

Tison's Landing
Community Development District
Special Meeting Agenda

Thursday
December 13, 2018
6:00 p.m.

Yellow Bluff Amenity Center
16529 Tison's Bluff Road
Jacksonville, Florida 32218
Call In # 1-800-264-8432 Code 964485
www.tisonslandingcdd.com

- I. Roll Call
- II. Public Comment
- III. Organizational Matters
 - A. Consideration of Resolution 2019-01, Declaring Seat Vacancies
 - B. Consideration of Appointing a New Supervisor to Fill Vacant Seat 2
 - C. Oath of Office for Newly Appointed Supervisor
 - D. Consideration of Appointing a New Supervisor to Fill Vacant Seat 4
 - E. Oath of Office for Newly Appointed Supervisor
 - F. Consideration of Appointing a New Supervisor to Fill Vacant Seat 5
 - G. Oath of Office for Newly Appointed Supervisor
- IV. Consideration of Resolution 2019-02, Designating Officers
- V. Next Scheduled Meeting – January 3, 2019 at 6:00 p.m. at the Yellow Bluff Amenity Center
- VI. Adjournment

THIRD ORDER OF BUSINESS

A.

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TISON'S LANDING COMMUNITY DEVELOPMENT DISTRICT DECLARING VACANCIES ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the provisions of Section 190.006, Florida Statutes, the members of the Board of Supervisors (the "Board") of the Tison's Landing Community Development District (the "District") are to be elected by the qualified electors of the District at a general election held in November; and

WHEREAS, the District provided notice of the qualifying period for election to the Board at least two (2) weeks prior to the start of the qualifying period, as required by Section 190.006(3)(b), Florida Statutes; and

WHEREAS, the Duval County Supervisor of Elections has confirmed that at the close of the qualifying period for election to the Board, no elector qualified for Seats # 2, 4, and 5 to be filled in the general election held on November 6, 2018 (the "General Election"); and

WHEREAS, pursuant to Section 190.006(3)(b), Florida Statutes, the District is required to declare Seats # 2, 4, and 5 as vacant and to appoint qualified electors to fill such vacancies within 90 days of the second Tuesday following the General Election.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TISON'S LANDING COMMUNITY DEVELOPMENT DISTRICT, THAT:

1. The recitals above are true and correct and are hereby made a part of this Resolution.
2. The Board hereby declares Seats # 2, 4, and 5 to be vacant.
3. The remaining members of the Board shall appoint qualified electors to Seats # 2, 4, and 5 within 90 days of the second Tuesday following the General Election, as required by Section 190.006(3)(b), Florida Statutes.
4. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2018.

**TISON'S LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Chairperson / Vice Chairperson

Secretary / Assistant Secretary

B.

DUSTIN CARY

16278 Hunters Hollow Trl | Jacksonville FL 32218 | 904.228.0308 | cary.dustin@yahoo.com

OBJECTIVE

To obtain a position that utilizes my experience in product management, sales management, account management and my self-directed prioritization abilities to produce an immediate, bottom line impact.

PROFESSIONAL EXPERIENCE

2006-pres. **SUNTRUST INVESTMENT SERVICES INC.**, Jacksonville, Florida

Investment Associate

- Work with a team of top producing advisors in region with the sales and service of investments, insurance products, and financial planning
- Partnered with bank affiliated personnel to competently and compassionately serve internal and external clients and established a genuine customer and family rapport
- Increased advisor sales with the development of innovative sales leads

2005-2006 **SUNTRUST BANK**, Jacksonville, Florida

Financial Services Representative

- Assisted clients financial needs and fulfilled those needs with full knowledge of all bank products and services
- Worked closely with internal partners for cross-departmental client account management
- Top sales representative of Non-Bank Products
- Spearheaded licensed banker program

2003-2005 **AMSOUTH BANK**, Jacksonville, Florida

Financial Sales Representative

- Responsible for meeting the branches goals and objectives in banking products
- Recognized as top licensed banker in the region

1998-2003 **ALTEL COMMUNICATIONS INC.**, Jacksonville, Florida

Sales Rep / Retail Manager

- Balanced a nonstop schedule, assisting 20 to 30 clients each day, performing accurate assessments, a full range of customer service functions
- Increased sales and distribution through development of in-store packaging and promotions
- Promoted to retail manager that was responsible for the sales goals of 8 other sales representatives and responsible for escalated customer service issues

EDUCATION

B.S., Physical Education with a concentration in Sports Management, Arkansas State University, 1996

REFERENCES

Furnished upon request



15957 Tisons Bluff Rd
Jacksonville, FL 32218

(904)635-7174
BK9729@gmail.com

Brandon M. Kirsch

Objective

To put forth my greatest effort to everything presented, while seeking internal career opportunities, increasing personal knowledge base and assisting in increasing personal and company productivity and efficiency while maintaining the highest level of integrity to improve the company's image.

