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NOV 14 2024

BOARD OF COUNTY COMMISSIONERS
110 N Apopka Avenue, Inverness, FL 34450
352-341-6560 Fax: 352-341-6539

COUNTY ADMINISTRATOR

APPLICATION FOR ADVISORY BOARDS/COMMITTEES

Name: Elaine T Kleid Home Phone 352-503-9202

Address: 4735 W Finch Court Cell Phone _____

Business Phone: _____ Fax: _____ Email elainekleid@proton.me

Place of Employment: Independent Contractor/Publisher

Board/Committee Applied for: Library Advisory Board

Specific Position on Board/Committee Applied for: Library Advisory Board Member

How long have you lived in Citrus County: Years 12 Months 5

In which commission district do you reside? 1 2 3 4 5 (circle one)

Do you currently hold public office? Yes X No _____

Do you now serve, or have you ever served on a Citrus County board or committee? Yes X No _____

Please list the Committee/Boards:

Library Advisory Board & CCREC Precinct Committee woman & PW Co-Chair

Please list your community activities (civic clubs, neighborhood associations, etc. and positions held)

Education: Please See Attached Documents

Experience: Please See Attached Documents

Some of the boards/committees appointed by the County Commission are required to comply with Chapter 112, Florida Statutes, the Financial Disclosure Law. If applicable, would you be willing to file the required financial statement? YES X NO _____
DATE 11/12/2024 SIGNATURE Elaine T. Kleid

Appointees to Advisory Boards/Committees are required to attend scheduled meetings as specified in Administrative Regulation entitled Board Appointments.

If you have any additional information such as a resume, please attach. Applications will be kept on file for a period of one year from date of receipt by the Board of County Commissioners. Should a vacancy occur, during that time, on the Board to which you have applied you will be notified to confirm your interest in being reconsidered for that Board

OBJECTIVE: Effectively provide superior service within a dynamic environment to all clients while learning, utilizing and growing with those that hold equitable values.

CURRENT OFFICES/POSITIONS

ADVISORY COUNCILMEMBER TO CONGRESSMAN GUS BILIRAKIS

CO-CHAIR CCREC POLL WATCHER COMMITTEE (RPOF) & PRECINCT EXECUTIVE COMMITTEEWOMAN)

FAITH MOBILIZATION COMMITTEE (RPOF)

SECRETARY TO VILLAGERS FOR TRUMP 47 (BOARD OF DIRECTORS)

DIRECTOR OF GROUP EVENTS TO CITRUS WRITERS OF FLORIDA

LIBRARY ADVISORY BOARD MEMBER (Citrus County Special Library District)

EXECUTIVE PRODUCER OF THE CITRUS EAGLE NEWSLETTER

INDEPENDENT AUTHOR, POET, PUBLISHER & CONTRACTOR (MEDIA, WEB DESIGN & EVENT NOTICES)

AFFILIATE OF BASED APPAREL

ATTENDED GOVERNOR'S ROUNDTABLES (virtual) & THE INAUGURATION (in person)

PRIOR: PUBLICIST & ADMINISTRATIVE ADVISOR TO CRYSTAL OAKS REPUBLICAN CLUB & SECRETARY TO CITRUS TRUMP CLUB 47 (While Chartered Through REC) * TRUMP FORCE 47 CAPTAIN (Volunteer) * Honored To Be A Poll Watcher - Represented for Donald J Trump For President of The United States

MOST RECENT RECOGNITIONS/CERTIFICATES

REPUBLICAN EXECUTIVE COMMITTEE: Chairman's Award of Excellence (Co-Chair of Poll Watcher Comm)

CHRISTIAN FAMILY COALITION: Pioneer Award (Signed by Anthony Verdugo, Gov's Advisory Council Appointee, John Labriola Presented)

HILLSDALE COLLEGE: The Great American Story: A Land of Hope * The U.S. Supreme Court * Mathematics & Logic: "From Euclid to Modern Geometry" * Public Policy "From a Constitutional Viewpoint" * Civil Rights in American History * The Great Principles of Chemistry (Pursuing Additional Liberal Arts CERTIFICATES)

CERTIFICATE OF RECOGNITION From Sheriff Prendergast (Completion of **CCSO Citizens Academy** Training)

CERTIFICATE OF COMPLETION: BOCC CITIZENS ACADEMY (Signed By County Commissioners)

EXPERIENCE: More than 20 Years Combined Experience Working Forefront in Administration With Executives

