

SHAWN MITCHELL, MBA, CMA, CFM

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PROFESSIONAL PROFILE

Senior-level financial manager with extensive finance, administration, and public accounting experience. Results-oriented with the ability to focus on both the macro-environment through strategic planning and the micro-environment by advancing operations through continuous process improvement initiatives, relevant financial management reporting, etc.

Core Competencies Include:

- Strategic Business Planning
- Operations Management and Reporting
- Financial Forecasting and Analysis
- Budgeting Management and Analysis
- Debt Management and Issuance
- Regulatory Compliance
- Multi-tasking and Prioritization Skills
- Written and Verbal Communication and Presentation Skills

CAREER EXPERIENCE

*January 2010
to Present*

Financial Consulting

Responsibilities include:

- Full financial planning services for CRA and other governmental entities including long-range financial plans, annual budget preparation, annual report preparation in accordance with State statutes, etc.

Clients include:

- West Palm Beach Community Redevelopment Agency;
- Pompano Beach Community Redevelopment Agency;
- Hallandale Beach Community Redevelopment Agency;
- Dania Beach Community Redevelopment Agency;
- Redevelopment Management Associates.

*March 2008 to
Present*

The City of Alpharetta, GA *Budget and Procurement Manager*

Alpharetta, GA
www.alpharetta.ga.us

*July 2004 to
March 2008*

The City of West Palm Beach, FL *Management Analyst*

West Palm Beach, FL
www.wpb.org

Responsibilities include:

- production, maintenance and reporting of the City's/Community Redevelopment Agency's ("CRA") \$300+ million annual budgets;
- development of budgetary and fiscal policy recommendations for Administration and departments;
- creation and maintenance of strategic financial reporting models including general revenue/expense and property value/new construction forecasts;
- management of the finance team in the preparation and structuring of debt issues and related marketing materials;
- review, research, modification, and proposal of changes or recommendations for the adoption of legal documents, grant agreements, etc.;

- full-analysis, research and reporting on special projects as identified by Administration, City Commission, or other Stakeholders;
- creation and preparation of fiscal oriented commission agenda items; etc.

Achievements Include:

- Strategic Business Planning - Creation, management, and implementation of a +\$270 million *5-year Strategic Finance Plan* for the CRA that sets forth the public financial commitment to redevelopment and has resulted in significant private investment within the Redevelopment Areas.
- Operations Management and Reporting - Creation and implementation of monthly management reporting for the City and CRA including the General Fund, Special Revenue Funds, Enterprise Funds, and Internal Service Funds.
- Operations Management and Reporting - Creation and implementation of an Annual Report for the CRA in accordance with Florida Statutes that provides in-depth information to stakeholders about the geographic, demographic, economic, and financial history of the Agency. The FL Auditor General's Office recommends the Annual Report as a model for other CRAs to follow.
- Debt Management and Issuance - Directly involved in over \$250 million of debt-issuance (new-issue/refunding bonds and bank loans) since 2005 including the issuance in 2006 of tax increment revenue bonds for the CRA that were structured as a stand-alone pledge with an "A+" rating by Fitch. A major accomplishment as most bond issues by other CRAs within Florida require a backup pledge of the governing body.

*July 2001 to
April 2000*

The City of West Palm Beach, FL
Budget Supervisor; Senior Budget Analyst; Budget Analyst

West Palm Beach, FL

EDUCATION

May 2003

Florida Atlantic University Boca Raton, FL
Masters of Business Administration Degree (M.B.A.), Finance Track

May 1998

Florida Atlantic University Boca Raton, FL
Bachelors Degree, Finance

PROFESSIONAL CERTIFICATION

Certified Management Accountant (C.M.A.) Designation
Certified in Financial Management (C.F.M.) Designation
Institute of Certified Management Accountants (ICMA) - www.imanet.org

TECHNOLOGICAL PROFICIENCY

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| • Lotus Notes | • Microsoft Windows OS |
| • ORACLE Financial Software | • Microsoft Windows Office Suite |
| • Fletcher Budget Preparation Software | • Microsoft Visio and Publisher |
| • Adobe Acrobat | • DBC Finance/Debt Manager |

REFERENCES

Personal and Professional references are available upon request.
