

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: July 10, 2012
 Submitted By: Office of Small Business Assistance
 Advisory Board: Small Business Assistance Advisory Committee

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: Reappoint two individuals to the Small Business Assistance Advisory Committee, for the terms indicated below.

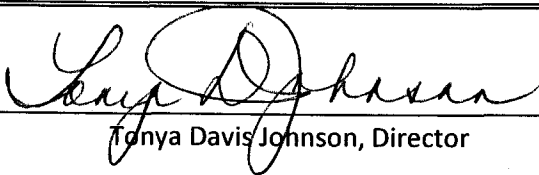
<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
Jane Bloom	9	Women's Business Organization	9/1/2012 – 8/31/2015	Commissioner Marcus Commissioner Burdick Commissioner Taylor
Edward Kramer	12	Small Business Dev. Center	7/10/2012 – 7/9/2015	Commissioner Marcus Commissioner Burdick Commissioner Abrams Commissioner Taylor

Summary: The SBA Advisory Committee is established pursuant to Section 2.80.32, of the Palm Beach County Code. The committee consists of fourteen (14) members representing one (1) black business owner certified as a small business by the County; one (1) Hispanic business owner certified as a small business by the County; one (1) woman business owner certified as a small business by the County; one (1) while male business owner certified as a small business by the County; one (1) business owner domiciled in Palm Beach County; one (1) representative of the Palm Beach County Resource Center; one (1) representative of the Hispanic Chamber of Commerce; one (1) representative of the National Association of Women in Construction; one (1) representative of a Women's Business Organization; one (1) certified minority contractor; one (1) representative of the Associated General Contractors of America; one (1) representative of the Small Business Development Center; one (1) representative of the Business Loan Fund of the Palm Beaches (now known as the Center for Enterprise Opportunity); and one (1) representative of the Black Chamber of Commerce. (Continue on Page 3)

Background and Justification: Section 2.80.32, as amended, of the Palm Beach County Code, provided for appointments to be made from specific organizations and representative of the small business community. The SBA Advisory Committee consists of fourteen (14) members and the terms of the seats are for three (3) years. The SBA Advisory Committee reviews and evaluates the effectiveness of small business programs within County Government. The Board currently consists of 9 members with 5 seats vacant. The current diversity count is: Hispanic 1; White 4; and African American 4.

Attachments:

1. Boards/Committees Application
2. Resumes of Nominees
3. Current List of Board Members

Recommended By:  6/25/12
 Tonya Davis Johnson, Director Date

Legal Sufficiency:  6/26/12
 Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Summary: (Continued from Page 1) The incumbents for seats 9 and 12 have requested reappointment and the SBA Advisory Committee supports the nominations. A memo was sent to the Board of County Commissioners on June 6, 2012 requesting approval of the recommended slate. No other nominations were received.

*Edward Kramer, Small Business Analyst and Regional Director of the Small Business Development Center at Palm Beach State College serves on the Small Business Advisory Committee. The Committee provides no regulation, oversight, management or policy-setting recommendations regarding the Office of Small Business Assistance's contracts. Disclosure of the contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Sect. 2-443, of the Palm Beach County Code. **Countywide** (TKF)*

BOARDS/COMMITTEES APPLICATIONS

ATTACHMENT 1

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. **Further, please attach a biography or résumé to this form.***

Section I (Department): (Please Print)

Board Name: Small Business Advisory Committee Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: 9/1/2012 To: 8/31/2015

Seat Requirement: Women's Business Organization Seat #: 9

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

***When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: -0-**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: BLOOM JANE CAROL
Last First Middle

Occupation/Affiliation: BUSINESS OWNER

Owner Employee Officer

Business Name: INK & TONER USA, LLC

Business Address: 1375 N. MILITARY TRAIL

City & State: WEST PALM BEACH, FL Zip Code: 33409

Residence Address: 480 HIBISCUS STREET #542

City & State: WEST PALM BEACH, FL Zip Code: 33401

Home Phone: () Business Phone: (561) 296-4465 Ext. -

Cell Phone: (561) 762-0677 Fax: (561) 296-4999

Email Address: jane@inkandtonerusa.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR NONE

