

**Achua County Housing Authority Board**

**Applicant Package - Alternate**

Achua County Housing Authority Board - Alternate

**Term** 01 Aug 2023 - 31 Jul 2027

**Positions Available** 1

**Number of applicants in this package** 1

- Mueller, Elizabeth

**Name:** Mueller, Elizabeth

**Address:** 10326 NW 28th Place, Florida, 32606

**Email:** lmuellers.gator@gmail.com

**Board Name:** Alachua County Housing Authority Board

**Primary Phone:**

352-359-6023

**Please list any civic and professional accomplishments/honors, training or experience related to this appointment::**

Chamber of Commerce Diplomat Board Member, Rotary Member since 2016, Small Business Owner, Homeowner in Alachua County, Former Budget Director Alachua County, Former Budget Supervisor Alachua County

**Please list any current/previous Advisory Board appointments:**

None Yet

**What Contributions do you feel you could make if you were selected to this board?:**

I have the Budget experience to understand what needs to be provided by the State Standards and locally. I have the local experience between the Chamber and Rotary Communities. I have lived in the community for over 35s and have a Masters in Public Administration from the University of Florida. I am also a small business owner.

**Please Agree with the following statements:**

**I understand this application is the property of Alachua County and subject to public records laws. I hereby certify that the statements made on this application are true and correct. I understand that Appointees to advisory board/committees are required to attend scheduled meetings as specified in the "Guidelines for Citizen Advisory Boards and Committees". I understand that some boards and committees require Financial Disclosure (Chapter 112, Florida Statutes) and I am willing to file if required. I affirm that my personal and business (if applicable) affairs within Alachua County are in substantial compliance with all county regulatory and taxing authorities rules and regulations?:**

Yes

**Note: This question is for the Gainesville-Alachua County Airport Authority Board**

**Do you currently hold any publicly elected office in the State of Florida?:**

No

**Note: This question is for the Gainesville-Alachua County Airport Authority Board**

**Have you, as yourself or as an employee, agent or consultant for another person or legal entity, transacted business with the authority within the last 3 years?:**

No

**I do hereby attest that, to the best of my knowledge and belief:**

- 1. I have maintained good moral character throughout my personal and professional life.**
- 2. I have not engaged in any conduct or behavior that would reflect adversely on my honesty, integrity, or ethical standards.**
- 3. I have not been convicted of any felony or misdemeanor involving dishonesty, fraud, or moral turpitude.**
- 4. I have adhered to all applicable laws and regulations in my personal and professional dealings.**
- 5. I strive to uphold the principles of fairness, respect, and responsibility in all my interactions.:**

Yes

**Time of Submission:** 01/24/25 5:26:56 PM

**Attachments**

- Resume July 19 2024 (1).pdf

**Elizabeth (Leza) Mueller**  
 10326 NW 28<sup>th</sup> Place Gainesville FL 32607  
 lmuellers.gator@gmail.com |  
 (352) 359-6023

**Objective**

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To secure a professional position that utilizes my multiple management abilities and skill level, while working with a diverse group of people in a highly productive and collaborative environment. Small Business Owner, Publication Director, Chamber Diplomat Board, Writer, Mom and Rotarian. Integrity of character are at my core.

**Education**

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*Bachelor of Arts, University of Florida* December 1987

*Master of Public Administration, University of Florida* August 1990

**Skills and Abilities**

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<i>Team Building</i>	<i>Event Planning/Fundraising</i>	<i>Financial Management/Budgeting</i>	<i>Non-for-Profit Fundraising</i>
<i>Teaching/Education</i>	<i>Strategic Planning</i>	<i>Marketing</i>	<i>Community Influencer</i>
<i>Public Speaking/UF Alumni</i>	<i>Business Analysis</i>	<i>Publication Director</i>	<i>On Boarding and Hiring</i>
<i>Budgeting/Grant Writing</i>	<i>Social Media</i>	<i>Board of Directors/Rotarian</i>	<i>Word, Excel, Zoom/PowerPoint</i>
<i>Editor</i>	<i>Writer</i>	<i>Photo Journalist/Design Layout</i>	<i>Grant Writing</i>

**Experience**

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*National Content Writer* *March 2023 -PRESENT*  
 • Author/Writer for local online magazine organization. Content can and is used nationally.