Experience

2015-Current AT&T Business Acquisition Solutions Jacksonville, FL

Application Sales Consultant 2

- Provided technical and mobile application overlay support cross business units for several level 1 and 2 Sales Executives / Account Managers, most with little acumen on new strategic sales product sets.
- Quickly and clearly verbalized and made visual, by use of past sales history and new compensation plan abstracts, communicated how imperative the focus on new compensation plan product sets needed to change right off the bat to supported sellers.
- Served as a lead technical expert for large public sector customers with CEO level relationship in D.C. Ensured white glove service and ensured 100% functionality and compatibility requirements were met as well as kept with in compliance with FCC regulations.
- Served as a SME for several areas of the business. Has in depth knowledge of most areas of the business including end to end process knowledge in Sales, Compensation, Ordering, Operations, Pricing, and product specific processes.
- Collaborated and created several excel based tools and forms that integrated data from internal systems and databases that then extracted, organized, and calculated specific data to render valuable sales leads that would not normally be made available to sellers. These tool proved successful within the teams and was then asked deploy at a regional level.

2014-2015 AT&T National Technical Sales Jacksonville, FL

Application Sales Consultant 2

- Provided technical overlay sale support for seven outside Sales Executives / Account Managers with experience ranging from Novice to Subject Matter Experts.
- Took a seller who was at ended 2013 at less than 10% YTD, to a 2014 Finish that put him into a Top Sales National recognition even in Las Vegas.
- Key player to the initial sale for several high tier product sets for the region, including Ethernet and VPN products.
- Demonstrated the use of portfolio integration to meet specific customer needs while at the same time making multi-product sales, and gaining participation from the team in using this technique to separate themselves from competition.
- Attained and maintained 100%+ weighed team average for entire year of 2013 at a team level, and helped all Seller to achieved 100% weighted average for majority of that year.
- Collaborated and created new methods for forecast tracking to the deal level. Improved deal closure accountability for monthly sale in which the supported sales manager was able to clearly report projected end of month results.
- Hosted weekly intra-team training session on IP level products to proactively better align team's focus on the company's 2020 vision and goals.
- Demonstrated in-depth knowledge of So.C.S in customer facing appointment with Account Managers, while showing the effeteness of training they have previously received. Gave them a first-hand experience of the effectiveness of the method and gained their commitment to using it on solo appointments.

2013-2014 AT&T Business Integrated Solutions Jacksonville, FL

Technical Sales Consultant 2

- Met and exceeded all Sales metrics for 13 consecutive months supporting a team with cumulative performance of less than satisfactory in the prior year.
- Brought all supported team members above 100% in all wire line sales metrics.
- Designed and sold the FIRST complex products for the North Florida market. Products that include AT&T Switched Ethernet EVPL, MPLS VPN Value bundle, and several other IP based products.
- Designed and sold MOST fiber connections in the Florida Market.
- Conducted employee development on IP technology, VOIP telephony, the AT&T fiber portfolio, Cloud Based application, and portfolio integration.
- Demonstrated and develop SOCS based sales techniques and showed the sales resulted in the use of that process.
- Attended Mulit-day portfolio classes in different cities including the Global Network Operations Center in New Jersey, learning detailed product functionality and capacity. Products that include AVPN, EVPN, AVTS, ANIRA, VPN, MPLS, OPT-E-WAN, and ASE.

- Leveraged internal systems to extract revenue reports based on products in order to generate sales leads that would normally not be provided to sales team.
- Collaborated with team to drive to one goal vs. several individual goals. Promoted competition at team level.
- Engaged with all supporting technicians and engineers to streamline internal processes. These relationships gave our team unmeasurable advantages to national sales team and competitive providers.
- Understand the local network, as well as competitive local network. Able to communicate this effectively to the customer without having to research or query.
- Grasp, understands, agrees, and fully supports company vision of migration to a full IP network. Ability to translate the complex plan to team members and base level customer to gain engagement into our vision and proposed migrations.

