

17 JAN 30 AM 10:12

MIKE HAGEL
86133 Montauk Drive
Fernandina Beach, FL 32034
(904) 415-6039
mikehagel@aol.com

SUMMARY OF QUALIFICATIONS

- * 17 years of experience in new and existing home sales.
- * Extensive sales training by Myers Barnes and Jeff Shore among others.
- * Consistently recognized as a Top Producer with numerous awards for sales volume.
- * Extensive cross-training with multiple departments including mortgage lending, construction project management, marketing, accounting, design, budget, and vendor relations.
- * Effective working alone or as a cooperative team member.
- * Four years of military training and experience.
- * Always Professional in appearance and presentation.

RELEVANT SKILLS

- * Extensive knowledge of Software Systems such as Buzzsaw, Appwright, Aspect, Sales Force, Word, Excel, Power Point, and Outlook.
- * Sales Training and mentoring new agents has been a rewarding and ongoing assignment for me for a number of years.
- * Though obviously more comfortable being in sales, has often been asked to step-up and shift gears to manage a team during transition periods with new home builders.
- * Attitude is Everything! If you have the desire, anything is possible. It may not be a skill, but possessing a natural positive attitude combined with the learned skill of setting and exceeding goals has lead me farther than I thought possible.

EMPLOYMENT HISTORY

August 2011 to Present
Coldwell Banker The Amelia Group
Realtor/Broker-Associate
Claudia Watts Team Member (her and I only members).

#1 Selling Team for 2015 and 2013 in the County, #2 Selling Team for 2012 and top 3 in 2014, 2016. **Lead 2015 by a wide margin with a team effort of \$34.6M in YTD sales, \$29.3M in 2016.** Assist buyers and sellers with residential and investment property purchases and sales. Prospecting for new clients and generating leads is main responsibility. This position is 100% commission.

December 2007 to August 2011
MDC Corporation/Richmond American Homes
Assistant Sales Manager/Lead Sales Associate/Sales Representative

Responsible for sales and marketing of builder products and services in assigned communities. Responsible for operating a store-business and being in charge of its sales, marketing, and profitability in each assigned area. A task achieved by developing and maintaining business relationships with Realtors, prospecting for new customers, and being involved in community and professional organizations. Later, was also tasked with the sales training of the entire sales force in our division. This position was 100% commission.

January 1997 to December 2007
SEDA Construction Company
Sales Manager/Sales Associate

Identical to responsibilities listed above at MDC Corp, with the added role of sales manager during the 2005-2006 timeframe. Stepped in to management role during a time of crisis for this local company and switched gears completely to perform functions of personnel management, training, and HR as well as head of the marketing department. Upon the healthy return of founder, relinquished this role and went back to working strictly sales. This position was 100% commission except during the management period.

January 1991 to January 1995
U.S. Navy
Yeoman, E-5

Duties included but not limited to general administrative activities such as correspondence, record keeping, customer service, personnel reports, and planning. Additionally trained along with all personnel aboard ship to combat fires, perform CPR, fire weapons, stand watch, and maintain military bearing.

EDUCATION

University of Phoenix, Jacksonville, FL, B.S. Degree in Marketing, 2004
University of North Florida, Business School, 2002
Florida Community College at Jacksonville, A.A. Degree, 1997
Florida Real Estate Broker's Licensing and Continuing Education
Yeoman "A" School, Naval Air Station, Meridian, MS
White Bear Lake High School Diploma, White Bear Lake, MN

COMMUNITY AFFILIATIONS

Program Director/Coach, Amelia Island Jeff Galloway Marathon Training Program
President, Amelia Island Runners
Member, Amelia Island Nassau County Association of Realtors
Member, Northeast Florida Builders Association
Member, Sales and Marketing Council
Honorably Discharged from United States Navy

FINAL THOUGHT

I'm proud to have only worked for 3 organizations in the past 17 years. In an industry where turnover is frequent, having the right skills and attitude is key to a successful career.

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,

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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 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.

