**Florence Green-Zelaya**

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***PROFESSIONAL EXPERIENCES***

**Deputy Director** **Department of Design and Construction** **April 2019-Present**

**Administrative Procurement Analyst**

* Work as an Administrative Procurement Manager within the unit involving the acquisition of goods, services, and construction.

* Manage pre-solicitation review activities; evaluate solicitation documents and work with program/user personnel to ensure that user needs are satisfied in a timely, cost-effective manner, and that technical specifications follow applicable regulations and are clearly understood by vendors and contractors.
* Ensure conformity to the agency’s requirements and federal/state/city mandates during the solicitation process.
* Consult with and advise the Deputy Agency Chief Contracting Officer (ACCO) and other superiors on contracting and procurement policies.

**Operations Manager *Department of Design and Construction*** ***November 2007 – April 2019***

Managed the day-to-day operations for Fleet Management Operations

* Supervised Fleet Management staff
* Managed DDC and BIB vehicle fleet of 162
* Conducted Risk Management and Fleet utilization reviewing and reporting
* Prepared utilization review of gas vehicles to transition to electric vehicles and Personal Expense cost analysis of Agency private vehicle DOT permit holders
* Prepared GeoTab presentation and conducted internal training for DDC Authorized vehicle operators
* Coordinated the installation of GeoTab tracking devices on DDC vehicles
* Collaborated with fleet management staff to prepared and consolidated written Fleet Standard Operating Procedures, fleet goals and mission statement
* Prepared written Fleet Policy memos for vehicle operators, Mileage log submission warning letters, pooling procedures, site visit requirements, speeding, EZ pass reimbursements and commuter fringe quarterly review memo
* Monitored GeoTab exception notification vehicle activity
* Obtained site assessment and pricing from a Certified Electric Vehicle MBE contractor and Con Edison for the installation of network chargers in the IDCNYC parking lot.

**Operations Manager *Department of Design and Construction Nov 2007 – July 2016***

Maintained daily OTPS spending activities for procurement of goods and services utilize an operating budget of over a million dollars. Managed the day-to-day operations for Fleet management, Records management and Stockroom Management and Procurement units.

* Facilitated the development of policies and guidelines supporting fleet programming
* Worked closely with the Mayor’s Office of Contracts Services, Office of Management and Budget and Division of Administrative Services to ensure contract/procurement documents are processed and supporting documents are electronically uploaded in a timely manner.
* Analyzed Financial Data to develop multi-year fleet estimates for assigned programs. Reviews data for accuracy and conformity with Procurement Policy Board (PPB) rules, City Charter, and Comptroller’s Directives.
* Oversaw the Procurement unit and the Other than Personnel Spending (O.T.P.S) IFA’s funded projects.
* Awarded multi-year contracts valued at $200k and prepared task orders for DDC’s Unarmed Guard Security contract.
* Reviewed detailed reports, policies, and rules, monitor the operation and workflow of operation units to ensure work is processed in a consistent and timely manner.
* Maintained inventory records for fixed and movable assets; monitoring and controlling Intra-City budget with various City agencies.
* Oversaw bids and RFP processes for small purchases.
* Prepared procurement recommendations for vehicles, office equipment and supply purchases. Prepare capital project funding requests for vehicles and reproduction room equipment.
* Reviewed grants documents for records management improvements.
* Setup stockroom inventory audit controls and submitted recommendations for upgrading inventory management system.
* Monitored all spending activity for supplies and ensure that the stockroom is adequately maintained and stocked.
* Supervised a staff of 16, set-up internal policies and procedures, and assists in developing staffing plans. Prepared yearly Tasks and Standards evaluations for Staff.
* Prepared federal funding request memos and assist with the Mayor’s Build-It Back and the Mayor’s Office Housing Recovery Operations federal funding project with equipment supplies and vehicle’s needs, while adhering to the Community Building Development Grant (CBDG) FEMA procurement requirements.
* Ensured vehicles operators adhered to the rules of operating a city vehicle and receive defensive driving training as required.
* Monitored the vehicle maintenance OTPS budget and ensure all vehicles receive regular scheduled Preventive Maintenance Inspection (PMI), NYS inspections and recall servicing.
* Tracked and Monitored EZ Pass accounts for the Build-it-Back project and NYC DDC activity while ensuring the accounts are adequately funded.
* Prepared yearly building leasing contracts valued at $8 million for two office site locations (30-30 Thomson Ave and 40 Worth Street) and monitored the spending.
* Assisted the Commissioners of DDC with special client agency project vehicle requests (
* UPK, BIB, HRO, STEAM), procurement needs and expedited all requests to ensure on-time delivery.
* Assisted facilities with their spending needs for supplies (tools and work gear) and monitored spending accounts.

***Supervisor of Expense Payments Design and Construction Oct 1999- Oct 2007***

Managed the day-to-day operations and yearly processing of approximately $70 million in payments to vendors for goods and services utilizing the Financial Management System (FMS).

* Effectively managed all O.T.P.S expense and capital expense vendor payments for good and services for Department of Design and Construction.
* Conducted pre-audits and certified that all general expenses and client agency capital expense payments were made in accordance with procurement policy rules and regulations.
* Supervised staff in processing timely payments to vendors; and ensure payments are made in accordance with mandates set forth by the Comptroller’s office.
* Generated end-of the-year payment reports for Executive staff.

**Assistant to the Deputy Commissioner *Design and Construction*****Sept. 1996- Sept 1999**

Managed the day-to-day operations for the Division of Infrastructure under the direction of the Deputy Commissioner.

* Prepared Personnel Action Reports (PAR), City-Wide Job Vacancy Notices (JVC), Management Position Descriptions (MPD), and other personnel related correspondence: conducted civil service hiring pools; regularly updated all Organizational charts using Org Plus software application.
* Maintained and managed the O.T.P.S. budget for Infrastructure Division.
* Prepared detailed annual budget reports and receiving reports for goods and services.
* Prepared and forecasted yearly spending projections using yearly historical expense data.
* Maintained daily logs for the servicing of office equipment.
* Managed and reviewed monthly personal expense reports for accuracy.
* Interacted with contracted vendors to ensure the prompt delivery of purchased goods and services.
* Tracked incoming performance evaluations for 500+ employees, utilized excel spreadsheet. Responsible for setting up training schedules for professional training for technical personnel, managers, and program managers.
* Supervised staff in the review and audit of personal expense reports for Infrastructure Division’s staff.

***Education***

**July 2007 Queens College**, Queens, NY

Master’s Degree of Arts - Urban Studies

**June 1997** **Baruch College,** New York, NY

Bachelor of Business Administration - Operations Management

***Affiliations and Certifications***

Certified Notary Public, President of PKG Investment Club, Certified LEED GA, Certified ChargePoint Network Installer, Adult and Pediatric First Aid/CPR/AED, Baruch Alumni Member, Baruch Executive-on-Campus Mentor, Member of the Bethany Baptist Church Board of Trustees, Women’s Day Ministry and Women’s Fellowship Ministry, BBC Media Ministry videographer and editor, Manage BBC YouTube Channel, LinkedIn Contributor and YouTube Contributor,

***Technical Skills***

Microsoft Word, Advance Excel skills, Access, PowerPoint, Financial Management System (FMS) Info Advantage Reporting, License Notification System (LENS), WEX On-line Fuel System, Department of Motor Vehicle (DMV) Dial-in,

ARIFleet insights on-line fleet maintenance System, CRASH accident system, DMSS on-line Stock Ordering System, Microsoft Office 365 OneDrive, Pinnacle Studio, version 21