



December 16, 2022

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: Byron W. Brooks, AICP, County Administrator

A handwritten signature in black ink, appearing to be "BWB".

SUBJECT: Appointment to the Apopka Community Redevelopment Agency
DISCUSSION AGENDA ITEM JANUARY 10, 2023

The Apopka Community Redevelopment Agency (CRA) was created in 1993. It is governed by a "board" comprised of the members of the Apopka City Council, a member appointed by the Board of County Commissioners, and a member appointed by the Apopka City Council.

Currently, Leigh Blackwelder Burritt is the Board's appointee to the Apopka CRA. Commissioner Moore has nominated Linda Voll to succeed Ms. Blackwelder Burritt. The Apopka CRA board does not have term expirations. Members serve until they resign or are replaced. Ms. Voll's resume is attached for your review.

On January 10, 2023, the Board will be asked to consider this nomination. Should you have any questions in the meantime, please call me.

ACTION REQUESTED: Appointment to the Apopka Community Redevelopment Agency.

BWB/cjg

Attachment

Linda Voll

Objective To have a rewarding career.

Education **1979 – 1981** **Wm R Boone High School** **Orlando, Florida**

High School Diploma

1981 – 1982 Valencia Community College Orlando, Florida

1st Year of AA degree

1990 – 1992 Mid-Florida Tech Orlando, Florida

Culinary Courses (American Culinary Federation Apprenticeship)

January 2003 New Horizons Computer Center Denver, CO

Microsoft Excel Level 1 & 2

June 2004 Mountain States Employment Council Denver, CO

Managing a Diverse Workforce

2007 - 2010 Kaplan University Davenport, IA

Bachelor's in Criminal Justice (Summa Cum Laude - GPA 3.91)

Work Experience **06/15/2022 – Present** **Orange County Government**

On call/casual aide

- Responsible for helping out District 2 with communication of events.

02/01/2021 – Present **Caregiver**

Primary Caregiver for elderly mother

- I help my mom with her everyday tasks.

04/23/2018 – 02/01/2021 **G4S Security Solutions**

Protection Officer

- Responsible for guarding post; doing rounds and troubleshooting any issues from clients. Hold current 'D' and 'G' licenses. Posts have included OC Administration building, Corrections Video Visitation, John Bridges Center, and several Orange County Courthouses.

01/10/2017 – 4/23/2018 **Unemployed Due to broken leg**

05/15/2016 – 01/10/2017 **Florida Dept of Children and Families**

Economic Self Sufficiency Specialist 1

- Processed applications for Food Stamps, Medicaid and Cash Assistance. Interviewed the applicant to make sure the questions were answered accurately and were current. Made sure all applicants were US Citizens or eligible Immigrants.

11/16/2015 – 05/15/2016 **Unemployed due to department being reorganized**

02/01/2014 – 11/15/2015 **Walt Disney World**

Receiver/Inventory Control Clerk

- Conducted daily counts and ordered product for restaurant operation. Did monthly inventory, tracked and entered spoilage into computer program. Used a hand held device for scan of barcodes.

06/12/2012 – 02/01/2014 **Unemployed due to taking care of ill Mother**

11/15/2011 – 06/12/2012 State of Florida DCF

Child Protective Investigator

- Investigated child abuse/neglect reports from state hotline. Interviewed children and their families that are involved in the allegations. Interviewed collateral witnesses to accumulate information to make the decision if the allegations have any truth to them. If needed, the children are taken into agency custody. Attended/testified at hearings to determine the dependency status of those children. Transferred oral interviews into written reports for case files.

**09/10/2007 – 11/15/2011 State of Florida, Department of Revenue
Enforcement Senior Clerk/Revenue Specialist II**

Child Support

- Filed, prepared service documents and did general office work.
- Checked facts in case files to create child support orders. Contacted clients via telephone to follow up on financial affidavits, etc. Researched facts for non-jury trials and administrative hearings in order to testify on behalf of the department if needed.

02/14/2007 – 09/09/2007 Unemployed due to elimination of position and going back to college

03/01/2001 – 2/14/2007 Multifoods/Vistar/Roma Foods Buyer/Senior Buyer

- Tracked inventory levels, negotiated with trucking companies to haul inbound product at the best rates. Worked with manufacturer reps to ensure product received is freshest available. Supervised 5 buyers and 1 cost clerk.

01/10/2001 – 03/10/2001 Unemployed due to store being sold to franchisee

06/05/2000 – 01/10/2001 Quiznos Classic Subs

General Manager

08/18/1998 – 06/05/2000 Jamba Juice

Assistant General Manager

04/10/1997 – 08/15/1998 Torrefazione Italia/Virgin Megastore Store has closed

Assistant General Manager/ Kitchen Manager

11/28/1994 – 03/20/1997 Sawtek/Now Quorvo

Laser engraver, Welder, Bonder

12/08/1988 – 07/25/1998 Sea World of FI

Food Service Worker/Culinary Apprentice/Catering Food Runner

10/24/1988 – 12/08/1988 Unemployed due to lab budget cuts

06/05/1988 – 10/24/1988 Jammal & Associates Business closed

Lab worker

03/15/1988 – 06/05/1988 Unemployed due to company reorganization

06/10/1982 – 03/15/1988 Eli Witt Company Business closed

Assistant Buyer/Computer room lead/Accounting Assistant/Order puller

**Volunteer
Experience**

Florida Junior Chamber of Commerce (Jaycees)

- Writing, speaking and Planning skills
- Helped run multiple softball tournaments/Charity fundraisers

Orange County Citizens Academy Alumni

- Assist Orange County Sheriff's Office with community events

Apopka Citizen Police Academy Alumni Association (Current)

- Assist Apopka Police with community events and as needed at APD

**Qualification
Summary**

- Attention to Detail
- Excellent Customer Service (external and internal)
- Knowledge and experience with multiple computer programs (Microsoft Office Suite, buying software, search engines, Social Media, mail and texting interfaces, etc)
- Investigation and Interviewing skills
- Research skills (Internet and non-internet based)
- Management, Analytical and Critical Thinking Skills
- Ability to gather pertinent information to make determinations
- Loyal employee/Team Player
- Basic Knowledge of SAP