

Tamara Dowdell

[REDACTED]
[REDACTED] | onedowdell@yahoo.com

Professional Summary

Accomplished leader with extensive experience in **governmental accounting, finance, real estate, and business operations**. Skilled at managing budgets, improving efficiency, and developing strategies that strengthen both organizations and communities. Proven ability to **support small business growth, expand revenue opportunities, and revitalize community programs**. Experienced in supervising staff, coaching teams, and fostering collaboration to achieve shared goals. Recognized for integrity, transparency, and a strong commitment to serving the community with innovative, results-driven solutions.

Core Skills

Budget Development & Financial Management · Economic Development & Small Business Support · Community Engagement & Program Revitalization · Real Estate & Property Management Oversight · Staff Leadership, Coaching & Team Development · Grant Research & Financial Compliance · Strategic Planning & Operational Efficiency · Public Communication & Consensus Building

Professional Experience

Realtor® / Business Owner

[REDACTED]
Nov 2019 – Present

- Manage all financial, operational, and compliance aspects of an independent business, including **budget preparation, forecasting, and cash management**.

- Prepare financial statements and reconcile accounts while ensuring adherence to state regulations and ethical standards.
 - Engage directly with the public, businesses, and community groups to promote **economic development and revitalization efforts** through real estate projects and educational initiatives.
 - Lead outreach programs such as homebuyer seminars, neighborhood improvement efforts, and small business collaboration, reinforcing the connection between financial growth and community stability.
 - Provide strategic planning, policy guidance, and advisory services that mirror municipal-level leadership responsibilities.
-

Assistant Warden of Finance/Finance Director

GEO – Blackwater River Correctional Facility – Milton, FL

Jul 2018 – Nov 2019

- Directed all finance and administrative operations for a large-scale facility, managing annual budgets, forecasting, and financial controls to align with organizational and governmental standards.
 - Partnered with executive leadership to balance staffing levels, overtime expenditures, and medical costs, ensuring fiscal responsibility and sustainable operations.
 - Supervised and developed teams of finance and administrative professionals, building a culture of accountability and excellence.
 - Oversaw procurement, inventory management, and resource allocation, implementing process improvements to reduce waste and maximize efficiency.
 - Monitored facility-wide operational metrics, such as census figures, service usage, and cost drivers, to support data-driven decision-making.
 - Actively participated in strategic planning and policy development, directly contributing to organizational stability and long-term operational success.
-

Assistant Business Manager

GEO – South Bay Correctional Facility – South Bay, FL

Mar 2017 – Jun 2018

- Administered payroll and human resources functions, ensuring accurate employee records, fair compensation, and compliance with labor policies.
 - Managed daily financial operations, including banking, account reconciliations, and procurement activities, mirroring municipal-level oversight of city services.
 - Supported executive decision-making by preparing detailed financial analysis, forecasts, and resource allocation recommendations.
 - Directed inventory and supply chain controls across multiple departments, aligning operations with cost-saving initiatives and regulatory compliance.
 - Supervised administrative teams, handling hiring, training, professional development, and disciplinary processes to foster staff growth and accountability.
 - Collaborated with senior leadership on reports, financial deliverables, and compliance obligations required by regulators and oversight bodies.
-

Accountant

School District of Palm Beach County – West Palm Beach, FL

Nov 2011 – Jun 2016

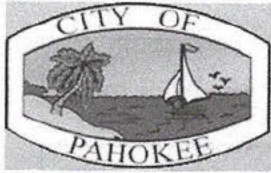
- Supported one of the largest school districts in Florida with **financial reconciliation, payroll adjustments, and GAAP-compliant reporting**.
 - Assisted in preparing annual budgets and audited financial statements to ensure fiscal transparency and compliance.
 - Conducted balance sheet and general ledger reconciliations to uphold financial integrity and accuracy.
 - Ensured compliance with local, state, and federal financial regulations, providing oversight that mirrors city-level fiscal management.
-

Education

- **Bachelor of Science, Accounting (Cum Laude)** – Florida Institute of Technology, Melbourne, FL – 2010
 - **Associate Degree, General Education** – Palm Beach State College, Lake Worth, FL – 2008
-

Leadership & Community Involvement

- **School Advisory Committee Member** – Pahokee Elementary School (2022–Present)
- **Basketball Coach** – Middle School Girls, Glades Day School (2023–Present)
- **Basketball Coach** – Youth Boys, City of Pahokee (2022–Present)
- Advocate for youth sports and community development programs, reinforcing local economic and social growth.



City of Pahokee

207 Begonia Dr., Pahokee, FL 33476 phone 561-924-5534 fax 561-924-8140

Please Print Clearly

APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Résumés Are Not A Substitute for A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS CITY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE CITY MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE PURSUANT TO CITY CODES AND POLICIES THAT MAY BE AMENDED FROM TIME TO TIME.

