

DEMETRIUS JOHNSON



deejohnson32025@gmail.com



386-288-8381



Lake City, FL 32055

PROFESSIONAL SUMMARY

Efficiency-driven city leader skilled at leading departments, improving transparency in government and building positive relationships with government agencies, community organizations and members of the public. Strong leader and problem-solver dedicated to streamlining operations to decrease costs and promote organizational efficiency. Uses independent decision-making skills and sound judgment to positively impact company success.

SKILLS

- Citizen Needs Assessments
- Project Coordination
- Meeting Leadership
- Budget Preparation
- Verbal Communication
- Organizational Leadership
- Interpersonal Communication Skills
- Municipal Process Management
- Policy Development and Enforcement

EDUCATION

Florida Gateway College
Lake City, FL • 05/2023

Associate of Science:
Business Management

Florida Gateway College
Lake City, FL • 05/2021

Associate of Science: Supply Chain Management

Columbia High School

WORK HISTORY

City Of Lake City - Assistant City Manager
Lake City, FL • 07/2022 - Current

- Represented city and interests with community organizations, government agencies and general public.
- Pursued learning opportunities and maintained current understanding of trends and technological advances in municipal management.
- Researched issues, wrote reports and presented findings to city council.
- Monitored and supported bidding and proposal process.
- Kept municipal operations in compliance with city ordinances, state requirements and federal laws.
- Appointed and managed department heads to maintain smooth operations between different functional areas.
- Maintained department productivity and standards through proactive management of teams and policies.
- Oversee numerous personnel working in multiple areas.

City Of Lake City - Procurement Coordinator
Lake City, FL • 04/2019

- Oversaw inventory control, accounting, and supply reports.
- Maintained effective and lasting vendor relationships through dynamic communication, collaboration, and intelligent questioning skills.

Lake City, FL • 02/2004

High School Diploma

CERTIFICATIONS

- Leadership of Lake City Program 2022
- Introduction to Negotiations 2022
- Certified Professional Public Buyer Exp: 05/03/2027
- CPPB Certified 2022
- Effective Contract Formation Certification 03/02/2021
- Developing and Managing RFPs Online 06/01/2020
- Sourcing in the Public Sector 12/05/2018
- Legal Aspects of Public Procurement 05/04/2018
- Diversity Training Completed 07/17/2008

- Identified new and more cost-effective suppliers through participation in industry networking events, purchasing advantageous packages, and cutting costs.
- Maintained ongoing communication with suppliers to promote workflow and respond to inquiries.
- Carefully read and interpreted requisition orders to understand specialized terms and requirements.
- Maintained up-to-date database of suppliers, vendors and contracts to support accurate recordkeeping.
- Tracked purchase orders and followed up with vendors and carriers to support timely deliveries.
- Researched and identified potential new suppliers to increase vendor base.
- Negotiated contracts and agreements with suppliers to achieve best pricing and terms.
- Established relationships with vendors and suppliers to streamline procurement operations.
- Provided accurate and up-to-date records of leading procurement procedures.
- Negotiate contracts with vendors, securing best prices and terms for materials, equipment and services.
- Utilized software to order, track and invoice product shipments.

Xpress Car Care - Operations Specialist

Lake City, FL • 01/2018 - Current

- Collected, arranged, and input information into database system.
- Assisted various departments with change by communicating new improvement plans and expectations.
- Motivated and trained employees to maximize team productivity.
- Enforced regulatory and company policy compliance to improve workplace and employee safety and readiness.
- Enhanced operational performance and reduced labor expenses by developing and optimizing standard practices.
- Encouraged and promoted ideas aligned to business needs and benefits.
- Collected customer feedback and made business adjustments to improve retention and satisfaction.
- Assisted customers with questions and problems to build

brand loyalty and cultivate lasting business relationships.

City Of Lake City - Procurement Specialist

Lake City, FL • 04/2017 - 04/2019

- Oversaw inventory control, accounting, and supply reports.
- Maintained effective and lasting vendor relationships through dynamic communication, collaboration, and intelligent questioning skills.
- Identified new and more cost-effective suppliers through participation in industry networking events, purchasing advantageous packages, and cutting costs.
- Maintained ongoing communication with suppliers to promote workflow and respond to inquiries.

City Of Lake City - Building Maintenance Worker

Lake City, FL • 07/2006 - 04/2017

- Used problem-solving skills to alleviate issues efficiently with minimal supervision.
- Quickly responded to internal service calls regarding malfunctioning equipment and completed repairs.
- Completed daily, weekly, and monthly checklists on building equipment to maintain records of scheduled maintenance procedures.
- Installed new locks, door handles, and door closers.
- Supported safety with well-maintained grounds, parking lots and landscaping.
- Coordinated with contractors and vendors to enforce quality standards and timely completion of projects.
- Followed preventive maintenance schedule to support building systems functionality.
- Restored and repaired worn and damaged building components to support appearance, longevity and security.
- Responded to emergency fire alarms, plumbing leaks and power outages to implement swift resolutions.
- Continuously adhered to strict regulations as well as detailed instructions, guidelines and specifications.
- Followed instructions from supervisor regarding daily job tasks and duties.
- Maintains municipal buildings, equipment and property.



