transfer Center (RTTC) working with Federal, State, University and individuals in commercializing and licensing technologies for the southeast United States.

Director - Information Services-in Technology Transfer environment of a cooperative agreement among university, Federal, state and private entities.

Provide informational and technical support for licensing and commercialization projects. Assist in intellectual property needs of Federal, state, university and individual clients. Support Federal agencies with classified and unclassified informational services.

- Supervised one full time librarian/researcher
- Manage client-based fee service information center and library.
- One of three members of a team that developed new non-exclusive license to be used by the Kennedy Space Center for NASA technologies.

Page 3...K. Baumgartner

- Part of a group that reviewed Employee Invention Reports for NASA Marshall Space Center
- Provided prior art, patent information and potential partner lists for licensing and commercialization activities to the Office of Technology and Licensing at the University of Florida.
- Assisted teaching in several MBA classes on information resources for business professionals.
- Contract project director to provide unclassified information to Federal defense agency concerning foreign influence on US corporations. Prepare contract cost proposals.
- Maintain Information Resource Center for southeast region of NASA Technology Transfer Center.

PITMAN-MOORE, INC., Terre Haute, IN

1984-1993

A leader in the Animal Health field and a major, wholly-owned subsidiary of the IMCERA Group.

Director - Competitive Intelligence & Technical Information Analysis in the Library/Information Sciences Department. Group provided services for over 3500 company employees world-wide.

Developed and maintained internal scientific, financial and business databases and collections, for corporate planning and R&D operations. Created competitive analysis reports for the planning & research groups. Assisted in the design and implementation of a fully automated global information resource system.

- Supervised two library specialists and two support staff
- Review employee inventions for patentability and intellectual property issues prior to patent filing
- Prepared trademark reports on all suggested and pending corporate trademarks
- Developed and ran only Competitive Intelligence function in R&D. Supplied competitive information to business groups.
- Located new technologies and potential corporate partners for licensing for the Business Development group of IMCERA.
- Located new corporate partners for licensing for the mining technologies & products of IMC.
- Developed system to track and evaluate new technologies, capabilities and facilities within the animal health industry in general and Pitman-Moore specifically.
- Procured and analyzed new systems, equipment and software to facilitate information handling.
- Brought optical disc WORM technology and CD-ROM production technology and their applications to corporate, library and product databases.

UNIVERSITY OF NORTH DAKOTA, Grand Forks, ND

1982-1984

Public Services Librarian for a medium sized academic library serving a population of 11,000 students and 625 faculty. Managed Chemistry, & Math/Physics branch libraries. Served as faculty liaison and coordinated materials selection for the Biological, Chemical and Physical Sciences. Taught a Library Skills course which carried graduate credit. Supervised a total of 3 FTE student library assistants in chemistry & physics libraries

WISCONSIN REFERENCE AND LOAN LIBRARY, Madison, WI

1980-1982

Library Services Assistant in the state interlibrary loan clearinghouse library serving all of the public libraries in the state of Wisconsin.

- Performed general reference resource searches on in-house collections.
- Retrospectively catalogued library collection
- Performed ILL source searches on OCLC
- Assisted in materials selection and program coordination for state inmate reading program
- Developed specialized search strategies for online search system

WISCONSIN CHATEAU/ROSANNO PIZZA, Madison, WI

1976-1980

Owner of fund raising company working with non-profit organizations to offer products for resale to raise funds.

EDUCATION

University of Wisconsin-Madison
Library Science Department
M.A., Library Sciences

University of Wisconsin-Madison
Department of Agronomy
Doctoral Work, Genetics/Plant Breeding

Southern Illinois University-Carbondale
Department of Botany
M.S., Genetics/Botany

Southern Illinois University-Carbondale
B.A., Biological Sciences

PROFESSIONAL DEVELOPMENT

Associations:

GAIN – Gainesville Area Innovation Network (since 1994)

- Secretary (1996-2005)
- Special Events Coordinator

Special Libraries Association (Since 1984-1997)

- Vice-President, Indiana Chapter
- Program Committee, Indiana Chapter
- Business Manager Biofeedback ((Biological Sciences Division Newsletter)

North Dakota Library Association - 1982-1984

- Secretary - Academic Libraries Division

Coursework:

- One-day Dale Carnegie Salesmanship course (1996)
- The Dale Carnegie Course (1995)
- Continuing Education Courses in Technology Transfer Opportunities, Advanced Optical Technologies, Business Information Sources, Patent information Sources, and Competitive Intelligence.
- Courses in CD-ROM Development and Optical vs. Micrographics Technology.
- P&C underwriting course