SUSAN R. GOTTESMANN-JARZYNA

4 Juniper Court
Amelia Island, FL 32034

(904) 321-2626
srgconsulting@bellsouth.net

A results-oriented Human Resources Executive with extensive experience in the financial services industry. Major strengths in developing innovative programs and policies, starting up companies, negotiating and building strong business partnerships. A detail-oriented leader and effective team builder with an energetic management style and a proven success record in creatively solving complex problems.

AREAS OF EXPERTISE

Strategic Human Resources Planning and Implementation ~ Leading Effective Teams

PROFESSIONAL EXPERIENCE

Coastal Banking Co., Inc., Fernandina Beach, FL 2008 – Present

Senior Vice President, Human Resources and Legal

Lead the human resources functions for branches located in three states. Responsible for all recruiting, retention, management training, compensation, benefits, employee relations, performance appraisals and disciplinary actions. Work closely with the Executive Management Team and the Board of Directors to make recommendations on HR policies, procedures and strategic direction. Provide in-house counsel advice on a myriad of legal issues, including but not limited to, employment/employee agreements, contracts, and leases. Manage and work with outside Counsel on pending litigation issues, as well as on meeting the requirements of the TARP Executive Compensation Regulations.

- Grew the bank holding company to 300 employees within three years through strategic recruiting and retention practices.
- Ensure the bank complies with all regulatory requirements by serving as the chief advisor to the Board of Directors on executive compensation.

Nassau County, Florida, County Attorney's Office, Yulee, FL 2001 – 2007

Assistant County Attorney

Provided legal advice and services to elected officials, the county administrator and department directors in a wide range of legal matters, including drafting, negotiating and monitoring major contracts and leases and handling all day-to-day human resource issues (not including litigation).

- Negotiated a new multi-million dollar emergency communication system for the police and fire departments.
- Reviewed, drafted and monitored all contracts and leases resulting from the public procurement processes.
- Negotiated agreements to resolve land use and real estate issues by working closely with land owners, developers, outside counsel, engineers, title companies, financial staff, Florida Department of Community Affairs, Florida Department of Transportation, Florida Department of Environmental Protection, and interested citizens.
- Monitored all relevant federal and state legislation and trained staff and elected officials on implications for their operations. Ensured compliance in all policies and processes.
- Trained hundreds of staff members on Public Records and Government-in-the Sunshine Laws.
- Managed outside litigation counsel which resolved all outstanding employment cases prior to litigation, minimizing financial exposure.
- Served as legal counsel to quasi-judicial citizen boards by providing education on their authority under state and local ordinances and regulations and reviewed staff reports prior to presentation.

Law Clerk, Jacksonville and Yulee, FL 1998 – 2000

Nassau County Attorney's Office / The Cramer Firm /

Brant, Moore, MacDonald & Wells, P.A. / Berg and Associates, P.A.

Performed research and analysis on major legal issues in the following areas: employment discrimination, worker's compensation, commercial real estate, corporate law and elder law.

Sue Gottesmann and Associates, Amelia Island, FL

1996 – 2001

President

Provided human resource consulting in organizational design, policy development, compensation, succession planning and recruitment and selection. Served as an expert witness for law firms.

Ideon Group, Inc., Jacksonville, FL

1994 – 1996

Senior Vice President, Human Resources

Selected to hire the executive team and HR staff members who were responsible for providing strategic direction to start up and grow the company.

- Consulted with the Board of Directors and executives in all subsidiaries on HR policies and issues.
- Worked closely with executive management team on business decisions and strategies for new acquisitions and joint ventures.
- Developed and implemented corporate-wide innovative programs, such as selection processes, variable pay programs, values deployment and human resource information systems.

American Express Centurion Services Corporation, Jacksonville, FL

1988 – 1994

Vice President, Human Resources / Public Affairs

Chosen as a member of the Executive Team responsible for providing the full range of human resource services and support, including compensation, benefits, recruiting and staffing employee relations, EEO, management development, training and health services. Acted as the company spokesperson for all community, media, governmental relations and employee communications.