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By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on JUNE 13, 2011

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Jane C Bloom Printed Name: JANE C. Bloom Date: 5/30/2012

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:

Tyshon Grimsley, Office of Small Business Assistance
50 S. Military Trail, Suite 202
West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 7/10/12

Commissioner's Signature: Cindy L De Filippo for Date: 6/12/12
Comm. Karen T. Marais

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 08/01/2011

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Email Address: jane@inkandtonerusa.com

Mailing Address Preference: Business Residence

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AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Jane C. Bloom Printed Name: JANE C. Bloom Date: 5/30/2012

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50 S. Military Trail, Suite 202
West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Paulotta Bardia Date: 6-10-2012

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*Applicant's Signature: Jane C Bloom Printed Name: JANE C. BLOOM Date: 5/30/2012

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Commissioner's Signature: [Signature] Date: 6/11/12

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Revised 08/01/2011

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Seat Requirement: Small Business Development Center Seat #: 12

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Name: KRAMER EDWARD SIDNEY
Last First Middle

Occupation/Affiliation: CERTIFIED BUSINESS ANALYST + REGIONAL DIRECTOR
Owner Employee Officer

Business Name: SMALL BUSINESS DEVELOPMENT CENTER @ PALM BEACH STATE COLLEGE

Business Address: 2000 ST. LUCIE AVE APT 303

City & State: BOCA RATON FL Zip Code: 33431

Residence Address: 5633 AINSLEY CT

City & State: BOYNTON BEACH FL Zip Code: 33437

Home Phone: () Business Phone: (561) 862-4784 Ext.

Cell Phone: (561) 702-9856 Fax: (561) 862-4727

Email Address: KRAMERE@PALMBEACHSTATE.CU

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

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R 2012 0527	ADM INSTANT W/4/0529	BUSINESS COUNSELING + TRAINING	10/01/11-9/30/12

(Attach Additional Sheet(s), if necessary)

OR NONE

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 By attending a live presentation given on _____, 20____

AND

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*Applicant's Signature: Edward Kramer Printed Name: EDWARD KRAMER Date: 6-5-2012

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Revised 08/01/2011

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<u>R 2012 0507</u>	<u>ADMINISTRATIVE/OSBA</u>	<u>BUSINESS COUNSELING + TRAINING</u>	<u>10/01/11-9/30/12</u>

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Commissioner's Signature: Paula Burdick Date: 6-10-2012

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City & State: BOYNTON BEACH FL Zip Code: 33437

Home Phone: () Business Phone: (561) 862-4784 Ext.

Cell Phone: (561) 702-9856 Fax: (561) 862-4727

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By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Edward Kramer Printed Name: EDWARD KRAMER Date: 6-5-2012

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:

Tyshon Grimsley, Office of Small Business Assistance
 50 S. Military Trail, Suite 202
 West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: S. Abrams

Date: 7/10/12
6/13/12

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. **Further, please attach a biography or résumé to this form.**

Section I (Department): (Please Print)

Board Name: Small Business Advisory Committee Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 7/10/2012 To: 7/9/2015

Seat Requirement: Small Business Development Center Seat #: 12

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: -0-

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: KRAMER EDWARD SIDNEY
Last First Middle

Occupation/Affiliation: CERTIFIED BUSINESS ANALYST + REGIONAL DIRECTOR
Owner Employee Officer

Business Name: SMALL BUSINESS DEVELOPMENT CENTER @ PALM BEACH STATE COLLEGE

Business Address: 3000 ST. LUCIE AVE A10303

City & State: BOCA RATON FL Zip Code: 33431

Residence Address: 5633 Ainsley Ct

City & State: BOYNTON BEACH FL Zip Code: 33437

Home Phone: () Business Phone: (561) 862-4784 Ext.