2011-2013 AT&T National Business Jacksonville, FL

Account Manager 1

- Met and Exceeded Monthly, Trimester Sales Objectives.
- Provided business end customers with service solutions for their telecom needs.
- Multitasked in a variety of systems to learn and assist business customer with their existing or upcoming services.
- Met with customers face to face to resolve issues, learn and retain business, as well as propose new complex solutions.
- Used consultative selling to convey proposed solutions to customer as a need for their business.
- Resolved escalated issues with minimal assistance from upper management.
- Sales in a variety of products that include; wireless, wireline, internet and equipment based solutions.
- Recognized and sold opportunities for advance services such as cloud service, storage, and hosting. Able to provide clear understanding of such services to different customer contact, from IT director, CEO to end user.
- Conducted voluntary training to lateral counterpart on systems, product and processes while supporting a full module.
- Lead team in efforts to increase and build Total Billed Revenue by leveraging systems knowledge of internal processes and used advanced skillset in Excel to sort and visualize mass amounts of customer data.
- Designed and created VBA based tools to streamline RFP processes, increasing opportunities and close sales ratios.

2009-2010 AT&T National Business Orlando, FL

Sales Solution Consultant

- Met and Exceeded Monthly and Quarterly Sales Objectives.
- Provided business end customers with service solutions for their telecom needs.

- Sales in a variety of products that include; wireless, wireline, internet and equipment based solutions.
- Used intercompany systems knowledge to voluntary train all lateral team members that started, up to speeds.

2003-2009 Bellsouth Telecom/AT&T Jacksonville, FL

Solution Specialist/Sales Associate/Team Leader

Team Leader

- Meet and exceeded goals required assigned by specific coach or coach group
- Proactively created reports for both coach and center level to track and help increase productivity, as well, trained others within same team lead position on the new reports.
- Through report analyzing, identified gaps in productivity measures at team and center level. Once gaps were identified, performed necessary actions for correction.
- Assisted and educated sales associates with systems navigation, sales, adherence, and talk times.
- Handled customer escalated calls, and provided final resolution within the call to avoid customer call backs on similar issues.
- Provided product knowledge trained on associate level to drive sale in those specific products.
- Developed Microsoft Excel® based tracking tools used by several call center within AT&T's South East Region. Tools such as the flatline report, RU' sales tracking, and other tool used based on daily/weekly/monthly contest.
- Created and implemented Team/Center Blitz's to drive target metrics.
- Designed graphics for center clothing, banners, sales boards, and paper forms used by sales associates.

Education

1997 – 2000 Sandalwood High School Jacksonville FL

- High School Diploma

2001 – 2002 Microskills Technical Training Center San Diego, CA

- Comptia A+ Certification

Microsoft Certified Profession (MCP)

Monica Wilson-Taylor

Objective

I am a highly skilled individual who seeks to be re-appointed as a **Tison's Landing CDD Board Supervisor** within the Tison's Landing Community Development District. My goal is to continue to assist Tison's Landing CDD board with identifying needs and enhancements within the community. As well as ensuring that all contractual obligations are being enforced that benefit Yellow bluff Landing residents.

Professional Summary

SUMMARY

- Jacksonville, Florida based Senior Business System Analyst, Senior Quality Assurance Analyst, Data analyst Release Manager, Build Manager, and Change Manager.
- SDLC expertise and strong leadership skills.
- Has led major ERP Software/Systems Conversions & Implementations for fortune 500 clients.
 - Guidewire Suite 8.0 - Gosu
 - Majesco Mastech STG Suite
 - iSeries Mainframe – AS400 RPG/Cobol
 - EDW – Data-land: Product, Enrollment, Technical, and Sales datasets
 - Finance
 - Hadoop
 - Time and Attendance - Kronos with integration to Oracle Fusion, Oracle Right Now, and Oracle CX
- ADA compliance for internal and external City of Jacksonville websites.
- Methodology: Waterfall, Agile/Scrum, Kanban, and Iterative for all application development projects.
- Skilled in facilitating JAD sessions with business leads and stakeholders.
- Drafts high level project plan based off of estimates from technical teams.
- Skilled in COTS, MS Office tools, Share-point, ERP: Majesco Mastech, Guidewire Suite, AS400, WebSphere/Web services, RALLY, JIRA, TOAD, Members Edge, CIP, Diamond, Customer Connect, Touchpoint, Perforce, Siebel, Jenkins, Subversion, Red-gate, Octopus, CSC, e-PAS, Toad, Team-Track, ALM -Quality Center, Snag-It, COBOL, .NET, RPG, People-soft/Fiserv, Reporting Applications: Clarity, Atlassian JIRA w/ Confluence, Daptiv; Exceed, SQL, HR Applications: ADP, Sum-Total/ Atlas, Kronos, Retail applications: MDM, NARS Strategy, Strategy Lite, and RAP.