- Developed and implemented new human resource systems, policies and programs when the company grew from 250 to 1,800 employees.
- Implemented a participative work environment that improved organizational effectiveness.
- Established innovative programs, such as work/family, business/education partnerships, and workforce preparation that served as models for other company entities and the community.
- Enhanced company exposure in the community through employee volunteerism, philanthropic programs, non-profit board positions and innovative educational sponsorships.

AT&T American Transtech, Inc., Jacksonville, FL

1983 – 1988

Director, Human Resources

Responsible for managing 32 staff members and a \$7million budget for all corporate human resource functions, including organizational design, staffing, benefits and training.

- Developed and implemented new human resource systems, policies and programs when the company grew from 250 to 3,000 employees.
- Created and implemented innovative programs, such as compensation and incentive programs, corrective action, employee relations, selection, assistance and wellness that served as models for other AT&T entities and national companies.

EDUCATION

J.D., With Highest Honors, Florida Coastal School of Law, Jacksonville, FL

2000

- Dean's Scholar
- Staff Editor for Law Review

M.A. (ABD towards Ph.D.), Adult Development and Education, Columbia University, New York, NY

M.S., Organizational Behavior, School of Industrial and Labor Relations, Cornell University, Ithaca, NY

B.A., European History, William Smith College, Geneva, NY

- Magna Cum Laude and Phi Beta Kappa

MEMBERSHIPS

- Florida Bar
- American Bar Association
- Nassau County Bar
- Jacksonville Women Lawyers' Association
- Society for Human Resource Management

COMMUNITY LEADERSHIP

- Board Member, Barnabas
- Member, Rotary Club of Fernandina Beach
- Member, Jacksonville Women's Network
- Member, Leadership Jacksonville

Please see resume attached

Arona Covington <jrchefarona@yahoo.com>

Tue 6/10/2014 9:33 AM

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

 1 attachment

JUNE 2014 FEMA PLANNING SPECIALIST.docx;

I am very much interested in serving on the Planning & Zoning Board, please see my resume attached.

Thank you for your time and attention.

"Get What You Need In Life By Giving It Away"

Imagine, Believe and Receive

Arona V. Covington

Arona V. Covington

86135 Courtney Isles Way ** Apt. 3205 ** Yulee, Florida 32097
Wireless: 202-538-4146/ **904-548-7678** ** Email: **Jrchefarona@yahoo.com**

Areas of Strength

Microsoft Office 2010
(Word, Excel, PowerPoint, Outlook)
Crisp Software (FEMA)
Conflict Issue Resolution
Financial Aid BANNER Management
Daily Activity Reporting
Disaster Deployment Personnel Staging
NPSC - National Processing Service Center
B0598 – FEMA Incident Workforce Management Academy

Community Relations Specialist
Administrator External Affairs
Website Satellite Management
Administrative /Customer Service
Event Coordinator
Report Creation/Editing/ Tracking
Travel Voucher Instructor
WEBTA Instructor
E/L/B 784 FEMA Status Check-Recorder
Mandatory Training Classes 2014

Professional Experience

FEMA Planning Department –Planning Specialist – Washington, DC 01/2013 – Present

Department of Homeland Security – FEMA – Federal Emergency Management Agency
500 C. Street, Washington, DC 20472
Monica Bilik, National Planning Reservist Program Manager – 202-870-8479

- Check-in resources assigned to the incident such as the IOF, JFO, AFO, Staging areas, and camps.
- Check-in/out incident personnel and collected required information.
- Maintain and display the status of incident resources and commodities using the established resources status protocol.
- Report current status of assigned commodities and resources on a regular, pre-arranged schedule or as directed.
- Effectively transition position duties to replacement personnel.
- Assist with demobilization process.

