

TOWN OF DAVIE
OFFICE OF THE TOWN ADMINISTRATOR

MEMORANDUM

TO: Mayor and Councilmembers
FROM: Thomas Willi, Town Administrator
DATE: December 28, 2000
SUBJECT: Confirmation of Town Clerk

Pursuant to Charter Section 6(e)(1), the Town Council shall confirm the Town Administrator's appointment of a Town Clerk. I am requesting that Council confirm my appointment of Russell Muniz as the Town Clerk and have attached his resume for your consideration.

RUSSELL C. MUNIZ

20816 N.W. 1st Street • Pembroke Pines, Florida 33029 • (954) 435-3892 • Email: Russlav@Bellsouth.Net

OBJECTIVE

To obtain a challenging, and rewarding management position which will allow me to fully utilize my education and experience for career advancement.

SUMMARY OF QUALIFICATIONS

- Strong organizational, management, and leadership skills.
- Budget analysis and recommendation experience.
- Excellent analytical, problem solving, and customer service skills.
- Ability to coordinate and execute multiple projects.
- Exceptional written and verbal communication techniques.
- Proficiency with MS Word, Excel, Access and other widely used computer programs.

WORK EXPERIENCE

1995 – Present City of Pembroke Pines Pembroke Pines, FL
Permit Supervisor

- Managed a staff of 14 data entry and service employees and was responsible for all administrative duties.
- Improved office efficiency to allow consistent production with fewer staff members.
- Implemented a Just-In-Time inventory ordering system.

1994 – 1995 Suncoast Savings Pembroke Pines, FL
Senior Customer Service Representative

- Opened new accounts, and processed customer queries.
- Cross-sold bank products and services.

1987 – 1994 Apple Bank for Savings New York, NY
Operations Supervisor

- Promoted five times in seven years.
- Reporting to the Assistant Vice-President, oversaw the daily operation of a highly active branch office consisting of 16 members.

EDUCATION

B.S., Business and Professional Management, 1997

Nova Southeastern University, Davie, FL

M.B.A., Business Administration, 1998

Nova Southeastern University, Davie FL