*Publication Director, Ad Production, Magazine Design* *March 2023 -PRESENT*  
 • Responsible for monthly content, from ads and design to all editorials, writing and photo layout. Local luxury magazine. Readership over 60K monthly. Online and Print Copy.

***Gainesville City Lifestyle Upscale Magazine Editor*** ***August 2021 -March 2023***

- Responsible for all Editorial information and layout selection and creation for the Gainesville City Lifestyle Magazine. This magazine goes out to 8,000 homes with 59,000 readers and is the newest community Magazine, a Chamber Member and Community Best Publication.

***Professional Cabi Fashion Stylist | Franchise Owner*** ***06/2016-PRESENT***

- Consult & assist customers with clothing purchases & shopping choices. Manage and direct hostess shows & work directly with fashion/design company Cabi in California. Manage & design all communication for my company, including but not limited to, all marketing & social media. Program Design & presentation development.

***Gainesville Area Chamber of Commerce Board Diplomat*** ***Jan 2024-PRESENT***

- Board member and Secretary for all Chamber Diplomat Meetings.

***Gainesville Rotary Club Chair for Meeting Presenters*** ***July 1 2023-June 30 2024***

- Responsible for coordinating, finding and announcing speakers for each weekly Rotary meeting for a total of 49 meetings in 52 weeks. Rotary Club has over 200 members.

***Development Director Bread of the Mighty Food Bank*** ***June 2021 -Resigned Feb 24th 2022***

- Responsible for all fundraising, fund drives, donor retention, web design, grants, presentations, all platforms of social media, community involvement and outreach. Food Bank provides over 16 million pounds of food into the community over 5 counties.

***Gainesville Area Chamber of Commerce Diplomat*** ***Dec 2020 -PRESENT***

- Working with other local businesses and Chamber Members to enhance small business in our community.

***Rotary Board Member & Foundation Member*** ***July 2020 - 2023***

- Working with my local Rotary and the Rotary Foundation on Fundraising and other endeavors to promote the Rotary Creed to do good in the World.

***Ronald McDonald Co-Chair for Bourbon & BBQ Event*** ***August 2016 - 2022***

- Responsible for all fundraising and auction for the event. From the first year to the fourth year, increased funds raised from \$27,000 to \$106,000 in the 2-hour Event. With the largest donation in 2021 with a hybrid event.

***Rotary Speaker & Contributor*** ***November 2020 -PRESENT***

- Speaking to Rotaries through the country regarding membership and growth during the pandemic and with the COVID restrictions we are all affected by at this time.

***UF Career Connections Speaker & Contributor*** ***1/2019 -PRESENT***

- Present to women and men the best practices for dressing and presenting yourself for an interview. Develop program & materials for speaking engagements.

***Sub Teacher | P.K. Yonge*** ***08/2013-PRESENT***

- Sub Teacher for K-12, Front Office, Library, ISS, Aid, Nurse etc., as needed

***McDonald's Back-Office | Administrative Staff*** ***09/2017-12/2018***

- Managed financials, payroll, cash, complaints, invoices, complaints, orders. Created forms to create greater efficiency in office operations. Contacted & communicated with General Store Managers regarding operations. Work with Accountants, General Managers, Owner/Operators, Payroll Company & Computer Program Staff. (Part Time) This was to assist the owner who had health issues until she was well.

***Property Management Owner & Manager | Owner*** ***06/2016-11/2019***

- Manage luxury waterfront rental. Handle all communication & social media campaigns. Work directly with customers.

***Stay at Home Mom Full time until Husband passed away in 2015*** ***12/1997-6/2016***

- Manage luxury waterfront rental. Handle all communication & social media campaigns. Work directly with customers.

***Management Analyst | City of Gainesville*** ***12/1995-12/1997***

- Responsible for city departments, development and implementation of budgets. Budget Liaison for Vehicle Facility Program and Fire Department Comprehensive Plan.

