

# Nan Addison Markowitz

335 Sarto Avenue ■ Coral Gables, Florida 33134 ■ (305) 443-7006

## Objective

Senior leadership position utilizing over twenty years of administrative management experience.

## Employment

### MIAMI-DADE COUNTY

*Executive Director, Office of the Citizens' Independent Transportation Trust  
August 2004 to present*

The Citizens' Independent Transportation Trust is the oversight board created by Miami-Dade County voters to monitor the implementation of the People's Transportation Plan (PTP) and the use of the proceeds of the ½-percent transit surtax. Responsibilities include providing support to the 15-member volunteer Board, recommending administrative policies for the monitoring of surtax-funded projects and overseeing more than \$200 million in annual surtax funds collected and allocated according to the PTP. Notable accomplishments to date are securing the CITT Financial Consultant, supervising final approval of the PTP Amendment by the Board of County Commissioners (BCC), streamlining the CITT Committee process, as well as establishing an Office Policy and Procedures Manual and revising existing Travel guidelines.

### ELEVENTH JUDICIAL CIRCUIT OF FLORIDA

*Director, Office of Government Liaison and Public Relations  
September 2000 to August 2004*

Position reports to the Chief Judge in the fourth largest circuit in the country. Highly responsible work in the area of legislative relations and communications. Provides professional support to the Chief Judge in developing policy guidelines, communication and legislative strategies, and priorities for the circuit. Advance legislative and other governmental issues. Provide strategic communication support to court programs, activities, and initiatives. Provide professional communication counsel to the judiciary, court committees, and court staff. Serve as media spokesperson. Respond to press inquiries, public record requests, as well as writing materials, speeches, press releases, and public service announcements for the Chief Judge. Manage the creation and implementation of structured communications initiatives specifically designed to improve public awareness of the role of the court, its processes, procedures and programs with the Miami-Dade community.

### FLORIDA DEPARTMENT OF TRANSPORTATION

*Director of Administration, November 1989 to August 2000*

Highest executive management level position responsible for the Administrative Services Departments, Legislative and Governmental functions, and Fixed Capital Outlay Program for Miami-Dade and Monroe counties. Manage an annual operating budget in excess of \$2.5 million and implement policy and program direction for \$1.8 billion work program budget. Evaluate, develop, and implement district staffing, equipment, and other resource needs. Senior Executive over the following divisions:

- Human Resource Development (Training)
- Finance and Accounting (Payroll, Invoice Processing, Budget, Property Management)
- Procurement (Professional Services, Purchasing, District and Other Contractual Services)
- Information Systems (Data Center)
- Facilities Management (Operation, Planning, Design and Risk Management)
- Industrial Safety
- Total Quality Management
- Americans with Disabilities Act Facility Compliance
- Energy Conservation Coordinator
- EEO/Affirmative Action Program
- Minority Business Enterprise and Disadvantaged Business Enterprise Programs
- Emergency Management Coordinator
- Fixed Capital Outlay (Planning, Design and Construction)
- Legislative Program

Create and implement department policies and procedures by participating in statewide Administration Directors meetings. Serve as District Secretary's delegate for all administrative business matters and various community activities.

FLORIDA DEPARTMENT OF TRANSPORTATION  
*Legislative Coordinator, August 1988 to November 1989*

Responsible for coordinating the legislative and governmental component for District Six Transportation Programs reporting directly to the District Secretary; Liaison between all elected officials in Dade and Monroe counties. Assist in guiding the District/Departmental proposals through the legislative process and advise members of the Legislature and their staffs on matters pertaining to bills and budget items concerning the agency. Key role in decision and policy making on District level. Direct, research, and coordinate special transportation projects. Monitor enacted legislation to ensure full and timely implementation.

STATE OF FLORIDA/SENATOR LAWRENCE H. PLUMMER  
*Legislative Aide, January 1986 to July 1988*

COASTAL DATA PRODUCTS, INC.  
*Marketing Assistant, January 1985 to January 1986*

LISK AND ORMOND, P.A.  
*Office Manager, December 1983 to January 1985*

SOUTHEAST BANK, N.A.  
*Personnel Administrator, September 1981 to December 1983*

## Education

Harvard University Executive Leadership Training  
*Driving Government Performance – June 2006*

UNIVERSITY OF MIAMI  
*Bachelor of Arts, English Literature/Business Administration, May 1981*  
 Selected as one of thirty pacesetters in senior class at the University of Miami for leadership

## Activities

- Girl Scout Council – Board of Directors 2006 - 2009
- University of Miami Alumni Association Board of Directors
- University of Miami Citizens Board
- Judge – Miami Herald Silver Knight Awards 2004, 2005
- Coconut Gove Arts and Historical Association (Arts Festival) Board Member 2005
- Mentor – University of Miami Business School – 2003 through present
- United Way of Miami-Dade Women's Leadership - Chairperson 2005
- Judge – Walter B. Arnold Youth Hall of Fame Awards 2004 - 2006
- Switchboard of Miami Board of Directors 2001-2004
- Leadership Miami 2000-2001
- Miami-Dade County Capital Grants Program Panel Member 2001 - 2006
- City of Coral Gables Traffic Advisory Board Member
- United Way of Miami-Dade County Board of Trustees
- Miami-Dade County Community Grants Program Panel Member 1999-2002
- Florida Bar - Grievance Committee Member 1999-2002
- Florida Bar - Unlicensed Practice of Law Committee Member 1999-2002
- University of Miami Annual Fund Task Force - 2000
- United Way of Miami-Dade County Campaign Cabinet 1997-2000
- Judicial Nominating Commission - 11th Judicial Circuit Miami-Dade County 1995-2000
- Chairperson - United Way of Miami-Dade County Campaign Kickoff - 1999
- Chairperson - Florida State Employee Charitable Campaign 1997-1998
- Board of Directors - University of Miami Hurricane Club 1995-1997
- Board of Directors - University of Miami Alumni Association 1987-1990
- Vice-President - University of Miami Alumni Association
- Board of Directors - University of Miami Young Alumni Association

## References

Available upon request