CDD Board Experience:

Tison's Landing CDD Board of Supervisor
Jacksonville, Florida
January 2018 – Current

- Responsible for attending required CDD Board meetings to discuss needed improvements. Responsible for reviewing projected Fiscal year budgets related to improvements within the common areas. Additionally, responsible for voting on behalf of homeowners regarding Fiscal year budget adoptions of budget. Responsible to review vendor contracts. Participate in review sessions of check runs and accounting practices submitted by vendors. Provide insight and knowledge as it relates to Government perspective.

Professional Experience:

City of Jacksonville
Jacksonville, Florida
July 2017 – Present

Sr. Quality Assurance Analyst / Test Plan Owner – Agile Team

- Responsible for analyzing project requirements and for developing, implementing, and maintaining test plans, test scripts, and test methods for all City of Jacksonville internal

Areas of Expertise

- **Guidewire Suite 8.0**
 - Guidewire: PolicyCenter
 - Guidewire: ClaimsCenter
 - Guidewire: BillingCenter
 - Guidewire: Contact Manager
- Ratabase
- Thunderhead
- Majesco Mastech: STG
- Perforce
- Jenkins
- Subversion
- Redgate
- Octopus
- Oracle Fusion, Oracle Right Now, Oracle CX, and Kronos
- ADP
- TOAD
- Daptiv
- MS Office Suite
- ImageRight
- Release 2.1
- E-PAS
- Team-Track
- COTS
- HP: ALM /Quality Center
- Storm-Runner Load - VUGEN
- Load Runner
- Snag-It
- COBOL / COBOL II
- .NET Framework
- RPG
- CSC
- IBM / Mainframe / iSeries / RPG / Cobol
- Peoplesoft / Fiserv
- Clarity
- JIRA – Confluence
- Exceed
- SQL Scripting
- MS SQL
- Cloud computing

Education

- Nova Southeastern University, In pursuit of Computer Information Systems Graduate, **Fall 2020**
- Jacksonville University, Davis College of Business Bachelor's Degree: Sociology, Business Management, & Social Science, **August 28, 2016**
- Douglas Anderson School of Arts, High School Diploma, **June 2000**

Professional Training

- ASPE Technologies – Scrum Master Training, 2011
- ASPE Technologies – PMP Training, 2010
- ASPE Technologies – BA Boot-Camp Training, 2009
- ASPE Technologies – QA Boot-Camp Training, 2007
- Accredited Claims Adjuster, 6-20 license August 2005
- Licensed Customer Service, 4-40 license August 2008

and external applications.

- SME assigned for enterprise projects analysis and implementation for Go-Live.
- Work as a Software QA Engineer creating test scripts within Micro Focus Storm Runner Load for web based applications and HTML scripting.
- Perform performance and stress test within Load runner - Vugen for COJ applications.
- Create mapping requirements for database enhancement tickets.
- Review and analyze system requirements for the purpose of project knowledge, script development and requirement assessment and verification.
- Define test strategies, manage defects, communicate issues, and document test results by fully utilizing defect tracking software in Quality Center.
- Communicate test results to Project Managers, Business Analysts, and Developers alike.
- Perform integrated and interface testing in regards to both commercial-off-the-shelf (COTS) and in-house developed applications; ensuring that applications are fully and thoroughly tested in all areas.
- Responsible for maintaining ADA compliance logs of City of Jacksonville external sites.
- Am responsible for introducing automated testing where feasible and develop or work with developers to develop test data for use during test execution.
- Analyze and test all COJ web applications within the City of Jacksonville infrastructure and web applications which are JAXREADY, JAX Happenings, Civil plats, Land Use application, COJ.net, and City Council sites.
- SME for integration of downstream systems.
- Lead data mapping conversion exercises during bi-weekly sprints for legacy system C.A.R.E. into Oracle CX/Oracle Right-now application.