Contact

343 E Duval Street, Suite 105
(386) 292-1410 Cell
(386) 438-8750 Office
swilliams@gatewaygrants.net

Education

B.S., Technical Education
Univ. of West Florida, 2008

M.S., Information
Florida State University, 2018

Master's Certificate,
Information Architecture
Florida State University, 2018

Ph.D. Information
Florida State University, 2020-2024

Areas of Expertise

- Grant Acquisition
- Grant Administration
- Technical Writing
- Land Use Planning
- Proposal Writing
- Report Preparation
- Project Management
- Data Analysis
- Public Speaking
- Adobe Illustrator

Professional Experience

Ms. Williams is a seasoned professional specializing in technical and grant-writing expertise, with a demonstrated track record in securing grant-funded projects across North Florida. Boasting 9 years of experience in grant research, writing and administration, she has extended her services to more than 20 cities and counties, showcasing a deep commitment to fostering community development.

A proud native of Lake City, FL, Ms. Williams is deeply invested in her community. Her dedication is evident in her persistent efforts to identify and acquire funding for local projects. With her extensive knowledge and experience, Ms. Williams remains a vital asset in driving community initiatives and looks forward to continuing her impactful work in the years ahead.

Similar Experience

North Florida Professional Services, Inc. (NFPS) – July 2015 to Present – Ms. Williams has been employed with NFPS since July 2015. During her time with this local engineering firm, she has performed a variety of duties with increased responsibility including the positions listed below:

Administrative Services Coordinator – As Administrative Services Coordinator, Ms. Williams oversaw all administrative positions to ensure continuity and completion of assignments. Shannon created and maintained databases in Access and Excel to organize project progression and ensure all projects were developing in a timely manner.

Land Use Planner – While in this position, Ms. Williams acted as Land Use Administrator in Hamilton County, in a temporary capacity for the permanent Land Use Administrator. Her duties included acting as moderator during monthly Planning and zoning Meetings, processing applications for Special Permits, Future Land Use and Comprehensive Plan changes, subdivision plat approvals, and other land use-related requests.

Marketing Manager – As Marketing Manager with NFPS, Ms. Williams was responsible for writing all RFPs, RFQs, and Letters of Interest on behalf of the firm. Shannon is very familiar with proposal packages as well as the strict guidelines required when responding to requests. Shannon has written responses for Municipal, County, State, and private RFP selections and developed RFP packages for Municipalities and Counties requiring assistance with the task. Ms. Williams is knowledgeable of the State's Consultants Competitive Negotiation Act (CCNA) and the State's advertising requirements for competitive bids or proposals. Shannon has been very successful in winning opportunities for the firm. Some of her more recent wins include continuing services contracts with Florida A&M University, the City of Alachua, and Baker County. She has won contract opportunities with Florida Gateway College's New STEM Building and its Public Safety

Training Facility.

Also, as Marketing Manager, Ms. Williams was responsible for updating website content, creating and posting content on Facebook and LinkedIn accounts, and preparing flyers, brochures, and other marketing materials using Adobe Illustrator and Photoshop.

Grant Manager – As Grant Manager, Ms. Williams was responsible for identifying grant opportunities for many municipalities and counties and completing the application process as well as grant administration if required. Ms. Williams attends commission and council meetings to make recommendations to the Boards concerning grant opportunities. Shannon currently administers various grants on behalf of several counties and municipalities including:

FEDERAL GRANTS

- **HUD Community Development Block Grant**
 - Plans, prepares and submits requests for the release of funds and prepares EEO Reports
 - Prepares and coordinates the preparation of environmental reviews, approval from the State Historical Preservation Office, home inspections, and lead inspections
 - Prepares public notices, Notice of Funding Availability, and program information filters and brochures.
 - Monitors program budgets, and expenditures, and prepares vouchers and conducts informational meetings on programs and funding opportunities to the general public; Conducts income qualification to determine eligibility to participate in the grant.
- **FEMA Hazard Mitigation Grant Program**
 - Conducts site inspections of storm-impacted property and structures and develops initial scopes of work
 - Coordinates with FEMA Hazard Mitigation Officer and/or State Mitigation Officer or representatives
 - Develop scopes of work for structural and/or material upgrades per FEMA Public Assistance 404 Hazard Mitigation program
 - Performs and/or facilitates mitigation cost estimating
 - Assists with the development of cost-benefit analysis of mitigation solutions, Develops Requests for Information (RFIs) and Requests for reimbursement review and reimbursement processing
 - Grant and sub-grant closeout processing

OTHER FEDERAL, STATE & LOCAL GRANTS

- | | |
|--|--|
| • Florida Job Growth Grant Fund | • FloridaCommerce Rural Infrastructure Fund (RIF) |
| • SRWMD SPRINGS grant (Regional grant) | • Department of Environmental Protection Clean & Drinking Water State Revolving Fund |
| • FloridaCommerce Planning Technical Assistance Grants | • Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC) |

Ms. Williams also has knowledge of many FDOT grant opportunities such as Small County Road Assistance Program (SCRAP), Small County Outreach Program (SCOP), Transportation Regional Incentive Program (TRIP), County Incentive Grant Program (CIGP), Local Agency Program (LAP), Transportation Alternatives Program (TAP), and Safe Routes to School (SRTS).

