



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

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 of 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 government agencies. 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

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

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

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