

## **Cheryl Smith**

### **Professional Experience**

---

**City of Key West**  
**3126 Flagler Avenue**  
**Key West, FL**

**City Clerk**  
**1999 to Present**

- Record and prepare official minutes of the City Commission
- Prepare meeting agendas
- Maintain codification of City Ordinances
- Handle municipal correspondence, both incoming and outgoing, as directed by the City Commission
- Process, record, file and advertise ordinances, resolutions and notices
- Responsible for the yearly budget preparation and supervision of expenditures within the City Clerk's Department
- Perform liaison work between the public and the City Commission
- Administer and record oaths of office
- Maintain custody of all official records
- Responsible for records retention for the City
- Maintain custody of the municipal seal
- Maintain official City zoning map
- Sign official documents
- Provide public records and information to citizens, the media and other agencies as requested
- Provide Notary Services
- Chief Elections Administrator

---

**City of Key West**  
**Executive Assistant to the City Manager**  
**1996 to 1999**

- Handled and supervised all public relations functions for City Manager
- Responsible for the yearly budget preparation and supervision of expenditures within the City Manager's Department

- Prepared and approved all purchasing requisitions
  - Prepared all payroll documents
  - Arranged, coordinated and directed all City special events
  - Directed, coordinated and handled all complaints and requests from citizens, vendors, contractors, associates and Commissioners
  - Recorded and prepared official minutes of the 1998 Charter Commission
  - Recorded and prepared minutes for various different committees
  - Handled all correspondence for the City Manager
  - Provided Notary Services
- 

### **City of Key West**

#### **Administrative Assistant to the Assistant City Manager**

**1994 to 1996**

- Prepared and maintained the Assistant City Manager's yearly budget
  - Reviewed and approved all purchasing requisitions
  - Handled all payroll functions
  - Arranged, coordinated and directed all City special events
  - Maintained all City leases
  - Coordinated and handled all correspondence for the Assistant City Manager
- 

### **City Of Key West**

#### **Assistant to Boards & Committees**

**1993 to 1994**

- Scheduled and advertised all meetings
  - Recorded and prepared minutes of all meetings
  - Set up and maintained files
  - Backed-up City Manager's Office with respect to clerical and administrative functions
-

**Harry S Truman Little White House Museum**  
**111 Front Street**  
**Key West, FL**

**Assistant Director**  
**1991 to 1993**

- Supervised accounts receivable, accounts payable, payroll and daily deposits and assumed responsibilities in the director's absence
- 

**Greater Key West Chamber of Commerce**  
**402 Wall Street**  
**Key West, FL**

**Office Manager**  
**1988 to 1991**

- Prepared and maintained membership billings
  - Prepared and maintained accounts receivable, accounts payable and payroll
  - Prepared and maintained budgets
  - Scheduled, recorded and prepared minutes for various Chamber committees
  - Organized annual fundraisers
- 

**Headquarters Barber Salon**  
**Corpus Christi, TX**

**Hair Stylist**  
**July 1977 to October 1987**

---

**Acme Truck Line**  
**Morgan City, LA**

**Bookkeeper**  
**June 1973 to May 1976**

- Prepared and maintained billings
- Prepared and maintained accounts payable

- Prepared and maintained accounts receivable
- Prepared and maintained payroll

**Professional Accomplishments:**

**City of Key West Employee of the Quarter 1995**

**City of Key West Excellence in Customer Service 1997**

**City of Key West Employee of the Year 1998**

**Certified Municipal Clerk Designation 2001**

**Leadership Monroe County 2002**

**Academy for Strategic Management 2003**

**Master Municipal Clerk Designation 2007**

**Certified Public Manager Designation 2007**