

Orlando J. Avila

CONTACT

236 N. 14th Street
Fernandina Beach, FL
32034

904-955-3122

orlando@aaasallc.com

Nassau County BOCC

Dear Commissioners,

In the event that a vacancy was to occur on the Nassau County Planning and Zoning Board I respectfully request consideration to fill that vacancy.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Orlando J. Avila

Enclosure

RCVD COUNTY MGR
24 AUG '20 PM 12:59

8/24/20 Mr. Avila currently serves on the CUVB, however he has indicated he would like to move to the P&Z Board should a vacancy occur.

Orlando J. Avila
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Objective

Professional position with a visionary company or organization in a management or supervisory role.
Opportunity to apply my knowledge and abilities to contribute to organizational success.

Education

University of Central Florida

Orlando, Florida
Bachelor of Arts, August 1999
Major: Public Administration

Columbia Southern University

Orange Beach, AL (Distance Learner)
Masters, Business Administration, October 2011
Concentration: International Management

Work Experience

All American Ship Agents, LLC

Fernandina Beach, FL

Owner, October 2012-Present

Successfully operated vessel agency representing owners, charterers and shippers' interests in respect to the coordination of the entry and exit of commercial vessels loading and/or discharging cargo in port facilities. Responsible for logistical coordination of cargo, tugboats, line handlers, stevedores, regulatory documentation for U.S. Coast Guard and U.S. Customs requirements and timely reporting of vessel activities to all interested parties. Responsibilities also include supervision employees and contractors, communicating with potential clients and customers, developing marketing plans, and soliciting new business from current customers, along with budgeting, billing, and negotiating with vendors.

Green Island Maritime, Inc. (a division of Seaboard Marine, Ltd.)

Fernandina Beach, FL

Vessel Boarding Agent, November 2007-October 2012

Vessel boarding agents represent owners, charterers and shippers interests in respect to the coordination of the entry and exit of commercial vessels loading and/or discharging cargo in port facilities. Responsible for logistical coordination of cargo, tugboats, line handlers, stevedores, regulatory documentation for U.S. Coast Guard and U.S. Customs requirements and timely reporting of vessel activities to all interested parties. Additional responsibilities included communicating with potential clients and customers, mostly in Central and South America, developing marketing plans and soliciting new business from current customers. Successfully won new account for shipment of paper from Port of Fernandina to Chile; assisted in obtaining account shipping heavy equipment via Port of Fernandina to Chile through Seaboard Marine; assisted in obtaining account of new line of business for Seaboard Marine to ship cargo to Ecuador via the Port of Miami and various Gulf port locations.

Florida Department of Corrections

Fernandina Beach, Florida

Correctional Probation Officer, March 2003-November 2007

Certified position supervising caseload of felony offenders placed on probation by the Court. Investigates offender backgrounds, submits written and oral reports to the Court, represents the Department of Corrections. Performs fieldwork as needed ensures compliance with all conditions of Probation ordered by the Court.

Other Positions and Organizations

Florida Foster/Adoptive Parent Association

Internal Vice President 2014-2020,

Oversaw operations and implementation of strategic plan in a statewide advocacy organization representing Foster and Adoptive Parents in the State of Florida

Nassau County Conditional use and Variance Board

Initially appointed in 2010. Most recently re-appointed 2019 through present. Currently serving as chair for 2020.

Languages and Other Skills

Bilingual: Fluent in English and Spanish.

Windows based software such as: MSWord, Excel, PowerPoint, Publisher and Internet applications.

References available upon request.

Dawn L. Bendel

95235 Tanglewood Dr. Fernandina Beach, Fl 32034
 Cell: 216 287-3548 Email: dlbendel@hotmail.com

Dynamic, results-oriented professional with 12 years of progressive responsibility in the areas of financial and operational analysis with emphasis on fraud, waste and abuse – determining efficiency, effectiveness, and program outcome goals. My audits for local, county, and state entities resulted in annualized cost savings of \$43 million dollars.

