

Rickelle Williams

Community Redevelopment & Economic Development Professional

(786) 356 – 2747



rickellewilliams1@gmail.com



55 NW 154th Street
Miami, FL 33169



PROFESSIONAL PROFILE

An experienced and effective administrator with strong business acumen and demonstrated success in economic and community development initiatives. Adept at combining business-driven objectives with program planning; creating strategic and tactical direction focused on realistic goals and solutions. Expertly plan and coordinate detailed tasks while adhering to quality standards, established deadlines and budgetary requirements. Solid communication and interpersonal skills. Expertise in planning, organizational management, forecasting and contract management.

WORK EXPERIENCE

Executive Director

Dania Beach Community Redevelopment Agency (CRA)
November 2017 - Present

- Reports to CRA Board (City Commission)
- Develop and manage annual budget
- Recommend, develop, initiate and manage various programs and initiatives including City Center Public-private-partnership project, affordable housing, economic development programs and incentives, strategic marketing and rebranding, annual and monthly events, commercial and residential improvement programs, workforce training, urban farm and garden and capital projects.
- Identify/apply for grants and administer grant programs.
- Negotiate development and community benefit agreements.
- Develop strategic relationships and partnerships with stakeholders.
- Liaise with developers, investors, business owners, and real estate brokers to promote redevelopment opportunities.
- Market and promote the redevelopment area and opportunity zones through various media, events, tradeshows, and associations.
- Prepare reports, requests for proposals, resolutions, and presentations for CRA Board and stakeholders.
- Liaise with Chamber of Commerce, Greater Fort Lauderdale Alliance, Career Source Broward, Creative Arts Council Advisory Board, non-profit partners, civic groups and other relevant entities.

Adjunct Professor

Miami Dade College (School of Business) | Miami, FL
May 2014 – Present

- Reports to Dean of the School of Business
- Teach lecture sections in Business Writing and Public Relations.

Economic Development Manager

Miami-Dade County (Economic Advocacy Trust) | Miami, FL
March 2017 – November 2017

- Reported to Executive Director
- Developed and implemented economic/community development initiatives including business attraction and workforce training in targeted urban areas in Miami-Dade County.
- Developed and managed annual budget.
- Established partnerships with governmental and non-profit entities.
- Procured services and managed contracts.

EDUCATION

Master of Public Administration
Florida International University - Miami, FL

Master of Arts – Mass Communications
University of Florida – Gainesville, FL

Graduate Certificate – Community Development
Florida International University - Miami, FL

Bachelor of Arts – Liberal Studies/Communications
Florida International University – Miami, FL

Community Scholars in Affordable Housing Program
University of Miami - Miami, FL

CREDENTIALS

Project Management Professional (PMP)
Project Management Institute

LEED Accredited Professional (AP)
Green Business Certification, Inc.

Redevelopment Administrator
Florida Redevelopment Association
In progress – Expected 10/2019

Real Estate Sales Associate
FL Dept. of Business & Professional Regulations

Notary Public
Florida Department of State

KNOWLEDGE & EXPERTISE

- Project Development & Management
- Economic Development
- Affordable Housing
- Public Procurement
- Contract Negotiation Management
- Grant Writing & Administration
- Budget Preparation & Management
- Public Relations & Communications
- Staff Training & Supervision

WORK EXPERIENCE CONTINUED

Capital Improvement Projects (CIP) Coordinator

City of Miami Gardens | Miami Gardens, FL

June 2014–March 2017

- Reported to Assistant City Manager
- Directed, coordinated and managed all administrative operations.
- Developed and managed annual operating budget of \$7.5 million.
- Managed multi-year Capital Plan and Bond Implementation Plan for \$60 million General Obligation Bond (park facilities/public safety technology).
- Coordinated/managed multiple capital projects at various phases (planning, bidding, design, construction and warranty).
- Handled all aspects of local/state/federal grant administration: identification, application, and reporting.
- Tracked/administered contracts and resource scheduling.
- Prepared bid packages including Requests for Qualifications, Request for Proposals and Invitations to Bid; Evaluated submittals.
- Developed administrative and technical reports.
- Assisted with pre-bid meetings, assigned selection committee for evaluating, ranking and recommending award to vendors/consultants.
- Prepared City Council agenda memos for resolutions and ordinances.
- Developed and delivered visual/oral presentations for Council/public.

Project Development Analyst/New Media Specialist

Housing Finance Authority of Miami-Dade County | Doral, FL

September 2013 – June 2014

- Reported to Executive Director
- Performed research, strategic planning and implementation for affordable housing and bond financing programs and projects involving performance and process improvement, public land development, procurement, benchmarking, compliance and reporting
- Managed IT and web design contracts.
- Prepared and/or evaluated contracts, requests for proposals and submissions.
- Prepared reports and executive summaries, analyzed financial data, and made recommendations.
- Liaised with County employees and elected officials.
- Developed web content and create/manage social media accounts and other communications collateral.
- Coordinated outreach programs and provided information/ assistance to the general public.

Project Coordinator

Hibiscus Roofing & Construction

Miami Gardens, FL | February 2011- August 2013

- Prepared reports and budgets, processed payroll, coordinated projects, maintained records, composed internal and external correspondence, managed invoices, processed orders, and scheduled meetings.
- Implemented communication strategies and marketing activities. Supervised staff and built relationships with clients/vendors.

Technical Writer, Manager

Patent Assistance Worldwide

Doral, FL | January 2010 – February 2011

- Developed detailed technical product descriptions for items entering the marketplace.
- Performed setup at trade shows, overhauled website copy to incorporate call-to-actions, answered multi-line phone system, provided customer service and maintained excellent client relations.
- Handled various administrative tasks including electronic filing, faxing, emailing, mailing and printing.

Administrative Assistant (Summer Position)

City of Miami Gardens

Miami Gardens, FL | June 2006 – August 2006

- Assisted the Parks and Recreation department with community relations, event planning, grant writing, external publications, development and administration of summer enrichment programs.
- Helped process payroll, received the public in the office, answered phone calls, and kept records.

MEMBERSHIPS

Florida Redevelopment Association

Greater Fort Lauderdale Alliance

International Council of Shopping Centers (ICSC)

Florida Housing Coalition

Project Management Institute

Urban Land Institute – South Florida/Caribbean

SKILLS

- Environmental Issues
- Youth Empowerment
- Community Sustainability

REFERENCES

Professional and personal references have been submitted with application. References from CRA Board members/City Commissioners are available once selected as a finalist.