

From: Laura Lee Bernstein <bernsteinlauralee@gmail.com>
Sent: Thursday, October 20, 2022 2:01 PM
To: rlong@jeffersoncountyfl.gov
Subject: County Manager Position
Attachments: Laura Lee Bernstein CV.10.22.pdf

Hi Ms. Long,

I am writing to express my interest in the County Manager position available in Jefferson County. I have attached my resume for review and consideration.

If you have any questions or need additional information please let me know. I look forward to hearing from you soon.

Thank you,

Laura Lee Bernstein

LAURA LEE BERNSTEIN

1659 Carter Avenue
Columbus, GA 31906
(229) 815-9809

bernsteinlauralee@gmail.com

EDUCATION

- May 2022 **UNIVERSITY OF GEORGIA, ATHENS, GEORGIA**
Certified Public Manager
- January 2005 **UNIVERSITY OF GEORGIA, ATHENS, GEORGIA**
January 2006 *Doctoral level Adult Education coursework*
Area of Research: Undocumented Students and Access to Higher Education
- August 2003 **UNIVERSITY OF GEORGIA, ATHENS, GEORGIA**
Master of Education, Adult Education
Thesis/Applied Project: "The Proposal, Creation, and Implementation of an International Office at Gainesville College"
- March 1997 **UNIVERSITY OF GEORGIA, ATHENS, GEORGIA**
Bachelor of Arts in Journalism, Public Relations

PROFESSIONAL EXPERIENCE

- 2019-
Present **UNIFIED GOVERNEMENT OF CUSSETA-CHATTAHOOCHEE COUNTY**
CUSSETA, GEORGIA
- County Manager*
- Manage the day-to-day operations of all aspects of county operations including fiscal oversight and personnel;
 - Make recommendations and execute countywide improvements as determined by the Board of Commission;
 - Prepare and submit the annual operating budget for the county to the Board of Commission for approval and adoption;
 - Develop policy and procedures for standard operating procedure within the county;
 - Collaborate with regional stakeholders for potential economic development opportunities;
 - Research and apply for grant opportunities to assist in the funding of county operations.
- 2017 –
2019 **CHATTAHOOCHEE COUNTY SCHOOLS**
CUSSETA, GEORGIA
- CTAE Director and Work-Based Learning Coordinator*
- Administer and direct the CTAE program, including budget administration and grant management;
 - Coordinate and implement the Work-Based Learning program for Chattahoochee County High School students;
 - Increase the awareness of the Work-Based Learning program by developing business and community partnerships for potential student internships and externships;

- Direct and manage all Work-Based Learning assignments including work site visits, employer orientation, student orientation, employer evaluations, and student reflection on their work experiences;
- Communicate the needs and plans of the Work-Based Learning program to all program stakeholders.

2016-2017 **ALBAMONTE IMMIGRATION LAW**
AMERICUS, GEORGIA

Executive Director

- Created and implemented strategic initiatives and managed the daily operations of the firm;
- Coordinated matters relating to marketing and client development for the firm;
- Ensured appropriate processes were followed for management of conflicts and risks;
- Directed and managed work assignments, staffing, and case distribution;
- Communicated the needs and plans of the firm to the managing attorney and supervised the resource allocation process for the firm;
- Administered, evaluated, and recommended changes, as appropriate, to, the benefits (if any) offered by the firm, including healthcare and retirement benefits;
- Directed activities that promoted and enhanced the firm's visibility and image in the communities served by the firm.

2015 **SUMTER HUMANE SOCIETY**
AMERICUS, GEORGIA

Fundraiser - "Where's Co Co?"

- Created, developed, and executed a successful fundraising campaign from concept development to post event completion;
- Successfully implemented the use of social media outlets (Twitter, FaceBook, Go Fund Me) to accompany the fundraising campaign;
- Worked effectively with local, regional, and national media (print and television) to promote the fundraising campaign and all related events;
- Raised approximately \$8,000 for the Sumter Humane Society.