Cell Phone: (561) 702-9856 Fax: (561) 862-4727

Email Address: KRAMERE@PALMBEACHSTATE.CU

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Ex: (R#XX-XXXX/PO XXX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/11-09/30/12</u>
<u>R 2012 0507</u>	<u>ADM INVTSTAT W4/OSBA</u>	<u>BUSINESS COUNSELING + TRAINING</u>	<u>10/01/11 - 9/30/12</u>

(Attach Additional Sheet(s), if necessary)

OR NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Edward Kramer Printed Name: EDWARD KRAMER Date: 6-5-2012

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West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 7/10/12
6/11/2012

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 08/01/2011

Jane C. Bloom

480 Hibiscus Street, Apt. 542
 West Palm Beach, FL 33401

cell: 561.762.0677

jane@inkandtonerusa.com

Summary

I am a professional with broad and diverse experience as an entrepreneur, accountant/bookkeeper, college instructor, high school teacher, volunteer, and leader in both school and community.

Professional Experience

INK & TONER USA, West Palm Beach, Florida

(2004-Present)

President/CEO

- Final management decision-making: all expenditures, employees, advertising, everyday situations
- Preparation of annual budget
- Responsibility for all full charge bookkeeping: accounts receivable, accounts payable, payroll, banking, credit cards, sales tax, quarterly tax returns, financial statements, preparing for CPA & annual tax return
- Dealing with vendors: processing returns, paying invoices
- Dealing with customers: counter sales, phone orders, collecting from invoiced customers

VALUSELL, INC., West Palm Beach, Florida

(1999-Present)

Vice-President/Treasurer

All bookkeeping responsibilities, utilizing QuickBooks, for marketing consulting business, including:

- Preparation of payroll and SEP-IRA contributions
- Filing of appropriate state and federal government monthly and quarterly reports and tax payments
- Handling all accounts payable and accounts receivable
- Preparation of P&L statement and balance sheet

Accounting/Bookkeeping Consultant for the School of the Arts Foundation, Inc.

(2001-2004)

- Tracking of investments and grants
- Managing checkbook, including writing checks and making deposits
- Managing petty cash, bulk mail, and postage meter
- Handling all receivables
- Preparing P&L statement and balance sheet

PALM BEACH STATE COLLEGE, Lake Worth, Florida

(1983-Present)

Adjunct Instructor, Business Department

- Instructor of business courses
- Financial Accounting, Bookkeeping I, Bookkeeping II, Business Math, and Introduction to Business

Senior Instructor, Business Department

(1999-2000 and 1990-1991)

- Two separate one-year, full-time positions replacing professors on leave
- Financial Accounting, Bookkeeping I, Bookkeeping II, Business Math, and Introduction to Business

HAUPPAUGE HIGH SCHOOL, Hauppauge, New York

(1977-1982)

Teacher, Business Education

- Accounting I and II, Business Math, General Business, and Typing
- Advisor of Dance Team

BELLMORE-MERRICK CENTRAL HIGH SCHOOL DISTRICT, Merrick, New York

(1975-1977)

Teacher, Business Education

- Business Math, Recordkeeping, General Business, and Typing
- Advisor of Dance Team and Cheerleaders

Professional Organizations

WOMEN'S CHAMBER OF COMMERCE OF PALM BEACH COUNTY

(2004-Present)

- Chair of Women's Chamber Foundation (2010-2012)
- President (2009-2010)
- 1st Vice President and acting Treasurer (2008-2009)
- Treasurer and Chair of the Finance Committee (2007-2008) and (2011-2012)
- Board of Directors (2006-Present)
- Chair of Women's History Month (2006-2008)
- Member of the Fund Committee (2007-2008)
- Co-Chair of Expo Tables for Women's History Month, Program's Committee (2005-2006)
- Member of Women's History Month Committee (2004-Present)

CHAMBER OF COMMERCE OF THE PALM BEACHES

(2004-Present)

- Member of Women in Business Committee (2005-Present)

