



June 2, 2020

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

FROM: Byron W. Brooks, AICP, County Administrator

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

SUBJECT: Appointment to the Town of Eatonville Community Redevelopment Agency  
**DISCUSSION AGENDA ITEM JUNE 23, 2020**

The Town of Eatonville Community Redevelopment Agency ("CRA") was created in 1997. There is one seat on the CRA designated for a citizen representative appointed by the Board of County Commissioners. The term of the current representative, Brent Gardner, will expire June 30, 2020.

Accordingly, Commissioner Moore is nominating Leviticus Henderson for appointment to the CRA to succeed Mr. Gardner with a term expiring June 30, 2024. On June 23, 2020, 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 Town of Eatonville Community Redevelopment Agency.**

BWB/cjg

# LEVITICUS A. HENDERSON

118 Eaton Street  
Eatonville, FL 32751  
321.279.6131

leviticushenderson@gmail.com

**Objective:** To use my communication, analytical, and personal skills in a customer service focused position while gaining knowledge that, will allow me to further my career.

## WORK HISTORY

### CLARCONA GROVES APARTMENTS- Orlando, FL 01/17 to Present

#### Leasing Specialist

- Showing apartments and answering prospective residents' questions about pricing
- Maintain prospect records using proprietary online tools
- Prepare leasing agreements
- Showing apartments and answering prospective residents' questions about pricing· Prepare leasing agreements· Verify applications and follow up on applications including resident screening· Follow up on prospects and leads· Coordinate with the marketing team to place online ads and ensure signage is correctly positioned· Maintain prospect records using proprietary online tools
- Follow up on prospects and leads
- Assist management with resident relations
- Make and maintain relationships with industry partners and brokers
- Analyze market and occupancy trends and shop the competition to identify changing market conditions
- recommend and track marketing avenues, oversee marketing campaigns and monitor traffic
- assist in monitoring renewals as well as distribution and follow-up on renewal notice results
- Work to secure tenant dwellings, including government subsidized low income rentals
- Make sure file stay in compliance with HUD and Tax Credit Laws

### MISTY OAKS APARTMENTS – Orlando, FL – 01/2016 to 12/16

#### Leasing Specialist

- Prepare the property for receiving guests prior to time designated for opening office.
- Lease apartments and assertively sell the products and services of the property to which the associate has been assigned with an acceptable closing ratio as a member of the team effort to achieve the goals for the property.
- Serve residents by writing service requests, completing service call backs, and miscellaneous follow through on special requests. Contact current residents in person and by written correspondence to renew lease while negotiating the highest rent increase possible.
- Conduct site tours including, but not limited to, showing and transporting/escorting prospects around the property to introduce them to the community amenities and show them the decorated model apartments and/or the vacant units available.

- Increase property traffic levels, maintain closing ratios and work to achieve and exceed budgeted occupancy percentages.
- Prepare all lease-related paperwork in an accurate and timely manner. Explain all lease documents to new and existing residents
- Maintained up-to-date database and ensured to collect & deposits fees associated with move-in.

**ANDOVER AT WINTER PARK – Winter Park, FL – 11/2013 to 11/2014**

**Leasing Specialist**

- Greeted the current clients and made them feel comfortable in their community.
- Handled phone calls and answered to the queries of the clients and replied to their emails.
- Maintained up-to-date database and ensured to collect & deposits fees associated with move-in.
- Negotiated rent renewals with existing residents.
- Assisted with marketing of community on campus and maintained monthly market survey.
- Verified applications and notified of approval and denial.
- Prepared move-in packages and lease paperwork.

**JCPENNY'S – Altamonte Springs, FL –10/2005 to 12/2013**

**Customer Service Associate**

- Worked in store support and customer-facing roles. Thrived within busy, high-volume environment requiring the ability to prioritize and provide exceptional customer service.
- Assisted customers find clothing organized merchandise throughout each department.
- Cash register trained and processed Credit Card Applications.
- Served on team that accelerated the movement of received merchandise to the sales floor, resulting in a 5% increase in holiday sales.
- Recognized by store management team for customer service excellence and outstanding job performance.

**EDUCATION & TRAINING & CERTIFICATIONS**

POS Systems; Computerized Cash Registers; Scanners/Inventory Systems;  
MS Office (Word; Publisher, Excel.) Yardi ; Yardi Voyager , Yeildstar, Bluemoon Software,  
Matrix, Pop Card  
ULI Urban Plan Training Workshop

Valencia College, Winter Park, FL ✓

Pursuing AA in Political Science & Government, 1/12 to 12/31/2013

Ashford University, Online ✓ Pursing BA in Business Leadership