***Acting Budget Director | Alachua County*** ***4/1995-12/1995***

- Responsible for implementation and development of Alachua County Budget and Documents. Responsible for ALL meetings and team building assessments with Public Officials and Constitutional Officers.

***Budget Management Analyst Supervisor | Alachua County*** ***12/1991-4/1995***

- Supervisor of 11 employees, 8 professional and 3 clerical positions. Responsible for Annual Employee Evaluation, and for implementation of Budget Document and Development of Budget Season Requirements. Acted as Budget Director in absence of Budget Director

***Budget Management Analyst | Alachua County*** ***12/1990-12/1991***

- Responsible for multiple department budgets including but not limited to development, implementation and planning of budgets. Management studies for efficiency of departments. Public meeting planning and Constitutional Officer meetings. Development and implementation of computer system. Working closely with financial system and accounting techniques.

***Associate Planner | Alachua County*** ***12/1989 – 12/1990***

- Responsible for Coordination of a Comprehensive Plan. Required Computer knowledge, development of comprehensive plan requirements, research and data collection. Included public meeting instructions and explanation meetings, including but not limited to the public and public officials and department heads.

***Intern RTS | City of Gainesville*** ***8/1988-11/1989***

- Responsible for data collection for Grant development based on ridership. Grant was MAIN source of Federal Funding for the department.

## Activities

<i>Chamber Diplomat Board Secretary</i>	2023-Present
<i>National Content Writer Magazines/Online</i>	2023-Present
<i>Publishers Director Local Publication/Online Nationally</i>	2023-Present
<i>Publishers Assistant Local Publication/Online Nationally</i>	2023-Present
<i>Board Member Gainesville Opportunity Center/Clubhouse Community</i>	2022-Present
<i>Boy Scouts District Board</i>	2022-2024
<i>Editor of a local magazine</i>	2021-Present
<i>Rotary Speakers Chair for Gainesville Rotary Club</i>	2023-2024
<i>Rotary Foundation Board Member   Foundation Board of Directors</i>	2020-2022
<i>Rotary Board Member Events   Board of Directors Seafood Event</i>	2020-2022
<i>Beyond Bourbon   RMHNCFC Co Chair &amp; Auction Chair</i>	2019-2022
<i>Rotary Board Member   Rotary Club Gainesville Board of Directors</i>	2019-2021
<i>Gainesville Chamber Member &amp; Diplomat – Cabi Style with Leza</i>	2019-Present
<i>Rotary Club Member   Rotary Club Gainesville Rookie of the Year 2018</i>	2017-Present
<i>Ronald McDonald Advisory Board   RMHNCFC</i>	2016-Present
<i>Bourbon &amp; BBQ Board   RMHNCFC Fundraising Auction Chair</i>	2016-2022
<i>Take Stock in Children Mentor   Alachua County Take Stock</i>	2016-2019
<i>Junior League Links Committee   Junior League of Gainesville</i>	2010-2018
<i>Treasurer   Gainesville Juniors Volleyball Club</i>	7/2012-2018
<i>Life on 24<sup>th</sup> Magazine Content Coordinator</i>	7/2014-2016
<i>Lunch Mom for Varsity Volleyball   PK Yonge High School</i>	8/2013-11/2014
<i>Concession Stand Parent Volleyball   PK Yonge High School</i>	8/2010-11/2010
<i>Team Mom   Gainesville Juniors Volleyball Club</i>	2008-2018
<i>Grant Reviewer   Lawton Chiles Elementary School</i>	8/2011-5/2012
<i>Teacher Luncheon Coordinator   Eastside High School</i>	8/2009-5/2013
<i>Teacher Appreciation Coordinator   Howard Bishop Middle School</i>	8/2006-5/2009
<i>President of PTA   Howard Bishop Middle School</i>	8/2007-5/2009
<i>Treasurer   Howard Bishop Middle School</i>	8/2006-5/2009
<i>Yearbook Parent   Lawton Chiles Elementary</i>	8/2004-5/2005
<i>Homeroom Mom</i>	8/2000-5/2012
<i>Homeroom Coordinator</i>	8/2002-5/2003
<i>Treasurer   Lawton Chiles Elementary</i>	8/2003-5/2004