Applicant Name Tamara Dowdell

Position Applied For (list only one) City Manager

Telephone Number () Alternate/Cellular Telephone Number ()

Present Address: How long have you lived here? 5 years Years/Months

Street, Apartment, or Unit Number

City/State/Zip:

Email Address (optional) onedowdell@yahoo.com

Type of employment desired? Full-time ☒ Part-time ☐ (Specify Hours) 40 hrs/wk

Are you willing to work overtime? Yes ☒ No ☐

Date on which you can start work if hired 9/29/2025

Have you previously applied for employment with this City? Yes ☒ No ☐

If Yes, when and for what position did you apply? 2022-Finance Director

Have you ever been employed by this City? Yes ☒ No ☐

If Yes, provide dates of employment, position and reason for separation from employment. May 2008-July 2008
Internship; Internship ended

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

SPECIAL SKILLS

List any licenses or certifications you have that relate to this job: CPA Candidate, Realtor®

Education	School Name and Location (Address, City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School	Pahokee HS		Y	4	
College	Florida Institute of Technology	Accounting	Y	4	Cum Laude
Graduate/ Professional					
Trade or Correspondence					

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent seven (7) year period. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Please do not answer "see resume." (You may attach additional sheets if needed.)

1. Name of Current or Last Employer Self-Employed

Address: [REDACTED] Telephone: [REDACTED]

Job Title: Real Estate Agent Supervisor Name: N/A

From 03/05 To: 09/05 Hours Worked: 50 hrs/wk

Duties: Manage all financial, operational, and compliance aspects of an independent business, including budget preparation, forecasting, and cash management. Prepare financial statements and reconcile accounts while ensuring adherence to state reg

Reason for Leaving: Currently employed

May we contact? Yes ☒ No ☐ If No, why not? _____

Were you ever disciplined? If so, for what? No

2. Name of Former Employer: GEO Group Inc

Address: 5914 Jeff Ates Rd, Milton, FL 32583 Telephone: (850) 983-4100

Job Title: Assistant Warden of Finance/ Director of Finance Supervisor Name: Jenna Piotrowski

From 07/08 To: 11/09 Hours Worked: 60 hrs/wk

Duties: Directed all financial operations for the fa Directed all financial operations for the facility, including annual budget preparation, forecasting, and monitoring, ensuring alignment with organizational goals and cost-control initiatives. Partnered w/

Approved and reviewed all financial transactions, inmate accounts, and accounting functions to maintain integrity and transparency in reporting. Directed procurement, inventory management, and accountability for supplies, services, and equipment, implementing

Reason for Leaving: Left to be closer to family May we contact? Yes ☒ No ☐ If No, why not? _____

Were you ever disciplined while employed? If so, for what? No

3. Name of Former Employer: GEO Group Inc

Address: 600 US HWY 27 S, South Bay, FL 33493 Telephone: () _____ - (561) 992-9505

Job Title: Assistant Business Manager Supervisor Name: Ojo Olufemi

From 03/17 To: 06/20 Hours Worked: 50 hrs/wk

Duties Managed and verified employee payroll, ensuring accurate wages, proper timesheet approvals, and compliance with organizational and regulatory standards. Conducted in-depth financial analysis to prepare budgets, management reports, and

Initiated and approved purchases, managed vendor relationships, and coordinated procurement processes with corporate headquarters. Reviewed and validated calculations for receipts, taxes, discounts, and deductions to ensure compliance and accuracy. Directed

Reason for Leaving: Promotion

May we contact? Yes ☒ No ☐ If No, why not? _____

What will this employer say was the reason your employment terminated? Promotion

Were you ever disciplined? If so, for what? No

Have you ever been terminated or asked to resign from any job? Yes ☐ No ☒

Has your employment ever been terminated by mutual agreement? Yes ☐ No ☒

Have you ever been given the choice to resign rather than be terminated? Yes ☐ No ☒

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

PROFESSIONAL REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work relationship (i.e. Supervisor, co-worker)	Telephone
Olufemi Ojo	Assistant Warden of Finance	GEO	Supervisor	(561) 992-9505
Claude Maye	Warden	GEO	Supervisor	(561) 992-9505
Annette Pinnock	Accounting manager	SDPBC	Co-worker	(561) 434-8400

PERSONAL REFERENCES

Please list names of personal references (not previous employers or relatives) who you know that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known
Tiffany Jackson	Counselor	West Palm Beach, FL	(561) 449-1872	30
Ruby Starks	Retired	Pahokee, FL	(561) 449-3014	39
Jossie Torres	Nurse	Bloomfield, New Jersey	(561) 449-5155	30

DRIVING INFORMATION [Optional]

(Complete only if driving is an essential function of the job for which you are applying).