Other Experience

Florida Department of Health (FDOH) – October 2007 to October 2010 – Ms. Williams was employed in two positions during her three-year employment with FDOH. As the hurricane season slowed, Ms. Williams was transferred to another division as funding was cut in Emergency Operations.

Division of Emergency Operations, Administrative Assistant II – As Administrative Assistant, Ms. Williams acted as program development support and event coordinator for the FDOH headquarters. She coordinated statewide meetings, and conference calls, developing program packets, charts and graphs, spreadsheets, and databases and developing graphics for program needs. Shannon coordinated registration at conferences, travel, and agendas and developed design and content for presentation materials. Shannon was also a member of the Continuity of Operations (COOP) team for disaster preparation.

Division of Disability Determinations, Medical Disability Examiner – While in this position, Ms. Williams managed a high-volume caseload processing medical determinations for Social Security disability claims. Shannon was responsible for gathering all medical records and acquiring additional information from third-party contact persons about the claimant

and making a determination on cases for the approval or denial of disability benefits. This position required detailed interviewing skills in order to successfully manage the caseload.

Florida Department of Transportation (FDOT) – April 2006 to October 2007 – Senior Clerk – While in this position, Ms. Williams was responsible for answering multi-line phones, greeting and directing visitors, keeping appointment books and calendars, and maintaining conference room schedules. Shannon was also responsible for dispatching citizen complaints to road crews throughout the county; collecting data pertaining to citizen complaints with State highways; and communicating effectively with the public about ongoing DOT projects. Shannon was also in charge of reconciling invoices in the Florida Accounting Information Resource (FLAIR).

Volunteer Experience

Inspired By Love (IBL) Ministry – Ms. Williams is a volunteer member of Inspired By Love Ministry. Established in January 2006, IBL was established to assist formerly incarcerated men and women in transitioning back into the community. IBL programs offer social, educational, and spiritual support in their reintegration. The IBL mission is to help build self-worth, providing a positive direction for inmates and giving them an opportunity to contribute to society. IBL has also taken on the mission to provide assistance to the homeless and disadvantaged youth throughout North Florida. IBL encourages the youth to continue in their education and develop positive outlooks for the future although many have been affected by family members who are or have been incarcerated.

The ministry program provides prison and jail inmates with visitations for spiritual counseling, Bible study, mail correspondence, and some basic necessities, such as deodorant, shampoo, and lotion. Most people are not aware that inmates are not supplied with these personal hygiene items.

Inspired by Love of North Florida, Inc. takes pride in organizing and feeding the homeless in the park on the first Sunday of each month. At this time, members can fellowship and pray for our brothers and sisters in need, and offer encouragement and a warm meal. Members are also able to provide small items such as socks and soap which are precious to this marginalized population.

Each Thursday, ministry members of Inspired by Love of North Florida, Inc. assemble to hold Bible Teaching at Casa Calderon Senior Living Community in Tallahassee, FL. The retired and special needs residents faithfully attend and participate in Bible Teaching. IBL also provides and has dinner with the seniors. The simple kind act of sharing time and attention with the elderly is valuable to them and to the members.

Volunteer Grant Writing Services – Ms. Williams offers her grant writing services to non-profits who cannot afford one and require professional services to apply for funding to support worthy causes. Ms. Williams provides services to fund playgrounds, after-school programs, visits to colleges and universities, and more. She has recently opened **Gateway Grant Writing & Administration Services, Inc.** to help aid in the management of her grant projects.

Men of Tomorrow – The most important of her volunteer services is a program developed by the Alpha Phi Alpha fraternity for young men in Broward County entitled *Men of Tomorrow*. The organization focuses its attention on young men of African descent and their importance to our society. The fraternity solicits the assistance of high school counselors, teachers, community leaders, and the Brotherhood to find young men meeting the qualifications set up by the Brotherhood. With the group of men identified, the fraternity embarks upon a mission that positively affects the entire county of Palm Beach. A mission that includes service, scholarship among our youth, and a desire to improve the community. Ms. Williams serves as a volunteer to mentor these youth in the area of college readiness assisting them with identifying their area of study, finding institutions that provide their major area of study, completing applications, and searching for funding for their college education.