- ✓ Generate Mass Communications (Builds/Mass E-mails) in Constant Contact for the Republican Executive Committee Charter Clubs in Citrus County for Congressional, Senate, State & Local Electoral Candidates & Officials. This includes creation of custom flyers & promotional videos for prominent Guest & Keynote Speakers, including the Sheriff, Party Officers, Authors, etc. Also recording of meeting minutes & distribution of Events/Promo's & updating of club member database.
- ✓ Independent Author, Poet & Publisher of Books, Newsletter, Gifs & Custom Videos. Executive Producer of The Citrus Eagle Newsletter. (Online Newsletter)
- ✓ Independent Contractor – Computer Tech Assist/Custom Event Planning/Announcements; Companion/Personal Assistant (Operated as a Personal Assistant for former government officials, assisting in handling their household and personal business affairs)
- ✓ Utilized to direct workflow & train staff. Functioned as a remote administrative employee (home office) & have been utilized to document/implement/streamline processes. (Reduced process time & associated costs & made recommendations to executives)
- ✓ Consistently served as the front line in customer service support center & administration roles.
- ✓ Court case preparation for publication (Have also acted as both clerk of court (traffic division) and as jury foreperson and have provided government auditors with requested corporation reports/data
- ✓ Vendor Management & creation of custom job cost/revenue metrics/matrix & Detailed Cost Analysis (employees/vendors) – charts included reported to the executive board monthly, Vending Machine Audit
- ✓ HR, Payroll, AP & AR related functions (including collections, billing, billing disputes & posting, depositing, reporting payments) and Employment verification, W-2c's & W-2 Reissues
- ✓ Log/route software support calls to appropriate departments – critical to low level incidents, & diffuse angry customers
- ✓ Liaison with IT for departmental requirements – identify & assist in rectifying errors within complex billing data systems and also with facilities to coordinate departmental changes
- ✓ Company communication notices via web & Mass E-mail to clients & employees (Published updates weekly)
- ✓ Enrolled homes in HouseRater software for EnergyStar Ratings & reporting of homes that passed inspections to the EPA.
- ✓ Scheduling Equipment Audits & Home Construction Inspections

PRIOR LEADERSHIP ROLES

- ✓ Served as Safety Team Lead & supervised floor drill evacuations (100 + employees). I was responsible for ensuring all team members assigned to sections were clear & coordinating the assistance of evacuating the physically challenged.
- ✓ Served as a Board Member for the Charitable Giving Campaign & helped raise over \$100,000 in 2001

PROGRAMS/HARDWARE (Well Versed in Various Applications)

- ✓ Several Video Editors & Mass E-mail Apps including Constant Contact
- ✓ Microsoft Office: (Word, Excel, PowerPoint, Adobe, Access & Others)
- ✓ Payroll/HR: PeopleSoft, D & B Software
- ✓ Client Software Support: Expert Advisor, CMS, ABS, CRM, HouseRater
- ✓ E-mail: Outlook, Entourage, Numerous E-mail applications (Gmail & Yahoo, Outlook etc.)
- ✓ Hardware: Mac, Dell, Hewlett-Packard & Others

PRIOR COLLEGE COURSES, CERTIFICATES & SPECIALIZED TRAINING:

- ✓ 5 Courses Completed at National American University – *Business Administration with Finance Management Emphasis*: Principles of Management & Grade Achieved (A) Consumer Behavior (A) Principles of Marketing (A) Strategies for Success (A) Macroeconomics (B)
- ✓ **SPECIALIZED COURSES: Thomson University (through previous employer – non credit based)**
Social Styles Series (Communication Versatility based) * Customer Service Excellence “Fundamentals” (Administering customer service) * Customer Service Excellence (Four stages of customer service & building long term relationships) * Understanding Service Excellence (Customer communications – defining the best return approach) * Focusing on Customers “The Competitive Advantage” (Sales based) * Achieving Service Excellence (Exceeding the expectations of the customer) * Influence (Building & Promoting teamwork with co-workers regardless of their station) * Career Power (Identifying strengths and weaknesses – Guiding in selecting a most suitable career) * Communicating More Effectively (Demonstrating communications in a professional manner) * Customer Focused Writing (Tailoring communications to customers) * Time Management (Prioritizing tasks – how to juggle when necessary)
- ✓ **HEALTH RELATED – HELD PRIOR CERTIFICATIONS FOR IN HOME HEALTH CARE**
CPR * First Aid * Alzheimer's

EMPLOYMENT HISTORY – PREVIOUS POSITIONS:

- ✓ Faith & Freedom Coalition – Canvasser (2024 Election Season)
- ✓ Independent Contractor for 6 years (Personal Assistant/Companion)
- ✓ G & D Spinka (Home Health) – Home Health Aide 8/2012 – 1/2013
- ✓ Residential Science Resources – Energy Rating – Administrative Assistant to COO – 6/2011 – 11-2011
- ✓ Digital Technology International (Software Publishing – Supported the Newspaper Industry) – Administrative Assistant & Receptionist (Promoted from Customer Support Administrator) – 10/2006 – 02/2011
- ✓ Total Tool Supply – AR Receptionist – 9/2005 – 9/2006
- ✓ ABRA Auto Body & Glass – Customer Service Representative – 3/2003 – 8/2005
- ✓ Thomson Corporation (Formerly West Publishing Company (Legal), Currently Thomson Reuters) – (Finance Assistant, Cashier Assistant, Pasting Clerk) – 11/1991 – 3/2003
- ✓ Walgreen's (Part-Time) – Photo Specialist/Cashier, Assisted Pharmacy & Management Inventory – 6/2002 – 11/2003
- ✓ Edward's Optical (Part-Time) – Optician Assistant – 9/1990 – 6/1991
- ✓ South Saint Paul District Court (Part-Time) – Clerk of Court Dakota County Traffic Division – 9/1989 – 6/1990
- ✓ MN Department of Revenue (OJT Training for High School Part-Time) Kept Books/Filed – Unknown Time Frame when I was 15/16 years old)

Personal References Provided Upon Request