Blue Cross & Blue Shield – Health Benefits

Jacksonville, Florida – Consultant

December 2016 – July 2017

Sr. System Analyst / Product Owner – Agile Team

- As a Product Owner, I created user stories, use cases, prioritization sessions, and sprint planning sessions utilizing the Kanban and Agile methodology.
- Assigned the lead role in budget prioritization, estimation of fiscal budgets, drafting of RFP's as well as selection process for bids submitted related to new SAS solutions.
- Assisted with proof of concept sessions with Sponsor and business stakeholders.
- Responsible for back-log refinement of back-logged Features and user story task within Rally.
- Assisted with prioritization of enhancement tickets with business teams and IT Agile Teams.
- Responsible to meet with business resources to discuss newly requested application (Diamond, RBMS, Sapphire, NASCO, CIP, Customer Connect, Guide-well Connect, and JSON) changes for data-sets.
- Created system requirements; work closely with data modelers, architects, and developers to ensure the successful mapping review sessions.
- Assisted with QA test cases and execution via ALM. Manipulate data using large datasets and multiple data sources from Member services, Medicare (Over 65), Affordable Care Act - ACA, Touchpoint – Customer Connect for all data attachments. Review newly submitted service desk tickets for Production support. Participate in working groups on scope and white boarding processes to produce flow maps and workflows. Assist with acceptance criteria of Rally features and task.
- Acted as primary Analyst for large projects and proactively identify topics for analysis.
- Analyzed system behaviors and document the processes and programs in achieving stated goals.
- Provided analysis and recommendations to optimize the process.
- Lead BSA on conversion projects
- Investigated and discover areas of opportunity for improve. I stream line and create an enterprise wide initiative.
- Developed advanced Excel-based models and spreadsheets containing advanced functions that are used to evaluate historical trends and forecasts and to identify best practices.
- Wrote advanced SAS and/or SQL programs for data extraction. Integrate data across multiple areas. Modify existing programs for data extraction.
- Accountable for developing insightful and actionable summaries and recommending actions
- Monitored and evaluate patterns, costs and trends. Recommend new analytical processes; partner with Information Management in the development of new analytical tools such as power pivots and analytical cubes to enhance analytical capabilities.
- Trained team members on analytical tools and techniques. Provide guidance and review work of team members.
- Managed large matrixes teams (up to 30 resources) abroad, out of state, and locally.

Acosta Sales and Marketing - Benefits

Jacksonville, Florida – Consultant

July 2016 – December 2016

IT Sr. Business Analyst – Kronos

- As a Senior Business Analyst, I facilitated Stand-up meetings, Backlog refinement, and Sprint planning sessions.

- Responsible for providing system-level support for Lawson HCM/Payroll and Kronos integration efforts.
- Responsible for installation, configuration, maintenance, training, reporting and production support of Time and Attendance applications integrated into Oracle Fusion and Kronos.
- Created functional requirements from business stakeholder JAD and observation sessions.
- Provided leadership for story board captures, functional requirement gathering, as well as prioritization efforts within sprint planning sessions.
- Developed effective systems to manage trade-marketing funds at the assigned customer levels in accordance with Acosta guidelines and policies, as well as those of the principal.
- Responsible for BSA and QA deliverables and User acceptance testing review sessions.
- Coordinated on-going communication between the General Managers and key principals, and between principals and Account Managers.
- Collaborated with Retail Sales Managers on all major retail initiatives (new product introductions, selling drives, contests, etc.).
- Effectively used knowledge of customer, market, and principal to successfully sell principals' specific programs and initiatives as well as Company objectives and initiatives – involve Marketing, Technology, and Administrative resources as needed to accomplish the objectives.
- Facilitated and work with various business groups to conduct data traceability.
- Supported the Product Control Specialists/Managers to onboard and prioritize requests.
- Reviewed business case(s) outlining issue, impact and ensures the creation of supporting documentation e.g. process flow maps.
- Responsible for Quality Assurance of project deliverables.
- Ensure business and regulatory requirements are met in the process.
- Utilized Senior Vice President, General Manager, Team Leaders, and Senior Business Managers to understand and leverage customer strategies, and to develop conceptual Sales presentations that can deliver principals' objectives.
- Provided feedback on the effectiveness of principals' strategies, selling programs, and initiatives to the Principal and the General Manager.
- Maintained current understanding of key industry initiatives and trends (ECR, Channel incursion, etc.) on an on-going basis. Excellent "fact-based" (conceptual) selling skills result in improved results. Concepts might include: average transaction size, tier migration, expandable consumption/HH penetration, store loyalty (demographics), brand and category loyalty, etc.
- Demonstrated leadership qualities consistent with Acosta's culture with the result being increased business results.