<i>CENTRAL PALM BEACH COUNTY CHAMBER OF COMMERCE</i>	(2004-Present)
<i>HISPANIC CHAMBER OF PALM BEACH COUNTY</i>	(2009-Present)
<i>EXECUTIVE WOMEN OF THE PALM BEACHES</i>	(2008-Present)
<i>SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE (OFFICE OF SMALL BUSINESS ASSISTANCE – PALM BEACH COUNTY)</i>	(2009-Present)
• Chair	(2012-2013)
• Vice chair	(2011-2012)
<i>ACCOUNTING & BUSINESS – BUSINESS PARTNERSHIP COUNCIL PALM BEACH STATE COLLEGE</i>	(2011-Present)
<i>SOUTH FLORIDA FAIR OUTREACH COMMITTEE</i>	(2009-2010)
<i>WESTERN COMMUNITIES BUSINESS ASSOCIATES</i>	(2004-2009)
School and Community Service; Awards and Honors	
<i>VOLUNTEER OF THE YEAR</i>	(2011)
<i>TRI-CHAMBER LUNCHEON – SOUTH FLORIDA FAIR</i>	(2011)
<i>MINORITY WOMEN-OWNED BUSINESS ENTERPRISE OF THE YEAR PALM BEACH PARTNERS BUSINESS MATCHMAKERS CONFERENCE & EXPO</i>	(2011)
<i>RETAILER OF THE YEAR NOMINEE, Florida Retail Federation</i>	(2009)
<i>WOMEN IN LEADERSHIP AWARDS NOMINEE, Executive Women of the Palm Beaches</i>	(2008)
<i>JUDGE FOR BUSINESS OF THE YEAR AWARDS, Chamber of Commerce of the Palm Beaches</i>	(2008)
<i>SMALL BUSINESS PERSON OF THE YEAR, Chamber of Commerce of the Palm Beaches</i>	(2007)
<i>MOVING UP PERSON, Palm Beach Post</i>	June 4, 2007
<i>JUDGE FOR THE DWYER AWARD, Economic Council & Education Foundation of Palm Beach County</i>	(2007-2008)
<i>ATHENA AWARD NOMINEE, Chamber of Commerce of the Palm Beaches</i>	(2006, 2007, 2009)
<i>OUTSTANDING BUSINESS ADJUNCT INSTRUCTOR, Palm Beach Community College</i>	(2006)
<i>WELLINGTON PUBLIC SAFETY COMMITTEE, Wellington, Florida</i>	(1996-2008)
Member and Chairperson (1996-1998) of city-sponsored committee that seeks input and provides recommendations regarding safety issues in Wellington, particularly police and fire. Received award "In Recognition and Appreciation of Dedicated Service to the Community" (1998)	
<i>WELLINGTON VOLUNTEER APPRECIATION AWARD</i>	(1990-2008)
Recognition given by Village of Wellington to honor citizens who have provided volunteer service to the community	
<i>SUGAR POND MANOR CIVIL ASSOCIATION, Wellington, Florida</i>	(1986-2005)
President (1988-2005), Membership Chairperson (1987-1988) of organization focused on beautification and safety of the largest subdivision in Wellington with more than 2400 homes	
<i>PROJECT GRADUATION, Dreyfoos School of the Arts, West Palm Beach, Florida</i>	(2001-2002)
Co-chairperson of organization with mission to raise funds for, promote, and coordinate alcohol and drug-free post-graduation celebration for the Class of 2002	
<i>SCHOOL ADVISORY COUNCIL, Dreyfoos School of the Arts, West Palm Beach, Florida</i>	(2000-2002)
Member of organization consisting of administration, teachers, parents, students, and community members focused on providing assistance, advice, and support to the school	
<i>DANCE DEPARTMENT, Dreyfoos School of the Arts, West Palm Beach, Florida</i>	(1997-2002)
Volunteer for many department-sponsored events and trips. Volunteer Coordinator (2001-2002) with responsibilities for organizing and recruiting parent volunteers and arranging for their assistance at events	
<i>LEUKEMIA AND LYMPHOMA SOCIETY, Palm Beach Gardens, Florida</i>	(2000-2002)
Volunteer at <i>Light the Night</i> event	
<i>AMERICAN CANCER SOCIETY, West Palm Beach, Florida</i>	(2000-2002)
Provided assistance at <i>Relay for Life</i> and <i>Making Strides Against Breast Cancer</i> events	

