



# COMMISSIONER OF FINANCIAL REGULATION - 43004009

(37902)View Details

Job Postings (1)

Status : Open

Hiring Manager : SHERRI BRALEY

Age : 0d

Talent Pipeline Hide Talent Pipeline

[View active candidates \(7\)](#)

[View all candidates \(7\)](#)

Forwarded 0	Invited To Apply 0	New 7	Review 0	1st interview 0	2nd Interview 0	Offer 0	Ready to Hire 0	
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Candidates :View all candidates (7)

Action 0 Selected

Filter Options

Enter Applicant Name

- Name
- Christopher Jenkins
- DEBORAH DEAN
- Eric Sorensen
- Linda Charity
- Lonnie Salimone
- Richard Burns
- Scott Williams

## Richard Burns (External Candidate)

8505446202 [Allenrb93@yahoo.com](mailto:Allenrb93@yahoo.com) [Cover Letter](#) [Resume](#)

### Application

Status: New

Country: United States

Attachments to be included in all Job Submissions: [Submission Attachments 0 attached](#)

Attachments Added After Submission: [Attach a document](#)

Vacancy Source: Agency Website

Relatives: To your knowledge, do you have any relatives working in this agency? No

Right To First Interview: Not Applicable  
If you responded yes to the above statement, attach a copy of your official layoff letter applying for this vacancy.

Veteran Status: None of the Above

ARE YOU CURRENTLY EMPLOYED WITH THE AGENCY TO WHICH YOU ARE CURRENTLY APPLYING? No

HAVE YOU RECEIVED A PROMOTIONAL APPOINTMENT WITHIN THE CAREER SERVICE, SUBSEQUENT TO ACTIVE MILITARY SERVICE, WITH THE AGENCY TO WHICH YOU ARE APPLYING? No

People First Initial VP Review: No Selection

People First Eligible VP Category (if different): No Selection

Agency Final VP Eligibility Review: No Selection

Agency Final VP Category Determination: No Selection

### Background Information

A "yes" answer to these questions will not automatically bar you from employment relatedness, severity, and date of the offense in relation to the position you are applying for. [see 112.011, F.S.]

No



**employment visa status (e.g. H-1B visa status)?**

**Do you have at least five (5) years of responsible private sector experience working fulltime in areas within the subject matter jurisdiction of the Office of Financial Regulation within the previous ten (10) years?**

Yes

**If you answered "yes" to the previous question, please elaborate on your experience. If no, please respond N/A.**

Unlimited Path

**Do you have at least five (5) years of experience as a senior examiner or other senior employee of a state or federal agency having regulatory responsibility over financial institutions, finance companies, or securities companies within the previous ten (10) years?**

No

**If you answered "yes" to the previous question, please elaborate on your experience. If no, please respond N/A.**

No

▼ **Periods of Employment**

**Unlimited Path**

VOCATIONAL DIRECTOR

> Details

**Richard Allen Burns**

FITNESS CENTER MANAGER

11  
0

> Details

**GADSDEN TECHNICAL INSTITUTE**

DRAFTING AND DESIGN INSTRUCTOR

:

> Details

**OUR YOUTH**

TEACHER/MENTOR

> Details

**Richard Allen Burns**

CHIEF EXECUTIVE OFFICER

> Details

**Richard Allen Burns**

Solo Provider

> Details

**JAMES A SHANKS**

PARAPROFESSIONAL

> Details

▼ **Formal Education**

**ITT Technical Institute**

Tallahassee

> Details

**Northcentral University**

AZ

> Details

**Richard Allen Burns**

AZ

> Details

∨ **Language Skills**

There are no items in this section.

∨ **License, Registration or Certification**

**NCCER**

18590009

> Details

**OSHA**

190105427

> Details

**Educational Leadership**

> Details

∨ **Job-Related Training or Course Work**

There are no items in this section.