FEMA Applicant Services Program Specialist - Pasadena, CA

11/2012 – 01/19/2013

- During this deployment I received training in Registration intake, transitional sheltering, Helpline Tier 1 and Pre Placement interviews.
- Reviewed applicants information in the National Emergency Management Information System (NEMIS) and update accordingly.
- Reviewed all tabs and events log for cases in NEMIS.
- Spoke directly with applicants, requested additional information and/or documentation from the applicants, as needed and verified information.
- Identified and recorded available rental resources from NEMIS and offered resources to applicants, if needed.
- Reviewed applicant's documents and made comments in NEMIS.
- Provided information about disaster programs and answered questions about individual cases to applicant or co-applicant only after they have provided sufficient information to identify themselves. Confirmed the applicants understood the assistance process and current status of their cases.
- Referred applicants to the appropriate agencies and documented resources offered.

FEMA Individual Applicant Assistant - Albany, NY

09/2011 – 11/2011

- Knowledge of FEMA policy and procedures with applicants, review case files, Rental Resources of applicant inquires or problems.
- Interact with other agencies such as social security, tax office and other necessary agencies.
- Request FEMA inspectors to evaluate survivor's property for damage assessment, also assist survivor's with appeals process and document contact and comment record.

FEMA External Affairs Administrator – Joplin, MO

05/2011 - 06/2011

- Assisted with the CR fields report writing, Special Assistant for Field Administration and the Assistant External Affairs Office/CR with administrative tasks such as gathering information on open shelters and compiling it development of organizations charts and data entry of key contacts in the Community Relations Reporting System.

FEMA HR Deployment Specialist - Washington, DC

08/2010 - 07/2012

- Primary duties include maintaining the confidentiality of appropriate HR information; Ensure to maintain the confidentiality of all HR documents including personal notes; orders and monitor personnel data from ADD for reports.
- Ensure proper check-in and check-out procedures; Account for non-personnel: Establish points of contact (POCs) with non-FEMA personnel and provide check-in forms.
- Create and deploy local hires in ADD, Automated Deployment Database.
- Disaster deployment personnel staging, mentor and teach travel vouchering.
- Responsible for tracking Surge Capacity Force personnel assignments and duty stations while assigned to the JFO and reporting that information to the IWMO.

FEMA ADD Deployment Specialist - Mount Weather, VA

02/2011 - 03/2011

- Mount Weather deployment, change lodging, disaster locations/numbers, close out deployments, and update employee information such as address, phone numbers, emergency contacts, and refer DAE's to contact information such as location, point of contact, phone numbers and Disaster assignment number.

FEMA Community Relations Specialist - Atlanta, GA

04/2011 – 05/2011

- Interact with other support agencies such as Red Cross, SBA, local, and State agencies. On site Liaison at a disaster between FEMA headquarters, (JFO) Joint Field and (DRC) Disaster Recovery Centers.
- Daily Activity reporting, administrative and customer service support.
- Support community relations, individual assistance and public assistance during a disaster.
- Establish and maintain positive working relationships with the disaster affected community by collecting disseminating disaster related materials.

Information Specialist II

01/2006 – 02/2010

Savannah Technical College * 5717 White Bluff Road, Savannah, GA 31405
Melissa Banks, HR Director - 912-443-3388

- Advised students and parents on financial aid, admissions, registration and academic advisement. Managed, Interpret institutional, State and Federal financial aid.
- Evaluate high school transcripts.
- Administered Compass and Asset College entry examinations.
- Recruited prospective students and re-admittance students
- Manage Satellite Web content.
- Evaluate scholarships with committee for financial aid awards.

Customer Service Agent

04/2000 – 02/2005

Delta Airlines * 1600 Aviation Blvd, Atlanta, GA 30354 :
Sophia Randolph, Senior Agent - 912-346-6657

- Customer service face-to-face contact and telephone.
- Used diplomacy to diffuse tense situations with irate passengers due to flight delays, cancellations and lost baggage.
- Generated sales and processing of airline tickets, accommodations and special needs.
- Prepared FAA data for aircraft arrival and departure.
- Maintained accountability and distribution of passenger baggage.

EDUCATION

- EMI - Emergency Management Institute, Emmitsburg, Maryland
- Culinary Institute of Savannah, Culinary Art , Savannah, Georgia
- University of Maryland, Technical Management, College Park, Maryland

VOLUNTEER ORGANIZATION

Chefs Move to the Schools, under the "White House Let's Move Campaign"

References upon request