



# 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 \(11\)](#) [View all candidates \(11\)](#)

|           |                  |     |        |               |               |       |               |  |
|-----------|------------------|-----|--------|---------------|---------------|-------|---------------|--|
| Forwarded | Invited To Apply | New | Review | 1st interview | 2nd Interview | Offer | Ready to Hire |  |
| 0         | 0                | 11  | 0      | 0             | 0             | 0     | 0             |  |

Candidates :View all: candidates (10)

Action 0 Selected

Filter Options

Enter Applicant Name

- Name
- Acey Stinson
- Christopher Jenkins
- David Kister
- DEBORAH DEAN
- Donald Hudgins
- Eric Sorensen
- Linda Charity
- Lonnie Salimone
- Rene Lee
- Richard Burns

Rene andeesm@yahoo.com Lee (External Candidate)

4074224551 andeesm@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

Have you ever been convicted of a felony or a first degree misdemeanor ?

If yes, what were the charges ?

Where ? (City/State)

Date

Have you ever pled nolo contendere or guilty to a crime which is a felony or a first degree misdemeanor ?

No

If yes, what were the charges ?

Where ? (City/State)

Date

Have you ever had the adjudication of guilt withheld for a crime which is a felony or first degree misdemeanor ?

No

If yes, what were the charges ?

Where ? (City/State)

Date

### Signature

I am aware that any omissions, falsifications, misstatements, or misrepresentation disqualify me for employment and, if I am hired, may be grounds for termination and understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment to employers, schools, law enforcement agencies, and other individuals and organizations for employment purposes. The consent shall continue to be effective during my employment. I understand that applications submitted for state employment are public records and are true, correct, complete, and made in good faith.

If applicable, Complete Qualifying Questions prior to submitting your application.

By checking this box, I certify that I have read and agree with these statements

Yes

Interview Result overdue interviews

#### Screening Details

In the State of Florida application you indicated that you are legally authorized to work in the United States, Are you one of the following: Citizen or National of the United States; Lawful Permanent Resident; Refugee; Asylee, or Temporary Resident (does not include non-immigrant visas such as F-1, J-1, H-1, etc.)?

Yes

Will you now or in the future require sponsorship for

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.

Yes as a Program Manager of Grants.

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?

Yes

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

Yes

▼ Periods of Employment

**Arkansas Highway Safety Office**  
Program Manager & Grant Writer

▼ Details

**Name of Employer\*** Arkansas Highway Safety Office  
**Your Job Title\*** Program Manager & Grant Writer  
**Currently Employed\*** Yes  
**Start Date\*** 07/01/2008  
**End Date\*** MM/DD/YYYY  
**Hours Per Week\*** 40  
**Employer's Address** Little Rock, AR

**Supervisor's Name**  
**Supervisor's Phone Number**

**Duties and Responsibilities\*** Program Manager & Grant Writer \* Plan and write federal/state highway safety grant applications (including seatbelt enforcement) with a budget of approximately \$1,500,000; facilitate the implementation of new or continuing grant projects. \* Monitor program operations by reviewing financial statements and the utilization of resources; conduct on-site audits and inspections of inventory; assess staff duties and functions; review and verify payroll and personnel records; report findings and make recommendations for required changes, if any \* Participate in determining area or program needs and resources; research viability of new program suggestions concerning application procedures, monitoring/auditing forms; review applications and recommend approval of grants. \* Evaluate program requirements and resources; participate in the establishment of priorities for the allocation of resources; establish accounting practices to comply with requirements for process contract agreements, invoices and contract amendments; audit invoices for accuracy and adherence to established procedures, verifying availability of funds and submitting for payment \* Research, plan and write grant applications on behalf of agency in order to secure funding from other governmental entities. Draft and facilitate training materials for sub-grantees

**Reason For Leaving\*** I moved to Florida for health reasons.

**Your name, if different during employment**

Civilian DSR Unit of Arkansas Military Dept.  
Assistant Personnel Manager



▼ Details

**Name of Employer\*** Civilian DSR Unit of Arkansas Military Dept.  
**Your Job Title\*** Assistant Personnel Manager  
**Currently Employed\*** No  
**Start Date\*** 11/01/2005  
**End Date\*** 07/01/2008  
**Hours Per Week\*** 40  
**Employer's Address** N. Little Rock, AR  
**Supervisor's Name**  
**Supervisor's Phone Number**  
**Duties and Responsibilities\*** Assistant Personnel Manager \* Supervise a staff of 3 to 4 who complete personnel payroll functions for an agency staff of approximately 600; insure that section employees receive appropriate training to become familiar with State and Agency personnel policies; develop job standards and evaluate performance of Personnel Section employees; participate in Agency hiring process; develop and conduct or oversee conduction of new employees \* Develop, implement, maintain and revise Agency personnel policies, procedures, programs and systems; recommend actions necessary for Agency compliance with new or changed State laws, regulations, and programs relating to personnel matters; and update the Agency's personnel policy/procedure master file and implement changes; provide advice and assistance to Agency management, supervisors, and employees on personnel policies, procedures, programs and systems \* Recommend, prepare and execute appropriate actions on requests from supervisors under the Agency Discipline and Grievance Procedure; represent the Agency in grievance proceedings; research and compile information to present the Agency's position regarding personnel actions resulting in appeals within the Agency and at State appeal hearings; assist EEO/Grievance Counsel in researching and compiling information in response to EEO complaints  
**Reason For Leaving\*** I found a better job.  
**Your name, if different during employment**