∨ **Knowledge, Skills and Abilities**

**Richard Burns 2138 South Atlanta St Quincy, Florida, 32351 850-544-6202 allenrb93@yahoo.com**  
**Dear Mr. /Ms.:** I am interested in the position you have available, as advertised on the internet. I employed as a Drafting & Design Teacher for Gadsden Technical Institute, and CEO of Federatic Association. I believe that the skills and experiences I have gained at these position make me a candidate for the position. As a Teacher & CEO, I have developed strong writing and editing skill example, one of my main duties is to prepare and educate young men and women for the world, touches bases with any job available. This duty requires meticulous writing and editing skills, a convey complex teaching and training ideas clearly. I have prepared 100's of students for the cr and job market and have received praise for the clarity of my work. I have also gained extensive business and policy research – fields in which someone in this position must be familiar with. N in the CEO Field has afforded me the opportunity to become familiar with the consolidated and unconsolidated business laws of the State of Florida. In particular, through my work with APD, I heavily involved in the current welfare and Medicaid reform movement. I am always eager to lea state and business affairs, reading up on these topics on my own time to become more knowlec would love to bring this passion for policy and business to your company. I am confident that rr in the business/teaching and my research and writing skills qualify me for consideration. If you can provide you with current samples of my work. I have also enclosed my resume. I look forwa with you and discussing my qualifications in more detail. Sincerely, Richard Burns

> Details

Items per page: 10 ▾

Page 1 of 1

# Richard Burns

2138 S Atlanta Street  
Quincy, FL 32351  
(850) (544-6202) \* [Allenrb93@yahoo.com](mailto:Allenrb93@yahoo.com)

May 04, 2018

\_\_\_\_\_ Interview Committee:

I reviewed with interest the Director position advertised on your website.

The administrative and supervisory experience gained as a Vocational Director, Drafting & Design Teacher with Gadsden Technical Institute and Chief Executive Officer (CEO) of the Federation Boxing Association has afforded me the necessary skills to be an ideal candidate for this position. As a Vocational Director & CEO, I have developed strong Leadership and manager skills. For example, one of my main duties is to Direct and train staff on the Companies goals.

This duty requires meticulous directing and teaching skills, and an ability to convey complex teaching and training ideas clearly. Up under my leadership, my teachers have prepared 100's of students for the college/trade world and job market and have received praise for the clarity of their work.

I have also gained extensive experience in business and policy research – fields in which someone in this position must be familiar with. My experience in the CEO Field has afforded me the opportunity to become familiar with the consolidated and unconsolidated business laws of the State of Florida. In particular, through my work with Agency for Persons with Disabilities (APD), I have become heavily involved in the current welfare and Medicaid reform movement. I am always eager to learn more about state and business affairs by reading and studying these topics in my spare time to become more knowledgeable. I would love to bring this passion for policy and business to your company.

I am confident that my experience in the business/directing and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Richard Burns



# Richard Burns

2138 S Atlanta Street  
Quincy, FL 32351  
(850) (544-6202) \* [Allamb93@yahoo.com](mailto:Allamb93@yahoo.com)

## Summary of Qualification

Leader, innovative thinker, result-driven with strong organizational and problem-solving skills. Over 16 years of experience in supervision of people, programs and projects in both private and non-profit sectors. Experience facilitating and managing community groups, high-level advisory boards and working groups. Credited with innovation and implementation of new programs. Skilled in strategic planning, community engagement, relationship building, grants management and performance and quality management. Experience working with federal, state and local programs. Policy development, program planning and implementation experience. Proven ability to lead teams with excellence and integrity.

## Core Competencies

- Analytical Skills
- Budget Management Experience
- Conflict Resolution Specialist
- Contract Management & Negotiations
- Data Integrity & Analysis
- Grants Management
- Mediation
- Development & Implementation
- Project Management
- Public Speaker/Trainer
- Performance Management & Quality Improvement
- Public Relations & Events Planning
- Strategic & Integrated Planning
- Program

## Work Experience

2017 VOCATIONAL DIRECTOR- UNLIMITED PATH

- Hires, supervises, evaluates, and develops assigned staff
- Coordinates the planning, development, organization, staffing, and implementation of career/technical education courses, programs, and service delivery.
- Ensures that all career/technical programs meet DOC and Re-Entry Centers standards and required outcomes
- Liaison with Re-Entry Education Program Coordinator for vocational services/activities
- Complete required reports and ensure collection of data is delivered timely to Education Program Coordinator.
- Attend required staff meetings and offer site supervision and leadership to the Career/Technical Education Instructors.
- Substitute instruction as required
- Perform other duties as assigned

