

RESOLUTION NO. _____

A resolution of the Mayor and City Commission of the City of South Miami, Florida, relating to boards and committees; appointing Denise Covington to serve on the South Miami Community Redevelopment Agency (SMCRA) Board for a two-year term ending May 3, 2012; and providing an effective date.

WHEREAS, The Mayor and Commission recognize the important contributions made by those who serve on the various city boards and committees, and wish to appoint a full complement to each of the active boards and committees; and

WHEREAS, The City Commission desires to appoint Denise Covington to serve for a two-year term on the South Miami Community Redevelopment Agency (SMCRA) Board. Appointments shall expire May 3, 2012 or until a successor is duly appointed and qualified.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COMMISSION OF THE CITY OF SOUTH MIAMI, FLORIDA, THAT:

Section 1. The City Commission hereby appoints Denise Covington to the SMCRA Board.

Section 2. The expiration date of this appointment shall be May 3, 2012 or until a successor is duly appointed and qualified.

Section 3. This resolution shall take effect immediately upon approval.

Passed and adopted this ____ day of _____, 2010.

ATTEST:

APPROVED:

CITY CLERK

MAYOR

COMMISSION VOTE:

Mayor Stoddard:

Vice Mayor Newman:

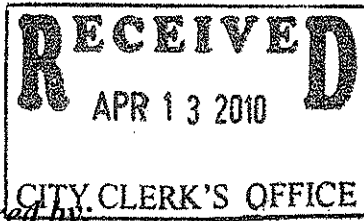
Commissioner Palmer:

Commissioner Beasley:

Commissioner Harris:

READ AND APPROVED AS TO FORM AND SUFFICIENCY:

CITY ATTORNEY



Referred by: _____

CITY OF SOUTH MIAMI BOARD/COMMITTEE APPLICATION

6130 Sunset Drive
South Miami, FL 33143

Phone No. 305-663-6340
Fax No. 305-663-6348

1. Name: Denise Covington
(Please print)

2. Home Address: _____

3. Business Address: _____

4. Home Phone No. _____ Business Phone No. _____
Fax No. _____

5. E-mail Address: _____

6. Education/Degree Earned: BA Information Technology

Pertinent Experience: 10 yr serving underserved population

Field Expertise: Social Work (AA) Information Technology (BA)

7. Community Service: S.F.H.A

8. Are you a registered voter? Yes ___ No

9. Are you a resident of the City? Yes No ___

10. Do you have a business in the City? Yes ___ No

11. Ethnic Origin? White Non-Hispanic ___ African American ___ Hispanic American ___ Other

12. I am interested in serving on the following board(s)/committee(s):
CRA BOARD
First choice _____ Second choice _____
Third choice _____ Fourth choice _____

Signature _____ Date 4.12.10
Applicant

THIS APPLICATION WILL REMAIN ON FILE FOR ONE YEAR

Denise Covington

South Miami, FL 33143

To Whom It May Concern:

My knowledge of Technology and aspirations match your job requirements. I place high value on public quality service and the importance of helping others. My goal is to be part of a team that provides excellent technical client support services. I understand that the position requires a candidate who is highly motivated, committed, team oriented, works well under pressure, and is able to handle multiple tasks and meet deadlines. These are all skills I have acquired throughout my career.

I am confident that my diverse knowledge of Technology, educational background and work experience will provide an immediate benefit to your company. I will bring with me a strong commitment to client services, as well as dedication to get the job task not only done, but done well. I would appreciate the opportunity to further discuss my qualifications with you in detail. If you would like to schedule an interview or otherwise discuss my interest in this position, you can contact me via (786) 380-8088. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,
Denise Covington

Denise Covington

SKILLS

- Knowledge of Microsoft Office applications: Word, Excel, and Outlook.
 - Ability to multi-task and prioritize while working in a high volume and high pressured environment.
 - Proactive in obtaining resources to improve interpersonal skills and professional relationships with clients.
 - Excellent customer service skills.
 - Client centered.
 - Team-oriented.
 - Excellent written and verbal communication skills.
 - TECHNICAL SKILLS: Networking skills, Knowledge common operating systems.
 - Languages: English and Spanish spoken.
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EMPLOYMENT HISTORY

Computer Technician

2009-current

TigerDirect dba CompUSA Miami, FL

- Installs, configures and upgrades operating systems and software, using standard Operating Systems, business and administrative packages; modify specific applications for end user preference.
- Installs, assembles and configures computers hardware components.
- Troubleshoots problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripheral equipment problems; make repairs and corrections as required.
- Acts as a technical resource in assisting users to resolve problems with equipment and data;
- Make hardware and software acquisition recommendations including helping users assess needs and providing justification for equipment and services.
- Assists with the planning, design, research and acquisition of new or upgraded hardware and software systems; maintains current knowledge of hardware, software and network technology and recommends modifications as necessary; and,
- Performs other duties of a similar nature or level.

Software Support Analyst 1

2008-2009

Health Choice Network, Inc., Dorai, FL

- Assisted 100+ users in resolving diverse software issues.
- Provided Community Health Centers – application support of Medical Manager- end-user account configurations, account charges and deletions, OmniDoc EHR, Intergy IEHR, Intergy CHC and Déntrix. Also, provided application support for Rx EDI, EHR enrollment and provider license configurations.
- Maintained Electronic Health Record, Clinical Forms and directories, HL7 functionality, Clinical and Clinician Rx EDI enrollment setup and configuration process.
- Maintained and performed EHR/System file rebuilds.
- Monitored and maintained Rx EDI Queues and HL7 interfaces.
- Documented client and systematic issues in HEAT service call log and maintained updates.
- Maintained working relationship with internal departments, vendors: SAGE, Lab Corp of America, Quest Diagnostics.
- Provided After Hour support services.

CIS Computer Support
Florida International University, Miami, FL

2007-2008

- Maintained and supported computing environment for student undergraduate and graduate laboratories, Faculty, and staff of the School of Computing and Informational Sciences at Florida International University.
- Managed/maintained student accounts and student print queues.
- Provided students with technical support.

Program Assistant
Camillus Health Concern, Inc., Miami, FL

2006-2008

- Maintained entries of all administrative and Center of Disease Control required data collections.
- Provide programmatic support to HIV/AIDS intervention programs: Project SaftStreet and Safety Counts.
- Order and manage preventive case management incentives and office supplies.
- Provide HIV/AIDS counseling and testing
- Maintain the Electronic Health Record application, Medical Manager of patient data.
- Attend and provide reports at supervisory, program, and community meetings

EDUCATION

B.S. Information Technology, Florida International University, Miami, FL
A.A. Social Work, Miami Dade College Miami, FL

Current
2005