Other:

- Governor's Taskforce on Library Automation in Indiana (1990-1991)
- Several publications and presentations at national library conferences
- Secondary Teaching Certification – Wisconsin (1972-1982)
- Substitute teaching - secondary level in Gainesville

Name : Bellis, Pat

Address : 4725 NW 29 Ter, Gainesville, FL, 32605

Email : pbellis317@gmail.com

Board Name : Police Advisory Council

In what city district do you live? :

District 2

Employer :

Retired

Phone Number :

1234567890

Occupation :

Retired

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.) :

See Attached Letter

Would like to keep updated on crime and the resources available to help reduce it in our city.

How many terms have you served on this board previously? :
0

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Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119? :

No

Upload additional documentation if necessary :

- Ballis Pat Letter.pdf

Have you been removed from any advisory board for attendance, behaviour or another reason? :

No

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Optional: Gender :

Female

Optional: Ethnicity :

Caucasian/Non-Hispanic

Are you a City of Gainesville Employee? :

No

Are you a City of Gainesville Intern? :

No

Are you currently on a City Advisory Board/Committee? :

No

Some of the boards and committees appointed by the City Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement? :

Yes

Do you affirm that your personal and business (if applicable) affairs within the City of Gainesville and Alachua County are in substantial compliance with all city and county regulatory and taxing authorities rules and regulations? * :

Yes

Do you agree with the following statement? Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Advisory Board Handbook." * :

Yes

Do you agree with the following statement? I understand that this completed application is the property of the City of Gainesville, is subject to public record requests and I hereby certify that the statements made on this application are true and correct. :

Yes

Time of Submission :03/10/23 12:01:51 PM

Attachments:

- Ballis Pat Resume.pdf

4725 NW 29 Terrace
Gainesville, Fl. 32605

Patricia Bellis

(352) 281-0129
e-mail: pbellis317@gmail.com

Qualifications:

Excellent organizational and planning abilities
Experienced with MS Word, MS Excel, Power Point, and Photoshop in Windows 2000/XP environment.
Extensive supervisory and customer service experience.
Ability to adapt to new surroundings and capable of working well with others.

Education: B.A. History, minor in Mathematics/Sociology, Seton Hill College, Greensburg, Pa.
AA Animal Technology, Biscayne Paramedical Institute, Miami, Fl.
Post Baccalaureate work, University of Florida, Nutrition

Experience:

Jan, 2011- 2016 Winn-Dixie Hope Lodge
Volunteer Manager
Recruit, Train and Retain volunteers
Responsible for scheduling
Responsible for Special Events

Oct, 2007 – Dec, 2011 Haven Hospice
Assistant Volunteer Manager
Supervise five employees
Responsible for Department Operations
Responsible for coordinating Care Center & Office Volunteers

Jan, 2007 – Oct, 2007 Volunteer Center of North Central Florida
Interim Director
Responsible for grant proposals, submissions, updates
Accountable for payroll taxes and insurances
Responsible for [www.volunteergainesville](http://www.volunteergainesville.com) website information
Conduct Volunteer Management Course and other seminars
Supervision of one employee and three interns

2005- Jan 2007 Volunteer Center of North Central Florida
Agency Relations Director
Responsible for recruitment and referral of volunteers to non-profit organizations.
Responsible for the recruitment and training of GatorTeens.
Create liaisons with community agencies and present the 1800volunteer.org website.
Act as a liaison for the Center with all civic clubs, business, student groups and other groups interested in volunteering in our area.

2003 – 2005 Alachua County Humane Society
Volunteer and Event Coordinator
 Responsible for the development, recruiting and training of volunteers.
 Organized and coordinated events enhancing community education.
 Conducted animal behavior evaluations and behavior consultations.

2002-2003 Alachua County Animal Services
Senior Office Assistant
 Responsible for data entry of incoming and outgoing animals.
 Created a dog training Saturday course for adopted dogs.
 Established a volunteer curriculum for volunteers.

2000 -2002 Robrick Nursery
Office Shipper Clerk
 Accountable for the input of orders and the shipment of plants throughout the USA.
 Responsible for accurate payroll sheets.
 Conducted new employee orientation and oversaw all mandated paperwork

1997 – 2000 North Florida Regional Medical Center
Production Supervisor
 Planned and implemented departmental capital and fiscal budget.
 Maintained food, supply and equipment inventories.
 Supervised food production and planned menus for the entire hospital.
 Directed employee-training activities.
 Planned and implemented HAACP/Sanitation Program

1980 – 1997 Alachua General Hospital
Production/Buyer
 Responsible for quantity and special events purchasing.
 Maintained accounts payable and controlled inventory.
 Directly supervised six employees.