**Governor Mike Huckabee's Office**

Aide

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▼ Details

**Name of Employer\*** Governor Mike Huckabee's Office  
**Your Job Title\*** Aide  
**Currently Employed\*** No  
**Start Date\*** 02/01/1999  
**End Date\*** 11/01/2005  
**Hours Per Week\*** 40  
**Employer's Address** Little Rock, AR  
**Supervisor's Name**  
**Supervisor's Phone Number**  
**Duties and Responsibilities\*** Aide \* Human Resources - read legislative statutes to determine staffing needs for boards and over 3,000 positions; coordinated with legislators, policy advisors, agency professional associations, the public, and political party members to collect reentry questionnaires prior to submitting applicant's for the governor's selection; helped conduct annual seminar welcoming new board members; performed database management reports \* Constituent Services - assisted constituents in resolving issues with various governmental agencies; researched and drafted replies to constituents on behalf of the governor; served as a back-up for the governor's policy advisor; and attended legislative hearing commission meetings on behalf of the governor \* Marketing/Public Relations - represent Governor at public events, meetings and awards presentations, for example, Southern Conference, Honor's Day at the Mansion, Veteran's Day at the Mansion, New Board Seminar, wrote copy for an invitation to the Southern Governor's Conference, etc  
**Reason For Leaving\*** Term-limited and had to transfer within government.  
**Your name, if different during employment**

**Judge W. H. Dillahunty**

Case Coordinator

▼ Details

**Name of Employer\*** Judge W. H. Dillahunty  
**Your Job Title\*** Case Coordinator

**Currently Employed\*** No  
**Start Date\*** 01/01/1997  
**End Date\*** 12/31/1998  
**Hours Per Week\*** 40  
**Employer's Address** Little Rock, AR  
**Supervisor's Name**  
**Supervisor's Phone Number**  
**Duties and Responsibilities\*** Case Coordinator \* Served as the court's office manager and paralegal - read and prepared case summaries for the judge; helped prepare annual budget, processed time records; ordered supplies and tracked inventory; drafted or transcribed court correspondence and worked with the county clerks to help maintain and secure it files \* Managed the court's schedule and database; prepared court statistical reports court's oversight agency and for the judge \* Served as a court contact for litigants attorneys - fielding phone calls and receiving visitors or litigants for an annual cas approximately 350 \* Prepared court orders and correspondence  
**Reason For Leaving\*** Employer was term-limited; an elected/appointed official.  
**Your name, if different during employment**

Formal Education

University of Arkansas; Rock Little Rock

Details

**Name of School\*** University of Arkansas; Rock  
**Location\*** Little Rock  
**Start Date\*** 09/15/1991  
**End Date** 12/31/1995  
**Course of Study** Business  
**Degree Earned (transcripts may be required)** Bachelors  
**Credit Hours - Quarter**  
**Credit Hours - Semester**

University of Arkansas Little Rock

Details

**Name of School\*** University of Arkansas  
**Location\*** Little Rock  
**Start Date\*** 08/15/2002  
**End Date** 05/15/2005  
**Course of Study** Government  
**Degree Earned (transcripts may be required)\*** Masters  
**Credit Hours - Quarter**  
**Credit Hours - Semester**

Hadfield School Of Real Estate Little Rock

Details

**Name of School\*** Hadfield School Of Real Estate  
**Location\*** Little Rock  
**Start Date\*** 05/01/1990  
**End Date** 07/01/1990  
**Course of Study** Real Estate  
 Not Applicable

**Degree Earned**  
(transcripts may be required)  
**Credit Hours – Quarter**  
**Credit Hours – Semester**

▼ **Language Skills**

There are no items in this section.

▼ **License, Registration or Certification**

There are no items in this section.

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

There are no items in this section.

▼ **Knowledge, Skills and Abilities**

**Transcription**

▼ Details

**Knowledge, Skills and Abilities**      Transcription

**typing 70 wpm, minimal errors**

▼ Details

**Knowledge, Skills and Abilities**      typing 70 wpm, minimal errors

Items per page : 10 ▼

Page 1 of 2

1716 White Oak Lane, Benton, AR 72019 Phone: (501) 960-0265\*707 Washington, Orlando, Florida

## Rene Lee

### Experience

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|               |                                |                 |
|---------------|--------------------------------|-----------------|
| 07/08-Present | Arkansas Highway Safety Office | Little Rock, AR |
|---------------|--------------------------------|-----------------|

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**Program Manager & Grant Writer**

Plan and write federal/state highway safety grants (DWI and seatbelt enforcement) with a budget of approximately \$1,500,000; facilitate the implementation of new or continuing grant projects.

