

## **Professional Profile**

### **Objective**

To seek reappointment to the Key West Bight Management Board. My goal in seeking this re-appointment is to utilize my professional skills and my community relations background in service to the City Commissioners and our community.

### **Personal Profile**

In January, 2010, I retired from the Florida Keys Aqueduct Authority following a highly distinguished career as Director of the Executive Department highlighted by commended performance and proven results. My responsibilities included coordination of the activities for the FKAA Board of Directors, departmental Budget preparation and administration, management of the Human Resource/Risk Management Division, responsible for all public information programs and responsible for maintaining FKAA Policies and Procedures (relative to both Customer Service and Personnel Policies).

### **Skills Summary**

- Excellent Organization skills
- Analytical
- Conflict Resolution
- Integrity and Accountability
- Fiscal Accountability
- Effective communication skills (both orally and in written word)
- Teambuilding skills
- Trained in Mediation

## **Professional Experience**

### **Coordination of Board Activities**

- Coordinated and provided oversight to activities of the FKAA Board of Directors.
  - Assured compliance with requirements of Government in the Sunshine and the Florida Administrative Code relative to Board activities.
  - Prepared and evaluated public documents presented to the Board for upcoming meetings.

### **Budget Preparation/Management**

- Previously responsible for Budget development for the Executive Department, including Board activities, Human Resource functions, and community relations.
  - Projected, evaluated and calculated anticipated expenditures for upcoming years.
  - Regularly reviewed budget compliance.

### **Customer and Employee Relations**

- Planned and administered Public Relations programs for both customers and personnel.
  - Evaluated needs, identified and implemented programs to provide for effective outreach programs to customers. Included press releases, community meetings and community activities.
  - Established employee recognition program and planned/conducted employee meetings.

### **Policy Development**

- Reviewed needs and wrote policies relative to Customer Service Rules and Regulations and Personnel Policies.
  - Worked with agency staff to develop effective Customer Service Rules and Regulations, including fee schedules; coordinated and made presentation at Public Hearings.
  - Prepared and evaluated personnel policies to assure fairness and consistency in the administration of Human resources responsibilities.
  - Developed and maintained Drug Free Workplace Policy, including regular training for both supervisors and employees.

# *Kathryn A. Ovide*

## **EDUCATION**

MARY IMMACULATE STAR OF THE SEA SCHOOL – KEY WEST, FL.

1970 GRADUATE

FLORIDA KEYS COMMUNITY COLLEGE – KEY WEST, FL

1973-1990 Non-Degree Seeking Coursework (specific related to business, writing, computer and public relations)

## **AMA MANAGEMENT TRAINING**

- Community Relations
- Management training
- Governmental Budget Preparation and Management
- Public Speaking

## **SPECIALIZED TRAINING....**

- Drug Free Workplace Programs
- Mediation Course Completion followed by required training with local Mediator (mentored by Carrie Goodman, Mediator)
- FEMA – Emergency Response Certification Series 100, 200 and 800
- Public Official Training on Government in the Sunshine and Florida Administrative Code

## **COMMUNITY SERVICE:** (non-compensated)

- Lower Keys Hospital District Board ; Governor Appointee; position held...Secretary
- Lower Keys Medical Center Management Board
- Southernmost Federal Credit Union Board of Directors; Treasurer
- City of Key West Bight Management Board – Appointed by the City Commission
- Southernmost Republican Club Executive Board; Secretary
- Monroe County Republican Executive Committee
- School Volunteer: Mary Immaculate Star of the Sea School