2000 -

2015  
FL

**FITNESS CENTER MANAGER - QUINCY FIGHTING TIGERS BOXING GYM, QUINCY,**

- *Owner and Manager*
- *Responsible for the management, administration and supervision of all aspects of the fitness center - Hiring to include background and drug checks, training, scheduling, troubleshooting, evaluating and completing payroll for fitness center staff*
- *Updated staff training materials, operating manuals*
- *Developed, adjusted and enforced policies and procedures*
- *Ensured compliance with USA Boxing, COMBO and State of Florida Guidelines and contracts*
- *Managed budget*
- *Supervised staff*
- *Inventoried and maintained equipment*
- *Completed health and safety checks*
- *Oversaw risk management practices*
- *Kept and compiled ongoing patron usage statistics*
- *Provided instruction and outreach, orientation sessions*
- *Secured and maintained business funding*
- *Managed grants*
- *Maintained licenses and ensured that facility was in compliance*
- *Served as Community Program Coordinator*

2015 – 2017  
FL

**DRAFTING AND DESIGN INSTRUCTOR - GADSDEN TECHNICAL INSTITUTE, QUINCY,**

- *Instruct students using approved lesson plan*
- *Assess student academic performance*
- *Assist in the recruitment of students.*
- *Provide registration, advising, and guidance assistance to students.*
- *Provide professional assistance to staff and students.*
- *Compile and/or research data as needed.*
- *Remain current in the field through a variety of professional development activities.*
- *Maintain school safety standards in their work areas; ensure that students are trained in good safety practices; and make reasonable efforts to ensure that students follow good safety practices.*

2015 –  
2015

**TEACHER/MENTOR - INVEST IN OUR YOUTH, QUINCY, FL**

- *Created lesson plans*



- *Instructed students using the approved lesson plan, individually and small group*
- *Tracked student progress and present the information to parents/guardian*
- *Encouraged and supported students' progress and goals*
- *Conducted workshops and other activities for students*
- *Help students set and accomplished goals*
- *Implemented strategies to build self-esteem*
- *Attended mentee group events and meetings*

2014 –  
Present

- CHIEF EXECUTIVE OFFICER - FEDERATION BOXING ASSOCIATION - QUINCY, FL**
- *Responsible for the management, administration and supervision of all aspects of the organization - Hiring to include background and drug checks, training, scheduling, troubleshooting, evaluating and completing payroll*
  - *Handle sanction for professional championship boxing and MMA bouts in compliance with the State Boxing Commission*
  - *Maintain budget*
  - *Supervises staff*
  - *Negotiate contracts*
  - *Ensure data integrity and analysis*

2004 –  
2011

- MEDICAID SOLO PROVIDER - AGENCY FOR HEALTH CARE ADMINISTRATION, TALLAHASSEE, FL**
- *Supervised, coached and counseled mentally challenged individuals*
  - *Managed and operated my own office*
  - *Maintained and submitted accurate and timely documentation for each person weekly.*
  - *Provided transportation services as needed*

2013 –  
2014

- PARAPROFESSIONAL - JAMES A SHANKS, QUINCY FL**
- *Assisted individual and small group of students to reinforce learning materials and skills*
  - *Monitored work, corrected papers and supervised students during testing*
  - *Performed clerical, classroom maintenance and instructional duties*
  - *Participated in in-service trainings*
  - *Ensured a safe working environment for students*

## **Education**

**03/2015 Bachelor, Project Management & Administration**  
*ITT Technical Institute*

**Associate, Computer Design & Drafting**

*ITT Technical Institute*

**03/2017**     **Masters, Educational Leadership**  
*Northcentral University*

**05/2017**     **Doctor, Business Administration**  
*Northcentral University- College Credits*

**Certification**

- Certified Nursing Certificate - Gadsden Technical Institute
- Carpentry Certificate – Lively Technical Institute
- Brick Mason Certificate – Gadsden Vocational Technical Institute
- Educational Leadership - Department of Education
- OSHA Trainer Certification
- NCCER Certification