Do you have a current valid driver's license? Yes ☒ No ☐

If yes, License No.: XXXXXXXXXX State: FL Expiration Date: 02/20/2027

If you do not have a Florida driver's license, why not? _____

_____ Has your license ever been suspended or revoked?

Yes ☐ No ☒

If yes, explain: _____

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Comments

APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION

I hereby certify that the answers to the foregoing are true and correct to the best of my knowledge. I understand that CITY OF PAHOKEE ("the CITY") will attempt to verify statements made on my application.

I understand that the CITY requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre or post-employment form, or in any interview or other oral communication, may be considered sufficient cause for dismissal, if and when discovered. The use of this application does not indicate there are positions open and does not in any way obligate the CITY.

I authorize personal references, as well as professional references, other persons, companies, corporations, schools, and law enforcement agencies identified in this application to furnish to the CITY and/or its representatives any information they have concerning me.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

I will be able, if hired, to certify that I am authorized to work in the United States of America. The Immigration Reform and Control Act of 1986 requires that, upon hiring, employers verify the authorization to work and identity of all new employees. An offer of employment is contingent upon the CITY's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding the CITY, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for the CITY's benefit. If employed, I agree to keep all information about the CITY, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without the CITY.

I understand that this application or subsequent employment does not create a contract of employment nor does it guarantee employment for any definite period of time. Should I be hired, I understand that my employment is at-will and my employment may be terminated at any time with or without cause, and with or without notice.

EXEMPTION FROM PUBLIC RECORDS DISCLOSURE

Are you a current or former law enforcement officer, other employeeor the spouse or child of one, who is exempt from public records disclosure under 119.07, F.S.? Yes ☐ No ☒**

If yes, explain: _____

****Other covered jobs include: correctional and correctional probation officers, firefighters, certain judges, assistant state attorneys, state attorneys, assistant and statewide prosecutors, personnel of the Department of Revenue or local governments.**

Complete Signature of Applicant Date

9/18/25

Thank you for completing this application form and for your interest in employment with the City of Pahokee. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you.

Applications will not be considered active after one hundred eighty (180) days from date of application unless renewed, in writing, by the applicant.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

VETERANS NOTICE & CONSENT FORM

Check appropriate item to claim Veterans' Preference. Documentation substantiating your claim **MUST** be furnished at the time of application or your claim for veterans' preference will be invalid.

1. ☐ A Veteran who has served duty in any branch of the Armed Forces who has a presently existing service- connected disability 30% or more compensable under public laws administered by the Veterans' Administration; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the Veterans' Administration and the Department of Defense; or
2. ☐ The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained or interned in line of duty by a foreign government of power; or
3. ☐ A veteran of any war who has served on active duty for at least one (1) day during the wartime era, including but not limited to the following:
 - (a) Spanish-American War: April 21, 1898 to July 4, 1902;
 - (b) Mexican Border Period: May 9, 1916 to April 5, 1917;
 - (c) World War I: April 6, 1917 to November 11, 1918; extended to April 1, 1920, for those veterans who served in Russia; also, extended through July 1, 1921, for those veterans who served after November 11, 1918, and before July 2, 1921, provided such veterans had at least 1 day of service between April 5, 1917, and November 12, 1918;
 - (d) World War II: December 7, 1941, to December 31, 1946;
 - (e) Korean Conflict: June 27, 1950, to January 31, 1955;
 - (f) Vietnam Era: February 28, 1961, to May 7, 1975;
 - (g) Persian Gulf War: August 2, 1990 and ending on the date thereafter prescribed by Presidential proclamation or by law; or
4. ☐ The unmarried widow or widower of a veteran who died of a service-connected disability.

Have you claimed and been employed through Veterans' Preference since October 1, 1987? ☐ Yes ☐ No ☒

If yes, give name of Employer: _____

Note: Under Florida law, preference in appointment and employment shall be given, by the State and its political subdivisions, first to those persons included in #1 and #2 above, and second to those persons included under #3 and #4 above. If any applicant claiming a veterans' preference for a vacant position is not selected for the position, they may file a complaint with the **Division of Veterans' Affairs, P. O. Box 1437, St. Petersburg, Florida 33731**. A complaint shall be filed within 21 days after notice of a hiring decision. If notice of a hiring decision is not given, a complaint may be filed at any time.

Applicant's Full Name (Please Print) _____

BRANCH OF SERVICE

DATA ENTRY

DATE OF DISCHARGE

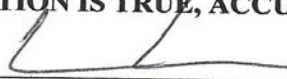
N/A

SIGNATURE FORM

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE HUNDRED EIGHTY (180) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature:



Date:

9 / 18 / 25

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment by the applicant and the parent or legal guardian that the City, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to City personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Witness

Date

Date