Monitor program operations by reviewing financial records, statutes and the utilization of resources; conduct on-site audits and inspections of records and inventory; assess staff duties and functions; review and verify payroll and personnel policies and records; report finding and make recommendation for required changes, if any

Assist applicants in determining area or program needs and resources; research viability of new projects; provide suggestions concerning application procedures, monitoring/auditing forms; review grant applications and recommend approval of grants.

Evaluate program requirements through studies of required funds and resources; participate in the establishment of priorities and allocation of resources; establish accounting practices to comply with requirements

Draft and process contract agreements, invoices and contract amendments; audit invoices and vouchers by reviewing for accuracy and adherence to established procedures, verifying available funds, transferring funds as needed and submitting for payment

Research, plan and write grant applications on behalf of agency in order to secure funding from other governmental entities

Draft and facilitate training materials for sub-grantees

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11/05-07/08 Civilian DSR Unit of Arkansas Military Dept. N. Little Rock, AR

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**Assistant Personnel Manager**

Supervise a staff of 3 to 4 who complete personnel, benefits and payroll functions for an agency staff of approximately 600; insure that section employees receive appropriate training to become familiar with State and Agency personnel policies and procedures; develop job standards and evaluate performance of Personnel Section employees; oversee and participate in Agency hiring process; develop and conduct or oversee conduction of orientation for new employees

Develop, implement, maintain and revise Agency personnel policies, procedures, programs and systems; recommend actions necessary for Agency compliance with new or changed State laws, regulations, and programs relating to personnel matters; maintain and update the Agency's personnel policy/procedure master file and implementation records; provide advice and assistance to Agency management, supervisors, and employees relating to personnel policies, procedures, programs and systems

Recommend, prepare and disseminate appropriate actions on requests from supervisors under the Agency Discipline and Adverse Action Procedure; represent the Agency in grievance proceedings; research and compile data and information to present the Agency's position regarding personnel actions resulting in grievance appeals within the Agency and at State appeal hearings; assist EEO/Grievance Officer in researching and compiling information in response to EEO complaints

02/99-11/05

Governor Mike Huckabee's Office

Little Rock, AR

**Aide**

Human Resources – read legislative statutes to determine staffing needs for nearly 400 boards and over 3,000 positions; coordinated with legislators, policy advisors, agency staff, professional associations, the public, and political party members to collect resumes and questionnaires prior to submitting applicant's for the governor's selection; helped organize an annual seminar welcoming new board members; performed database management and prepared reports

Constituent Services – assisted constituents in resolving issues with various governmental agencies; researched and drafted replies to constituents on behalf of the governor; served as a back-up for the governor's policy advisor; and attended legislative hearings and commission meetings on behalf of the governor

Marketing/Public Relations – represented the Governor at public events, meetings and awards presentations, for



example, Southern Governor's Conference, Honor's Day at the Mansion, Veteran's Day at the Mansion, New Board Members' Seminar, wrote copy for an invitation to the Southern Governor's Conference, et cetera

01/97-12/98

Judge W. H. Dillahunty

Little Rock, AR

**Case Coordinator**

Served as the court's office manager and paralegal – read court files and prepared case summaries for the judge; helped prepare annual budget, processed staff leave and time records; ordered supplies and tracked inventory; drafted or transcribed court orders and correspondence and worked with the county clerks to help maintain and secure the court's case files

Managed the court's schedule and database; prepared court statistical reports for the court's oversight agency and for the judge

Served as a court contact for litigants, reporters and attorneys – fielding phone calls and receiving visitors or litigants for an annual case load of approximately 350  
Prepared court orders and correspondence

**Education**

University of Arkansas

Little Rock

**NHTSA** completed over 120 hours of federal training in writing, monitoring, tracking, administration and evaluating government grants (federal/state)

**National Drug Court Institute & NHTSA, DWI Court Planning & Training**

completed 18 hours of CLE/CEU level credit hours for the purpose of monitoring federal grant program

**Master's degree in Government Public Administration** completed May, 2006; inducted into Phi Alpha Alpha honor's society.

**Bachelor's degree in Business Administration** completed January, 1996.

**Certified EEO/Grievance Officer** through the Inter-Agency Training Program for Arkansas State Employees

**Other:** training from Arkansas Department of Finance & Administration's Inter-Agency Training Program - FISH, The Human Element, Interpersonal Communications, Grievance Prevention & Handling, Certificate Program for EEO/Grievance Officers, HIPAA Training

**Arkansas Notary Public**, commission expires 7-7-14

**Skills**

Microsoft Applications: Word, Excel, PowerPoint, Access

Machines: Fax, E-mail, copier, desktop/laptop PC, e-phone

General Ledger      Accounts Payable      Accounts Receivable      Beginning & Annual Budget

Payroll      Benefits Billing/Invoicing      Travel Expense Processing      Grant Contracts

Typing 70 WPM      10-Key      Word & Excel Document Merges & Mail Outs      Access Database