Strengths include integrity, team leadership, communication (written and verbal), creativity, and analytical ability.

AREAS OF EXPERTISE:

Internal Auditing	Financial Forecasting
Operational Review	Program Outcomes
Regulatory Compliance	Organizational Effectiveness and Structure
Change Management	Risk Mitigation and Analysis
Staffing Efficiency and Planning	Infrastructure Management
Project Budgeting and Scoping	Internal Control Assessment
Certified Spinning Instructor	

PROFESSIONAL EXPERIENCE:**Ohio Lottery Commission- Regulation Manager, May 2012 – August 27, 2019 (retired)**

The regulation manager position includes assisting OLC with the start-up and internal controls of seven racinos in Ohio. The OLC controls include leading and conducting complex racino financial reviews, approving VLT meter adjustments, and performance and review of compliance audits. Provides input into the development of a risk assessment and audit plan, evaluating and testing racino business processes, business control, and identifying areas of risk.

Analyzes and researches potential and existing operations, systems, services and procedures to determine where necessary improvements are needed. Identifies and/or proposes programs, policies, directives to determine feasibility or impact on agency, establishes guidelines and time frames for analysis of programs, operations or procedures; monitors work product and may provide technical assistance to team/unit members. Implements solutions to problems and assists in and/or develops new systems, policies or programs to increase agency efficiency and effectiveness.

MAJOR JOB DUTIES:

- Works with Operations Executive Management to develop priorities, research projects, and training needs.
- Assists in the development of Ohio Lottery policies and procedures, as they relate to racinos that comply with ORC 3770, ORC 3772, HB 386, and Nevada Gaming Rules, as appropriate.

- Monitors racino operations as they relate to all of the above regulations including determining compliance of the racinos internal policies and procedures. These may include Marketing, Promotional, Financial Processing, Cage and Credit, Video Lottery Terminal Operations, Information Technology, Security and Surveillance, Voluntary Exclusion Program, Intercepts and Employee training.
- Develops reports using the gaming system's vendor software including, but not limited to, profit invoicing, meter and financial adjustments, intercept and licensing invoicing, monthly and fiscal year reporting, actual payout reports, and audit reports.
- Presents weekly and monthly invoicing reports to racino management.
- Develops audit plans and conducts compliance audits and financial reviews periodically.
- Consults, as necessary, with gaming system vendor to create or amend report needs.
- Maintains visible presence at racinos to provide support and guidance, as needed.
- In-state travel is required. Out of state travel may be required.

State of Ohio, Auditor's Office – Senior Audit Manager, 2005 - 2012

My position as a Senior Audit Manager included a broad level of project management responsibility for several audits at once (teams of 5 to 10) to find cost savings and revenue enhancements for local and state governments. Each audit team includes an audit manager and staff auditors. The Senior Audit Manager is responsible for audit manager and assistant auditor performance, developing audit budgets, timelines, scope based on risks and to ensure GAGAS compliance. All audits include oral and written communications of audit conclusion to all stakeholders.

- Developed recommendations for cost savings of \$1.4 million each year (five year forecast) for Scioto County: The first county to go into fiscal emergency.
- Developed a capital equipment sharing plan for Lake County (Ohio) that would result in approximately \$5 million dollars in cost savings to 24 communities in Lake County annually.
- Managed several fiscal emergency school district audits throughout the State of Ohio to determine cost savings and develop recommendations in the areas of staffing, benefits, bus transportation and facility management; which resulted in total cost savings of \$4 million dollars annually.
- Audited Franklin County Veterans Commission to review compliance to ORC as it related to the Sunshine Laws that led to a removal of some commissioners.
- Managed several city audits throughout the State of Ohio (City of Cincinnati, City of Maumee, City of Fostoria) that resulted in recommendations in the police, fire, finance and public works departments to improve efficiency by eliminating staffing resulting in cost savings of \$1.3 million to \$3 million dollars each annually.
- Assessed 50 contracts for internal controls and adherence to Ohio Revised Code and industry standards for the Northeast Ohio Regional Sewer District for its contracting process that resulted in process improvement recommendations to its contract management practices.