Assistant Director
 Accountable for purchasing agent and three patient care supervisors.
 Responsible for payroll and staffing assignments.
 Planned cafeteria and patient care menus.

Diet Office Manager
 Managed daily activities of the diet office in a 300 bed hospital.
 Supervised five diet clerks.
 Maintained continuing education for diet office staff.

Diet Office Clerk
 Responsible for the coordination of patient menu requests.

Interests: Alliance of Therapy Dogs -- Tester/Observer; Active Member
 Sunshine Airedalers -- Airedale Rescue Team Member
 Tai Chi Instructor -- Gainesville Senior Center & Oak Hammock

References:

Nick Hauser
Gainesville Senior Recreation Center Director
5701 NW 34 Blvd
Gainesville, Fl 32653
352-265-8739
Nhau0001@shands.ufl.edu

Mary Munson
Retired OR Nurse at Shands
4736 NW 29 Terrace
Gainesville Fl 3605
352--317-9915
memunson@cox.net

Ann Beach-Lucas
Retired Dietitian
3136 NW 45 Ave
Gainesville, Fla 32605
352-372-0539
Lucas1263@bellsouth.net

To: Kristen Bryant

Subject: Letter of Interest in Police Advisory Council

Date: February 5, 2023

You ask why I am interested in serving on the Police Advisory Council and I am happy to reply. I am a single woman, a retiree, a Gainesville Resident for forty years, a homeowner and a senior citizen.

Joining this council will allow me to put an input from a Senior Woman's point of view. It also allows me to learn more about the functioning of our police department and what can I do to help make things better in Gainesville. You may think it is strange that I think sometimes in terms of "dogs", but just like the noble Pit Bull, Rottweiler, German shepherd breeds, they often are labeled bad when in fact it is because of the human and or environmental element that often causes a deviation. So to with our Police Department whose mission is to serve and protect us but who more times than not are bullied and harassed when just trying to do their job. All of us are human and we all have a point where we can and will be challenged.

I believe this council represents the finest definition of transparency. I just wish more people knew about its existed and knew that they are all welcome to attend. Knowledge of the why is power and the key to change

It would be an honor to serve on this council.

Sincerely,

Pat Bellis

Name :Trask, Amanda

Address :4340 NW 48th St, Unit 101, Gainesville, FL, 32606

Email :trask.amanda0214@gmail.com

Board Name :Police Advisory Council

In what city district do you live? :

District 2

Employer :

Santa Fe College

Phone Number :

3528157393

Occupation :

Student

Why are you interested in serving on this board? (Please answer separately for each board you are applying to.) :

I would like to be considered for a place on the Police Advisory Board because its objective is something that I have an academic background in, is something I feel that I can contribute meaningfully toward, and is something I am passionate about pursuing.

I am currently pre-law at Santa Fe College, hoping to transfer to UF's Criminal Justice and Law Program next year. In my time at Santa Fe College, I have made real effective change as the student body's Chief of Staff (and upcoming Student Body President), captained the Ethics Bowl team to Nationals, became a Fellow (and then only Senior Fellow) for the Intercollegiate Civil Disagreement Partnership through Harvard University's Safra Center for Ethics, became a competing delegate for Model Senate, and participated in Emerging and Engaged Leadership workshops.

Additionally, I presented at the Florida Undergraduate Research Conference last year at UCF on Criminal Justice Reform, positing that if we changed our current systems with rehabilitative approaches, we could reduce our recidivism rate by 60-70 percent and rehabilitate offenders. I was also the Lead Presenter for an Ethics Bowl case last year on the ethics and efficacy of budget reform or reallocation of funding for police departments. I discussed issues such as police salary, the Warrior-vs-Guardian training styles, the need for mental health and de-escalation trainings, and more positive neighborly involvement within the community.

Next month, I will be helping to facilitate and moderate conversations at our campus' symposium on criminal justice reform and bringing educational opportunities to incarcerated peoples within our prison systems, and beyond.

Owing to my strong background in civil discourse, ethics, and criminal justice reform, I have a particular interest in public safety issues, law enforcement (and citizen) needs, and in creating-and maintaining- a positive, trusting, healthy relationship with the public. I hope that I can utilize my skills, my passion, and my background to help toward this board's goals. I believe that a bridge to a healthier, brighter relationship with the public can be built through communication, transparency, active listening, and effort. I would like to help be a part of this board to help contribute my skills, education, and passion toward its already-incredible efforts toward equity, accessibility, empathy, and law.