Vistakon J&J, Jacksonville, FL
Brooksource Consulting Firm – Consultant
Functional Analyst (BA) – Contractor
November 2015 – February 2016

- Gathered requirements from IT leads as they related to writing use cases for system integration, deployments, infrastructure requests and enhancements for the Perfect Pick implementation.
- Served as software implementation specialist for enhancements, defects, and patch deployments.
- Drafted test plans for picking system devices' validation.
- Drafted context diagrams for logistics equipment.
- Facilitated release planning meetings with PM, business teams, and sponsor/stakeholders.
- Provided detail meeting minutes and next steps. Drafted implementation plans of Go- Live initiatives for deployments.
- Mapped test cases to requirements (traceability metrics).
- Facilitated status meetings related to systematic changes.
- Worked as service delivery liaison for newly developed code changes and code mergers.
- Led and managed multiple projects within a 4 – 8-week sprint schedule.
- Provided analysis of failed deployments.
- Defined hours worked and detailed plans through project and deployment plans.

ALFA Insurance (V-Carve) – Consultant – Insurance
Montgomery, AL
Build and Release Manager
03/2015 – 09/2015

- Gathered requirements from IT leads as they related to writing use cases for system integration, deployments, infrastructure requests and enhancements.
- Served as software implementation specialist and handled enhancements, defects, and patch deployments.
- Facilitated release planning meetings with PM, business teams, and sponsor/stakeholders.
- Provided detailed meeting minutes and next steps. Drafted implementation plans of Go- Live initiatives for deployments.
- Mapped test cases to requirements (traceability metrics).
- Worked as service delivery liaison for newly developed code changes and code mergers.
- Led and managed multiple projects within a 4 - 8-week sprint schedule.
- Served as project manager for system integrations, deployments, infrastructure requests and enhancements.

- Worked as software implementation specialist for enhancements, defects, and patch deployments
- Served as scrum meeting lead facilitator.
- Facilitated release planning meetings with stakeholders.
- Provided detail meeting minutes and next steps. Drafted implementation plans of Go- Live initiatives for deployments.
- Created an enterprise wide release management process and procedure with detailed implementation, resource and back-out plans for deployments.
- Drafted change management and CAB processes and procedure documentations.
- Mapped test cases to requirements (traceability metrics).
- Managed off-shore resources in Development and QA work streams.
- Validated code within Perforce and Subversion.
- Verified automated build process through Jenkins.
- Confirmed successful and unsuccessful package builds through Jenkins.
- Worked as release manager for .NET and Web applications including internal and external website for code promotion of up the environment legs.
- Facilitated status meetings related to systematic changes.
- Served as service delivery liaison for newly developed code changes and mergers.
- Led and managed multiple projects within a 4 - week sprint schedule.
- Provided analysis of failed deployments through Redgate and Octopus.
- Tested various environments; Sandbox, Build, Dev Staging, Sprint IT, QA Time, Conversion, Prod Model Validation, .NET, Web, ETL EIM, SIT, UAT, Training, Performance, Pre-Production, and Production.
- Created Release Management SharePoint site with planned deployments, database drops, sprints, and demo schedules for all to be aware of timing of code deploys and data refreshes.
- Coordinated shared environments and billing software environments (ie; Fiserv, PeopleSoft Exceed).
- Served as producer of project plan with planned deliverables for Beta, R0, R1 of releases planning.
- Published schedules and deliverables to senior management as well as SharePoint sites.
- Facilitated middle to large scale infrastructure projects and implementations.
- Created process and procedure workflows as they related to change management and release management.
- CAB committee set up with schedule dates of review days for code deployments into the production environments.
- Facilitated JAD sessions with business leads and stakeholders to determine the scope environment specs for all Guidewire specific projects.
- Wrote user stories and story cards per high level requirements from the business.
- Triaged production issues as well as tested discrepancies that arose within the organization.
- Assisted EDW / BI Project Manager with code promotion via Oracle, Cognos, and ETL applications.
- Defined business teams' primary objectives and high level requirements for new projects.
- Provided training for newly incumbent junior level project managers and junior level business analysts.
- Detailed process and procedures for qualifying projects.
- Led App Dev teams of 15 – 25 associates for application development /ERP platform.
- Coordinated requirement walkthroughs and sign offs by business stakeholders, sponsors, and technical teams, while verifying that use cases and models accurately reflected the specific business needs.
- Used agile (Hybrid) methodologies for all application development projects related to Guidewire – LIFT.
- Utilized Waterfall methodologies for all Legacy projects.
- Worked as Guidewire Claims and Policy Center Proof of concept reviewer.
- Drafted Data Dictionary of Claims data for data mapping of Claims Center.
- Facilitated discovery meetings of systematic layout with product owners from the Claims team.

