

# David Concepción

---

**Objective** Seeking a professional employment opportunity that will secure a challenging oriented governmental position leading to increasing responsibilities, as well as career growth. My ultimate goal is to gain the opportunity to aide in the creation and implementation of policy at a local and national level.

**Experience** 2010- Present City of Hialeah Hialeah, FL  
**Municipal Clerk**

- Serve as the Corporate Secretary of the City, the Official Secretary of the legislative body and the Supervisor of Elections for Hialeah.
- The Office of the City Clerk is also the corporate headquarters of the City and serves as the depository for all corporate contracts and records.
- Monitor compliance of City, County and State regulations pertaining to elections.
- Prepare the agenda for City Council Meetings including staff reports and memoranda and other information necessary to enable the City Council to make informed decisions on individual items.
- Keep the minutes of the City Council proceedings, which constitute a public record and provide notice of regular and special City Council Meetings to the public.
- Coordinate data entry operations to compile the collected data in common data management software.
- Prepare, advertise, receive quotations from vendors, sort and post bids in accordance with City Code
- Processes the codification of the Hialeah Code Book while serving as the custodian of public records of the City.
- Attests to all official City documents and perform such other duties as the Mayor and Council may prescribe from time to time.
- Serve as member and Secretary of the City of Hialeah Elected Officials Retirement Oversight Committee
- Implement improved technology integration for providing documents and transparency of government in the sunshine

2005-Present City of Hialeah Hialeah, FL  
Chief of Staff to Mayor

- The City of Hialeah serves a constituency of over 250,000 residents and 18,000 businesses under the direction and administration of a strong-mayor. As such, my responsibilities include reporting directly to the Mayor.
- Served as deputy administrator, responsible for aspects of managing and operating the municipality under the supervision of the Mayor.
- Responsibilities included coordinating departments, leading & managing personnel, strategic planning, public utilities/works, public safety, parks, community development, coordinating external consultants, relating to boards and committees, attracting and accommodating businesses.
- The coordination of city functions with an emphasis on broadening community access to municipal services.
- Supervise multiple complex city projects and initiatives.

- Serve as a communications/information liaison for the Mayor with community groups as well as Local, State, and Federal agencies.
- Seek and track all Federal, State, & Local funding sources and legislation for city programs and initiatives.
- Direct all constituent and community issues that the Mayor's office faces, as well as coordinate all functions amongst the Mayor's office staff.
- Facilitate educational and scholastic needs with the local school district including alternative resources and auxiliary services for K-12 and higher education for our community.
- Serve as leader of transition team between outgoing Mayor and Interim Mayor.
- Prepare City budget while working directly with each Department and Division Head in the City of Hialeah, incorporating all necessary budget reductions as applicable, with choices the council votes on.
- Investigating and preparing recommendations about the topics of interest to council.
- Offering executive management that supports good performance by the city workers.
- Controlling the city with proficient understanding of how the whole city functions work together to their finest effect.

2002–2005                  Florida House of Representatives                  Hialeah, FL  
 Chief Legislative Aide to State Representative Rafael Arza

- Collaborate with bill drafting to create legislation, bill analyses, legislative reports, speeches, and office correspondence.
- Work directly with local constituency on inquiries & general problems.
- Responsible for clerical duties, including filing, bookkeeping, and preparing financial statements for the office on a quarterly basis.
- Supervise district, legislative and budgetary committee staff, drafting legislation and coordinating implementation with state agencies.
- Act on the behalf of Representative before state agencies, during speaking engagements, and at business meetings.
- Brief Representative on legislation, committees, state agency actions, and local/statewide affairs.
- Schedule and maintain Representative calendar and travel arrangements.
- Handle press/public relations and produce yearly newsletter
- Oversee passage of comprehensive legislation relating to K-20 education, utilities, economic development, elderly affairs, and health/human services.
- Work closely with statewide officials, members of the legislature, local public officials, community leaders, associations, and businesses to establish sound public policy.

1999- 2002                  Perceptive Market Research                  Gainesville, FL  
 Phone Room Supervisor

- Responsibility for managing the operations of the phone interviewers accurately, timely and efficiently.
- Provide training for new employees, brief on new projects, and coordinate the activities of the phone research development.

2000                                  Concrete & Lumber                                  Miami, FL  
 Office/ Layout Assistant

- Aid with office filing and errands including retrieving city permits.
- Responsible for general clerical duties.
- Assist the engineers with the format of the layout of a 17 story building,

including measurements and markings.

1997-1998 Kuker, Glickman, & Weissman ESQ. Miami, FL

Intern: Office Assistant

- Research cases, attend hearings, and other clerical duties.

## Education

1998-2002 University of Florida Gainesville, FL

- B.A., Political Science.
- Specialization in Latin American Studies & International Relations.

2012-2013 St. Thomas University Miami Gardens, FL

- Masters in Professional Management and Public Administration. Graduation date: June 15, 2013.

2011-2012

- Currently pursuing a Certified Municipal Clerk (CMC) with The International Institute of Municipal Clerks (IIMC). Graduation date: November 13, 2012.

- 

## Community Involvement

- 2010- Present: National League of Cities membership in the Postsecondary Success City Action Network (P-SCAN) and Mayors' Education Policy Advisors Network (EPAN)
- 2010- Present: Miami Dade Municipal Clerks Association membership
- 2010 – Present: Friends of St. Jude Ambassador- for St. Jude's Children's Research Hospital
- 2009 – Present: FBI Citizens' Academy Class XX.
- 2009 – 2011: Founding Member of The Lili Claire Foundation Miami Chapter, which assists children with neurogenetic conditions, while providing hope & resources to their families.
- 2008 – Present: Member of the Advisory Council of the South Florida Campus of Sistema Universitario Ana G. Mendez.
- 2008-Present: Miami Coalition Against Breed Specific Legislation – Board of Directors & Media Affairs Committee, Chair
- 2008 – Present: Citizens' Independent Transportation Trust Member Appointed by Miami Dade County Commissioner Natasha Seijas of District 13.
- 2007 – Present: Agrupación Portopadrense, Inc. / Municipio de Puerto Padre en el Exilio - Asesor Asuntos Oficiales
- 2006 – 2009: Secretary of the Flamingo Kiwanis Club.
- 2006 – 2008: Organizational Board Member of the 2006, 2007, & 2008 Flamingo Fest celebrations.
- 2006 – Present: Member of the Hialeah Chamber of Commerce-Community Relations Board & Education-2-Business Committee
- 2007 – Present: Member of the Executive Board of the Somerset Charter K-12 Schools (TX & FL)
- 2007 - 2009: Secretary of the Executive Board of Hands in Action
- 2006 – 2007: Secretary of the Executive Board of Mater Charter K-12 Schools
- 2002 – 2006: Chairman of the Executive Board of Mater Charter K-12 Schools with over 3,000 students in Hialeah Gardens, Hialeah, and Little Havana.
- 2000 – 2002: Volunteer Firefighter- High Springs (FL) Fire Dept. - assist with Emergency management situations and small regional brush fires.

## References

Available Upon Request.

Certifications

Federal Emergency Management Institute- (FEMA) National  
Incident Management System Emmitsburg, MD

IS-800.B, National Response Framework

IS-700.A, National Incident Management System (NIMS) introduction

IS-100.B - Introduction to Incident Command System, ICS-100

IS-200.B – ICS for Single resources and Initial Action Incidents