How many terms have you served on this board previously? :

0

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Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119? :

No

If yes, it is required that you submit a detailed explanation of exemption. :

N/A

Have you been removed from any advisory board for attendance, behaviour or another reason? :

No

If you answered yes to the question above, please explain :

N/A

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Optional: Gender :

Female

Optional: Ethnicity :

Caucasian/Non-Hispanic

Are you a City of Gainesville Employee? :

No

Are you a City of Gainesville Intern? :

No

Are you currently on a City Advisory Board/Committee? :

No

If yes, which City Advisory Board/Committee? :

N/A

Some of the boards and committees appointed by the City Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement? :

Yes

Do you affirm that your personal and business (if applicable) affairs within the City of Gainesville and Alachua County are in substantial compliance with all city and county regulatory and taxing authorities rules and regulations? * :

Yes

Do you agree with the following statement? Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Advisory Board Handbook." * :

Yes

Do you agree with the following statement? I understand that this completed application is the property of the City of Gainesville, is subject to public record requests and I hereby certify that the statements made on this application are true and correct. :

Yes

Time of Submission :03/04/23 3:01:50 PM

Attachments:

- Amy J Resume 2023.pdf

—○ AMY J. TRASK ○—

HUMAN RESOURCES DIRECTOR

CONTACT

☎ 352-815-7393

✉ amyjay0214@outlook.com

OBJECTIVE

Dedicated Human Resources Director and Recruiting Specialist with extensive knowledge in management, employee relations, training, and development looking to expand professional portfolio by obtaining a position that will utilize skillset and challenge for professional growth. Highly efficient and well-established in administrative environments that are challenging and fast-paced, I bring creative out-of-the-box thinking, compassionate interpersonal skills, and a wide array of experience to ensure the development of teams that thrive.

SKILLS

- POLICY FORMULATION
- CONFLICT RESOLUTION
- TALENT ACQUISITION
- TEAM RECORDS SYSTEMS
- EMPLOYEE RELATIONS
- TRAINING / DEVELOPMENT

PARTNERSHIPS/ORGANIZATIONS

- CHIEF OF STAFF, SANTA FE COLLEGE STUDENT GOVERNMENT, 2023
- INTERCOLLEGIATE CIVIL DISAGREEMENT PARTNERSHIP, FELLOW, 21-22
- ICDP, SENIOR FELLOW, 2022-2023
- FLORIDA UNDERGRADUATE RESEARCH CONFERENCE, 2022
- INTERCOLLEGIATE ETHICS BOWL, CAPTAIN, 2021
- INTERCOLLEGIATE ETHICS BOWL, CAPTAIN, 2022
- EMERGING + ENGAGED LEADERS, 2022-2023
- ETHICS SLAM, SANTA FE COLLEGE, 2023
- SPRING SYMPOSIUM, SANTA FE COLLEGE, 2023

EDUCATION

Northridge Academy

2011

High school graduate with emphasis on forensic psychology and police studies.

Santa Fe College

2021-2023

PHILANTHROPY/ ACTIVIST WORK

- MISSION TRIP, WORLD VISION, ECUADOR AND GUATEMALA
- MISSION TRIP, IMR, THAILAND AND KENYA
- ADVOCATE, FAMILY LIFE CENTER, 2015-2022
- BREAKFASTS, GAINESVILLE PD, 2020-2023
- BREAKFASTS, GAINESVILLE FIRE, 2020-2023
- MEAL AND FEMININE HYGIENE BACKPACKS, 2020-2023
- PARTNER, PARTNERSHIP FOR STRONG FAMILIES, 2020-2023
- BRANDON PETERS, POLITICAL CAMPAIGN, 2022

—○ AMY J. TRASK ○—

HUMAN RESOURCES DIRECTOR

PROFESSIONAL RECOGNITION

- HEAD TRAINER, OLIVE GARDEN,
2017-2020
- CO-WRITER TRAINING MANUAL,
OLIVE GARDEN, 2019
- SERVICE PROFESSIONAL, BLUE
CARD, DARDEN, 2018-2020
- "GUEST EXCELLENCE" GOLD PIN,
DARDEN, 2020
- "GUEST EXCELLENCE" BRONZE PIN,
DARDEN, 2019
- "SALES EXCELLENCE" GOLD PIN,
DARDEN, 2019, 2020
- "WINE SALES EXCELLENCE", GOLD
PIN, DARDEN, 2018-2020
- HIGHEST INDIVIDUAL SALES IN
REGION, DARDEN, 2018-2020
- LETTER OF RECOGNITION FOR
GUEST EXCELLENCE, DARDEN, 2015