State of Ohio, Auditor's Office – Audit Manager, 2004 - 2005

Leadership role, reporting to Senior Audit Manager, with a direct audit management responsibility for audit teams of up to 5 professional auditors to find cost savings and revenue enhancements for local and state

governments. The Audit Manager is responsible for audit team (Audit Managers and Assistant Auditors) performance and maintaining government accounting standard compliance.

- Instrumental in helping with the development of the Auditor of State's, Performance Audit Section's strategic long-range plan.
- Direct responsibility for the audit team's analysis of the Streetsboro and Cuyahoga Falls school district's resulting in cost savings of \$3 million dollars annually that included a recommendation to close a school.
- Instrumental in developing an employee survey to increase culture within our organization and work processes.
- Assessed internal controls for the Turnpike Commission that resulted in process improvements to its contract management policies and procedures.

State of Ohio, Auditor's Office – Assistant Auditor, 2000 - 2004

Assistant Auditor role reporting to Audit Manager and Senior Audit Manager with responsibility for specific audit objectives with the goal of improving efficiencies and development of cost savings and revenue enhancements for local and state governments.

- Assessed the pumping and purification processes and staffing of the Mahoning Sanitation District (water treatment) that provides water to 3 cities including Youngstown that resulted in recommendation to establish a SCADA system.
- Analyzed the City of Warren's solid waste program and performed a cost benefit analysis to determine that it was more cost effective to continue to provide this service in-house as opposed to contract out.
- Assessed cities and schools by comparing them to peers and industry standards to make recommendations that total approximately \$3 million dollars in cost savings annually.

EDUCATION:

Masters of Public Administration, 1998 Cleveland State Univ., Cleveland, Ohio

Certified Spinning Instructor –2016 to 2018 (*Fitworks: Highland Hts, Ohio from March 2017 to Current*)

AWARDS:

Certificate of Appreciation (June 2003 and December 2003) for improving internal processes in the Auditor of State's Office and the focus on company vision.

Mission Award (2003, and 2004) given to an employee that most exemplifies the mission of the Auditor of State's Office.

4 Marsh Creek Rd.
Fernandina Beach, FL 32034

Tel: 904 491 9978
Cell: 706 429 4527
Email: mblack210@gmail.com

Michael Black

Experience

Michael Black & Associates, LLP September 2006 -- Present Real Estate Development, Construction Management and Consulting; Expert Witness	Managing Partner	Georgia & Florida
Alpharetta-Black LP and Sautee-Nacoochee Holdings LLC May 1991 – June 2019 Apartment Development and Management	Managing Partner and Member	Atlanta, GA
Marvin Black & Associates, LLC August 1995 – September 2006 Construction Management	Managing Member	Atlanta, GA
Marvin M. Black Company General Contractor January 1985 – August 1995 College Graduation – 1985	President Estimator, Project Manager, Vice President, Executive Vice President	Atlanta, GA

Education

Georgia State University	Master of Business Administration (MBA)	Atlanta, GA
University of Georgia	Bachelor of Business Administration	Athens, GA