2015-2016 **AMERICUS SUMTER HIGH SCHOOL**
AMERICUS, GEORGIA

Spanish Teacher

- Taught Spanish I and Spanish II to ASHS students;
- Developed instructional resources to engage students and improve academic achievement;
- Advised students for academic coursework needed for graduation;
- Promoted and facilitated a student approach to learning by making the subject matter relevant to the student and differentiated for the various learning styles and abilities.

May 2013- **CITY OF AMERICUS**
December 2014 **AMERICUS, GEORGIA**

Chief Administrative Officer

- Supervised day-to-day operations of all city departments and staff, directly and through department heads;

- Promoted relationships between the Mayor and Council and the administration of the city to other key stakeholders;
- Made recommendations and executed city improvements as determined by the Mayor and Council;
- Prepared and submitted the annual budget to the Mayor and Council with explanatory comment as necessary;
- Administered a \$28 million city budget annually;
- Prepared the agenda for and attended all meetings of the Mayor and Council;
- Carried out all policies established by the Mayor and Council and for the proper administration of all affairs of the city within the jurisdiction of the Mayor and Council;
- Served as the Chief Information Officer for all media requests, interviews, and inquiries.

**2010 -2013 TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG)
ATLANTA, GEORGIA
Office of Adult Education**

Grant Program Support Coordinator – South/SW Georgia

- Provided technical assistance, training, and guidance to local adult education programs within an assigned region of the state;
- Coordinated project planning, development, monitoring and completion initiatives;
- Served as principal focal point for project implementation by coordinating and managing project activities following widely- recognized industry standards for the formulation and completion of work in the area of project management;
- Assessed training/development needs;
- Assisted in development of legislative proposals;
- Facilitated collaborative efforts in the community with local agencies;
- Oversaw an effective project/resource management system ensuring adherence to budget, grant and other administrative requirements.

**2005 - 2010 THE GEORGIA DEPARTMENT OF EDUCATION
ATLANTA, GEORGIA
Title I, Part C – Migrant Education Program**

Program Manager, Migrant & Refugee Education

- Provided direct leadership and oversight of all components of Title I, Part C in Georgia;
- Directly supervised a staff of 34 located in regional offices statewide;
- Managed a fiscal budget of \$8.2 million annually;
- Served as the education contact for the Refugee School Impact Grant in Georgia;
- Collaborated with other Title Programs to ensure a coordination of services statewide;
- Served as the state representative of Georgia for the Office of Migrant Education in Washington, D.C.;
- Successfully implemented the current means by which local school systems are monitored and evaluated based on the services provided to migrant students;
- Actively promoted the rights of immigrant children in school systems across Georgia.

State Comprehensive Needs Assessment Coordinator

- Responsible for identifying regional and statewide Migrant Education Program needs and for providing continuous leadership and support to ensure the identified needs were being addressed;

- Responsible for developing the state Migrant Education Program goals and measurable objectives and for ensuring both are monitored and evaluated in a continuous manner;
- Interpreted and analyzed evaluation data and use evaluation results to target areas for program service delivery;
- Coordinated and supervised the development of the Comprehensive Needs Assessment initiatives including, parent involvement programs, community outreach, family literacy programs, and adult education initiatives at regional and statewide levels;
- Provided leadership and guidance in implementing Comprehensive Needs Assessment initiatives at local, regional, and statewide levels;
- Authored the Migrant Education Program Statewide Comprehensive Needs Assessment report and the Service Delivery Plan as required by federal regulation.
- Designed, coordinated, and delivered statewide professional development trainings, meetings, workshops, presentations, and peer coaching based on stakeholder needs;
- Responsible for developing and maintaining the web content for the Migrant Education Program website;
- Served as the Chair of the Comprehensive Needs Assessment Taskforce;
- Created and managed the statewide distribution of the initial Comprehensive Needs Assessment Student, Parent, and Faculty/ Staff Surveys for the statewide Comprehensive Needs Assessment process;
- Analyzed Comprehensive Needs Assessment Survey data (both qualitative and quantitative) and developed need statements and data reports for school systems.