LAKE WORTH ROAD ADVISORY COMMITTEE, Wellington, Florida (1995-1996)
Member of Wellington-sponsored committee that sought input and provided recommendations regarding the controversial issue of extending Lake Worth Road west of SR 7/US 441 into Wellington

WHO'S WHO AMONG AMERICAN TEACHERS (1996)

WELLINGTON HOMEOWNER'S ADVISORY COUNCIL, Wellington, Florida (1990-1991)
Member of Steering Committee consisting of representatives of all homeowners and civic associations

WELLINGTON EDUCATION COMMITTEE, Wellington, Florida (1990-1991)
Member of community organization that sought input and provided recommendations regarding schools and education

WELLINGTON ELEMENTARY SCHOOL, Wellington, Florida (1985-1995)
Class Mother and volunteer for multiple classes and teachers; tutored advanced math students (1992-1995)

Education

STATE UNIVERSITY OF NEW YORK AT STONY BROOK, Stony Brook, New York (1997-1979)
Master of Arts in Liberal Studies

HOFSTRA UNIVERSITY, Uniondale, New York (1973-1975)
Bachelor of Business Administration in Public Accounting
Minor in Secondary Education

NASSAU COMMUNITY COLLEGE, Garden City, New York (1971-1973)
Associate of Science in Accounting

FLORIDA ATLANTIC UNIVERSITY, Boca Raton, Florida (1987, 1990)
Graduate-level studies in Accounting

PALM BEACH COMMUNITY COLLEGE, Lake Worth, Florida (1984, 1987, 1988)
Computer coursework

TED KRAMER

**5633 Ainsley Court, Boynton Beach, FL 33437
(561) 702-9856 e-mail: tkteaches@yahoo.com**

SUMMARY

Six years as a Certified Business Counselor for the Small Business Development Center at U-Mass, Boston and FAU's College of Business, where he was also Associate Director. Three years at Palm Beach State College's SBDC center, most recently as Regional Director. This was preceded by thirty-five years of hands-on experience as Founder and Operating Manager of several service-based businesses.

COUNSELING AND MENTORING 2002 – PRESENT

- Provides one on one counseling to small business owners and start-up companies. Works with Vocational Rehabilitation and other agencies to assist clients seeking to go into business for themselves.
- Develops and teaches entrepreneurial workshops and seminars to the local business community.
- Educates business owners in methods of securing financing
- As PBSC SBDC's Certified Business Analyst and Regional Director works with business resource partners to improve business economy
- Facilitates FastTrac programs to Disabled Veterans

ENTREPRENEURIAL YEARS 1966 – 2001

- Founded and operated several service based businesses
- Designed and implemented marketing programs
- Negotiated contracts with major clients
- Recruited sales, operational and administrative personnel
- Identified and defined short and long term goals
- Created training programs
- Negotiated three corporate acquisitions
- Designed budgets and cost control systems
- Built companies to consistent level of profitability

**BANKING
YEARS
1963 – 1966**

Field Examiner for Factoring Department of First National Bank of Boston
(Now part of Bank of America)

EDUCATION

Boston University
BS in Business
Major in Business Management, Minor in Law

Boston University Graduate School of Management
MBA in Finance

ACCREDITATIONS

Fast Trac, Certified Instructor
Fast Trac, Certified Administrator
Community College Teaching Certificate, State of Arizona

**VOLUNTEER
EXPERIENCE**

Business Mentor for two non-profit, inner city Boston agencies
Volunteer, New England Medical Center
Walk Volunteer, AIDS, Jane Doe and Breast Cancer Walks