EXPERIENCE

Hotel ELEO at the University of Florida

Interim Human Resources Director

2022

- Determined hiring needs and posted internally through company site and iCims
- Prescreened candidates, negotiated terms, scheduled final interviews
- Sent Gallup assessments, processed background checks and drug screens
- Helped to establish safety plans in case of emergency
- Digitized personnel files and maintained confidentiality of all forms and audits
- Conducted pre-boarding, onboarding, and assigned on-the-job trainings
- Assigned, and ensured completion of, monthly PALMS training for managers, supervisors, department heads, leads, and hourly team members
- Handled and processed coachings, counselings, and terminations
- Coordinated Care Rallies to maintain employee rapport
- Performed department audits to ensure compliance and efficiency
- Helped to write the new CODEX for the Food and Beverage team, which ranged from zero experience to highly trained staff, in compliance policy, resulting in uniform work standards, increased revenue, and increased customer satisfaction

Administrative Coordinator

- Negotiated room and stay rates for the hospital and local universities
- Ensured satisfaction when booking business travel and local negotiated rate clients
- Organized proposals and closed client bookings
- Accounts Receivable accounts: maintaining an organized listing, direct billing, invoicing
- Ensured accuracy, payments, and transfers of house, group, and temporary accounts
- Assigned payment methods to account balances
- Worked directly with sales to ensure banquet rooms are set and deadlines are met
- Performed site visits to high leveled guests
- Worked directly with Accounting Manager to ensure Reasons for Stay, voids, comps, returns
- Ensured that purchasing orders were completed, filled accurately, filed into the F+O system before payments were rendered

—○ AMY J. TRASK ○—

HUMAN RESOURCES DIRECTOR

REFERENCES:

Ann Thebaut

Ethics Bowl / ICDP Facilitator

ann.thebaut@sfcollge.edu

Dr. Claire Orenduff

FURC Coordinator

Lillian.orenduff@sfcollge.edu

Quinn Bowden

Co-worker

(941)893-8149

Seneca Cook

Olive Garden Manager

(352)372-5874

Andrew Veatch

Co-worker

(352) 359-8069

EXPERIENCE

SONNY'S BBQ

ASSISTANT GENERAL MANAGER

2020-2021

As an AGM, I determined hiring needs in the restaurant and posted through internal and external sources. I conducted interviews for Front and Heart of House positions, conducted orientations for new team members, and assigned trainings. I did the scheduling for all team members, oversaw our Merchant Centric scores, and brought the store's numbers up to second in the company through trainings, practices, and positive rewards systems.

I managed and maintained successful shift labor, productivity, and wages. I performed guest recoveries promptly and warmly. I controlled pars on vendor orders and performed nightly, weekly, and monthly inventories. I maintained high food quality by ensuring proper smoke, cook, and hold procedures. I regularly analyzed our P+Ls, ledgers, and TVAs, maintained the location's social media page, and held monthly Shift Leader meetings for our region, where I helped scout and train. I performed open and closing procedures, created and maintained high-performing, excited, compassionate teams that acted with integrity and heart, with acts of kindness in the community. I was the first to develop a team that performed Random Acts of BBQ for the community.

OLIVE GARDEN

HEAD TRAINER, BLUE CARD, SERVICE PROFESSIONAL, MIT

2012-2020

I grew with this company from a host to a manager trainee and service professional. I welcomed guests by name, informed them of promotions and sales, and helped servers upsell popular items by implementing positive reward systems and activities. I managed the floor when necessary, performing managerial functions for team members such as voids, comps, deletions, and discounts. I helped to maintain successful shift labor and managed the expo window to ensure high food quality. I performed liquor and wine inventories, operated POS systems, and handled cash transactions. I assisted in the completion of bar drinks when needed, and monitored guest alcohol consumption and proper procedure follow-throughs.

I maintained regular Gallo Wine Academy trainings to ensure I was utilizing current knowledge when training new team members and cross-training current team members. I performed closing check-outs for Front and Back of House to ensure compliance with food safety protocols, policies, and laws. I created and implemented new incentive programs for the company, became the head trainer, and helped to co-write and teach the new training manual.