**2004 - 2005 THE UNIVERSITY OF GEORGIA
ATHENS, GEORGIA**

*Doctoral Graduate Research Assistant, Department of Lifelong
Education, Administration & Policy*

- Assisted with qualitative and quantitative research for a grant- funded research study through the Department of Technical and Adult Education to better understand the educational and employment needs of Latino adults in Georgia;
- Conducted focus groups with Vice Presidents of Student Services and other faculty and staff at various technical colleges throughout Georgia;
- Analyzed quantitative and qualitative data for reporting purposes;
- Conducted interviews with Vice Presidents of Academic Affairs to determine the professional development needs of upper-level administrative positions at technical colleges throughout Georgia;
- Served as an author and editor of a published research study titled “Strategies for Recruitment, Development, Retention, and Placement of Hispanic Adults and Special Populations.”

**2004-2006 HABERSHAM IMMIGRATION & EDUCATIONAL CONSULTING SERVICES, INC.
BALDWIN, GEORGIA**

President

- Served as the President and Owner of a small business;
- Assisted individuals, small businesses, and educational institutions with immigration matters including human resources management and protocol, paperwork processing, cultural diversity training, community outreach, and the development of international and

- diversity offices
- Managed the day-to-day operations of the office including advertising campaigns, marketing, accounting, and business proposals
- Designed, coordinated, and delivered presentations, workshops, and training courses to various civic organizations

**2000 -2004 GAINESVILLE COLLEGE
GAINESVILLE, GEORGIA**

Director of International Admissions & Advising

- Responsible for the implementation and management of the federal immigration regulation program on-campus including regular reviews of federal immigration regulation to ensure compliant program planning;
- Handled all international affairs for the college including immigration advising and orientation;
- Responsible for the fiscal management of the International Admissions Office;
- Responsible for the supervision of international admissions personnel, including the hiring of new personnel, performance management, and employee termination;
- Conducted comprehensive needs assessments to determine applicable programming for international students;
- Processed and evaluated all international student admission applications;
- Handled recruitment and recruitment issues for the college including event planning and implementation of new programs and publications;
- Responsible for the implementation and maintenance of the federally mandated international student database tracking system, Student Exchange Visitor Information System (SEVIS);
- Served as the Primary Designated School Official (PDSO), as required by federal immigration regulation;
- Assisted the Human Resources Office with the employment of foreign nationals by reviewing immigration documentation and by providing guidance and clarification of federal immigration regulation in order to ensure compliance;
- Served as the immigration specialist on campus for the students, faculty, and staff by developing publications regarding immigration regulations, policies, and updates.

PROFESSIONAL MEMBERSHIPS & RELATED EXPERIENCE

2021-Present NATIONAL ASSOCIATION OF COUNTY COMMISSIONS

Presidential Appointee to the Rural County Caucus

Presidential Appointee to the Immigration Reform Committee

2021-Present ROTARY CLUB OF COLUMBUS, GEORGIA

2019-Present CHATTAHOOCHEE COUNTY LIBRARY BOARD OF DIRECTORS

Chairman 2022-2023

2021-Present COLUMBUS TECHNICAL COLLEGE BOARD OF DIRECTORS

2003 Phi Kappa Phi

PROFESSIONAL SKILLS

- Proven effective fiscal planning and budget development based on established needs, goals, and objectives
- Proven ability to see relationships between events or ideas that enable new possibilities and solve poorly defined problems
- Collaborative and future focused strategic planner
- Ability to prioritize and execute projects and assigned tasks within established timelines
- Ability to draw conclusions by generating multiple new ideas and improvise solutions that fit the demands of the moment
- Extensive experience with public relations campaigns and cultivating positive relationships with various media outlets
- Strong commitment to community development and outreach
- Excellent oral and written communication skills
- Ability to effectively communicate ideas and engage others
- Effective problem solver, team builder, and motivator
- Adept at recognizing, understanding, and effectively using emotions to improve outcomes
- Open-minded, innovative, and creative

LANGUAGES

English – native language

Spanish – speak, read, and write with intermediate competence

REFERENCES AVAILABLE UPON REQUEST