Professional Highlights

- Managed a third generation (1934-1995) multi-state construction company to \$100 million (current dollars) annual volume; up to 15 concurrent projects under construction, and 250 employee work force. Successfully completed over \$300 million in contracts. Company performed an average of 25-45 percent of the work on a typical project with its own forces.
- Performed construction work for such clients as: Hyatt Hotels, University of Georgia, Georgia Institute of Technology, States of Georgia and Maryland, Six Flags, U.S. Navy, U.S. Dept. of HUD, Georgia Dept. of Corrections, City of Atlanta, Architect / Developer John Portman, U.S. Dept. of Energy—Oak Ridge, Fulton, DeKalb and Cobb Counties, Georgia; Ringling Bros., Time Warner, Paramount, Rockwell International, Christian City, WAIA-TV, Delta Airlines, U.S. Postal Service, and Hartsfield Jackson International Airport.
- Bid, negotiated and managed construction of 40-story (1,000,000 square feet) high-rise condominium; all poured-in-place concrete frame and architectural shear walls in Buckhead, Atlanta, Georgia.
- International construction projects successfully performed in Japan, Brazil, Germany, and Spain; ventures into Russia and Latvia.
- Negotiated contract and directed the design, manufacture, and construction of the World's Largest and Highest wooden roller coaster amusement park ride (218 feet high; with vertical loop) for Kings Island Theme Park in Cincinnati, Ohio.
- Developer, partner, and development manager for 11 real estate developments: an office building, 4 multi-family apartment properties, 2 senior living facilities, 2 condominium developments, and 2 single-family subdivisions. Managed the development of 2 retail shopping centers.
- Importer of high quality lumber from Russia and Latvia to the United States.
- Elected and served as President of the Georgia Branch of the Associated General Contractors of America (AGC) for 1997-98. Presented the organization's Chairman of the Year Award in 1989 for strategic planning.
- Served as Vice Chair and Chairman of the Gwinnett County Georgia Recreation Authority for 8 years. Awarded the Georgia Recreation and Park Association Volunteer of the Year Award for 1990.
- Certified State of Florida General Contractor.
- Alumnus of American Institute of Constructors / AIC (Constructor Member No. 1905); Professional Construction Estimators Association (PCEA), and Young Presidents Organization (YPO).
- Served as expert witness for the City of New York in winning, multi-million dollar construction case.
- Elected and served as President of the Executive MBA Alumni Club of Georgia State University.
- Participated as guest lecturer on construction topics at Georgia Institute of Technology, and on international business at Georgia State University. Has assisted with graduate program recruitment at Georgia State.

A QUARTER CENTURY OF CONSTRUCTION PROJECTS

PROJECT	DATE	COST
Chattahoochee Cole Trestle, City of Atlanta	1980	\$ 339,666
Grove City Manor Apartments, Charlotte County, FL	1980	2,499,247
I.E.T. Plant-Oak Ridge, TN, U.S. Department of Energy	1980	1,679,196
Cobb County Superior Court Building, Marietta, GA	1980	3,324,795
M-Wing Addition-Oak Ridge, TN, U.S. Department of Energy	1980	616,447
Fazio Golf Villas, Hilton Head Island, SC	1980	1,450,586
7,000 Area Steam Distribution-Oak Ridge, TN, U.S. Dep.of Energy	1980	1,299,241
Outdoor Recreation Facilities-Georgia Institute of Technology	1980	742,332
Sanford Stadium Addition-University of Georgia, Atlanta, GA	1981	9,064,416
Williams Brothers Companies Headquarters, Atlanta, GA	1981	1,280,000
Parkway Plaza Apartments, Atlanta, GA (20 stories)	1981	10,831,170
Cumberland Oaks Apartments, St. Marys, GA	1981	3,667,111
PGA Golf Tournament Modifications, Atlanta Athletic Club	1981	24,195
Tift Towers Apartments, Tifton, GA	1981	2,468,731
Hyatt Regency Atlanta Hotel Renovation's 81, Atlanta, GA	1981	461,565
Sanford Stadium Lighting, University of Georgia, Athens, GA	1981	1,116,974
Vullo Photographic Studio Modifications, Atlanta, GA	1981	120,564
Atlanta Decorative Arts Center Addition, Atlanta, GA	1982	3,836,722
Hyatt Regency Atlanta Hotel Renovations and Remodel 82, Atlanta	1982	361,334
Christian City Elderly Apartments Phase II, College Park, GA	1982	2,551,268
Bennington Towers Apartments, Atlanta, GA (19 stories)	1984	12,455,000
Amberwood Apartments, LaGrange, GA	1984	3,684,016
Atlanta Merchandise Mart Addition 1983, Atlanta, GA (23 stories)	1985	28,084,210
Colony Park Condominiums, Atlanta, GA	1985	5,649,888
Burris Correctional Training Prison, Forsyth, GA	1985	10,285,302
First Security National Bank, Norcross, GA	1985	652,490
Anchor of Atlanta Substance Abuse Hospital, College Park, GA	1985	2,876,762