**Cypress Property and Casualty Insurance Company (CSI Tech) - Property and Casualty Insurance
Jacksonville, FL**

IT Sr. Business Analyst

07/13 – 01/15

- Managed enhancement IT projects.
- Produced project plan with assigned resources and hours of work for estimates.
- Presented newly assigned project before the CAB committee for IT support and approval.
- Created Statement of Work for new projects. Isolated the resources that would be intricate in successful completion of new work once approved.
- Managed on and off-site employees and contractors.
- Gathered requirements from business leads and stakeholders and produced UAT test plans.
- Coded review facilitator / Peer review of requirements and test plans.
- Maintained constant communication with the Business Unit Stakeholders, Developers, QA and end users throughout development, milestone time keeping, and maintenance.

- Worked in SDLC for application development lifecycle.
- Developed data pulls using Structured Query Language for end users within XML Java system.
- Provided subject matter expertise in the development of system enhancements.
- Published schedules and deliverables to senior management as well as SharePoint sites.
- Created process and procedure workflows as they related to change management and release management.
- Handled triage production issues as well as testing discrepancies that arose within the organization.
- Defined business teams' primary objectives and high level requirements for new projects.
- Provided training for newly incumbent junior level project managers and junior level business analysts.
- Led App Dev teams for application development /ERP platform.
- Used agile (Hybrid) methodologies for all application development projects related to Majesco.
- Utilized Waterfall methodologies for all Legacy projects.

Citizens Property Insurance Corporation - Property and Casualty Insurance

Jacksonville, FL

IT Business Analyst II

06/04 – 05/13

- Facilitated and led proof of concept demo review sessions for stakeholders and internal business partners at the end of each 4 - week sprint.
- Applied the SDLC to IT system enhancements and defect reviews.
- Wrote user stories for 4 week sprints for Claims and Policy Center within the Guidewire ERP application.
- Developed test plans and scripts using HLM / Mercury Quality Center for new requirements / user stories.
- Created traceability matrix for testing parameters that documented the integration of custom applications, off the shelf applications, and in-house AS400 applications.
- Developed statement of work and project plans with IT high-level estimates for UW, Infrastructure, and Accounting Departments system enhancements.
- Wrote user stories based on business specifics and requirement gathering.
- Utilized Project Management / Scrum Master / Agile methodologies for all application development projects.
- Produced Data Dictionary of Claims data for data mapping of Claims Center.
- Facilitated discovery meetings of systematic layout with product owners from the Claims team.
- Assisted with documenting and creating test plan for end users.
- Provided resources and insurance expertise to Guidewire architects and developers.
- Assisted with Legacy definitions for claim files, lines of business, coverage's applied and agile process of sprints vs. waterfall approach.
- Built the IT Release Calendar in working closely with the IT Project, and Program release managers from different portfolios across IT and centralizing view of all releases.
- Engaged in and/or conducted Release Readiness reviews, Milestone Reviews, and Business Go/No-Go reviews in conjunction with the PMO.
- Managed large matrixes teams (up to 30 resources).

FOURTH ORDER OF BUSINESS

RESOLUTION 2019-02

**A RESOLUTION DESIGNATING OFFICERS OF THE
TISON’S LANDING COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Tison’s Landing Community Development District at a special meeting held on December 13, 2018 desires to elect the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE TISON’S LANDING
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
_____	Secretary
_____	Treasurer
_____	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS 13th DAY OF DECEMBER 2018

Chairman / Vice Chairman

Secretary / Assistant Secretary