The Barony Condominiums, Atlanta, GA	1985	4,845,896
Rockwell International Alterations, Duluth, GA	1986	823,196
Atlanta Center Entrance Improvements, Hilton Hotel, Atlanta, GA	1986	109,681
Control-O-Fax Industrial Remodel, Norcross, GA	1986	94,960
Peachtree Plaza Hotel Top Floors' Suites Renovation, Atlanta, GA	1986	1,311,283
First Georgia Bank Cobb Center, Marietta, GA	1986	857,480
HQ/Admin. and Command Center/USN Trident Sub Base, Kings Bay,GA	1986	7,884,922
Christian City Misc. Improvements, College Park, GA	1986	66,993
WXIA-TV Parking Deck, Atlanta, GA	1986	1,115,924
King Springs Village Nursing Home Addition, Smyrna, GA	1986	537,744
Town 8 Theater, Marietta, GA	1986	1,936,491
NE Area Ministries Improvements	1986	27,854
Christian City Congregate Care Center, College Park, GA	1987	6,669,030
Spalding Office Building, Roswell, GA	1987	3,590,641
Park Place Residential Center, Atlanta, GA (40 story high-rise)	1987	43,317,566
Park Place Tower Custom Tenant Work, Atlanta, GA	1988	2,537,168
Airport Mail Facility, Hartsfield International Airport, Atlanta, GA	1988	3,393,104
King Springs Self Care Center, Smyrna, GA	1988	2,653,859
Hunteliff Summit Retirement Apartments, Roswell, GA	1988	16,548,162
Manning Road Elementary School, City of Marietta, GA	1988	2,342,260
Murphy High School Addition & Renovation, City of Atlanta	1988	9,223,345
Christian City Retirement Apart.Phase III, College Park, GA	1988	755,475
North Springs High School Improvements, Fulton County, GA	1988	1,030,321
First Baptist Church of Norcross Family Life Center, Norcross, GA	1988	1,864,684
Rockdale Elementary School, Rockdale County, GA	1988	3,163,549
Duluth Post Office, Duluth, GA	1988	2,032,310
Anchor Atlanta Hospital Day Room Addition, College Park, GA	1988	172,328
Usher Middle School, City of Atlanta	1989	3,676,836
Berkley Lake Elementary School, Gwinnett County, GA	1989	2,809,064
Trickum Road Middle School, City of Atlanta	1989	4,648,994
Hereaus Amersil Fiber Optics Plant Addition, Buford, GA	1989	802,871
Villa International Lodge Addition 1989, Decatur, GA	1989	972,373

Vullo Photographic Studio Fire Repair, Atlanta, GA	1989	18,507
Mt. Carmel Christian Church, Stone Mountain, GA	1990	7,922,920
Christian City Estates Apartments, College Park, GA	1990	2,606,413
Maddox Park Greenhouse, City of Atlanta	1990	742,429
Atrium Parking Deck Modifications, Marietta, GA	1990	284,703
Mt. Bethel Church Addition, Marietta, GA	1090	1,864,830
Hyatt Atlanta Airport Hotel Renov. and Remodel, College Park, GA	1991	1,253,378
Atlanta Christian College Library, College Park, GA	1991	1,163,542
Villa International Lodge Addition, 1991, Decatur, GA	1991	76,311
Michael Street Storage Building, Decatur. GA	1991	128,719
Arbor Terrace Retirement Apartments, Decatur, GA	1991	2,794,534
WCM Sanctuary Balcony Addition, College Park, GA	1992	179,558
Merchandise Mart Tenant Space Demo., Atlanta, GA	1992	185,195
WCM Gym Modifications, College Park, GA	1992	138,160
Atlanta Christian College Loading Dock, College Park, GA	1992	26,169
Baltimore City Jail Modifications, Baltimore, MD, State of Maryland	1993	3,767,743
Atlanta Merchandise Mart Life Safety System Renovation, Atlanta, GA	1993	993,347
WCM New Sanctuary, College Park, GA	1994	5,902,317
Major Amusement Park Ride in Tokyo, Japan	1994	18,000,000
Medlock Crossing Shopping Center, Duluth, GA	1994	478,881
Villa International Lodge Addition 1994, Decatur, GA	1994	261,520
Saddle Creek Apartments, Alpharetta, GA	1995	6,201,739
Major Amusement Park Rides in U.S., Brazil, Germany and Spain	96-00	44,000,000
Villa International Lodge 1998 Addition, Decatur, GA	1998	820,318
Spring Chase Apartments Remodel and Renovation, Stone Mountain, GA	1999	14,394,290
Ashford At Stone Ridge Apartments, Clayton County, Georgia	2000	13,607,429
Major Amusement Park Ride for Warner Bros./Six Flags, Madrid, Spain	2002	11,300,000
Ashford At Spring Lake Apartments, Fulton County, Georgia	2003	12,913,605

Stonecreek Apartments Renovation, Fulton County, Georgia	2005	6,065,588
Henderson Commons Retail Center Site, Alpharetta, Georgia	2007	1,000,000
Arbors of Alpharetta (retail shopping center), Alpharetta, Georgia	2008	3,245,947
The Shops At McGinnis Ferry (retail shopping center), Johns Creek, GA	2009	3,680,287
Saddle Creek Apartments Remodel and Renovation, Alpharetta, GA	2015	866,600

FW: Per Our Discussion on 8/21/14

Ted Selby

Fri 8/22/2014 10:11 AM

To: Sabrina Robertson <srobertson@nassaucountyfl.com>;

 2 attachments

Scan0027.pdf; Sue Jarzyna's Resume_Banking.doc;

FYI

Ted Selby
Nassau County Manager
96135 Nassau Place, Suite 1
Yulee, FL 32097
Phone (904) 530-6010
Fax (904) 321-5784

-----Original Message-----

From: bhollo@windstream.net [<mailto:bhollo@windstream.net>]
Sent: Friday, August 22, 2014 10:10 AM
To: Ted Selby
Subject: Fwd: Per Our Discussion on 8/21/14

Ted,

Please add Sue to our file on citizens who wish to serve. I've worked with Sue before on the CUVB.

Thanks,

--

Barry V Holloway

From: "Sue Gottesmann-Jarzyna" <srgconsulting@bellsouth.net>
To: <bhollo@windstream.net>
Subject: Per Our Discussion on 8/21/14
Date: Fri, 22 Aug 2014 10:01:59 -0400

Barry,

It was wonderful to see you yesterday at the Barnabas/Chamber event. Per our discussion, I am attaching my resume for you to pass on to the powers that be, along with my interest in being part of the Planning and Zoning Board. Alternatively, I would also have an interest in the Conditional Use and Variance Board. As you know I have

considerable experience and knowledge of our Land Use/Zoning Laws. What my resume does not show is that I retired from the Bank in September of last year and opened up SRG Consulting. I have attached my business card for your information.

I specialize in providing advice and counsel to small and medium organizations/companies who might have a "people"/HR issue or might need someone on a longer term retainer basis to be available to deal with ongoing HR issues. I would appreciate it if you could forward my interest along with your recommendation, so that if and when an opening occurs I would be a prime candidate.

Regards

Sue Gottesmann-Jarzyna, Esq.