

Barbara A. Wheeler

WORK EXPERIENCE:

Mid Florida Homeless Coalition, Executive Director since November, 2006

United way of Citrus County, Lecanto, Florida – Two years of office management and fundraising.

- Facilitator for the FEMA Emergency Food and Shelter Program dollars received by Citrus County.
- Fiscal Agent Coordinator for the Florida State Employees' Charitable Campaign (FSECC). Formed a Steering Committee of State employees, and facilitate meetings with them to develop campaign strategies and take actions as required by State law.
- Wrote and was awarded a seed grant from Church World Services on behalf of Citrus and Hernando County's long term disaster recovery groups.
- Cultivated community support for United Way by maintaining contacts with local organizations, businesses and individuals. Cultivated agency relations by maintaining contact, providing information on resources for agencies and the clients they serve, and holding educational classes.

The Salvation Army, Gainesville, Florida – Two years as director of social services.

- Directed and managed the social service department. Supervised staff of seven to operate and maintain a 24-bed homeless men's shelter, emergency services (utility, food, and clothing assistance), and the preparation of a hot dinner served to the community 365 days a year.
- Supported local volunteer doctors and nurses who held a monthly health clinic in the shelter for the homeless in the community.
- Collaborated with local Veteran's representative to establish bed space for homeless veterans participating in an outpatient drug and alcohol recovery program. This provided a stable environment for the clients and additional income for the shelter program.

AV Technologies, Inc. – Belimo Aircontrols (USA), Inc., Inverness, Florida – Three years of office management and job scheduling for small manufacturing firm.

- Responsible for the administration of general ledger accounting and financial reporting, accounts payable, accounts receivable, fixed assets and inventory, cash tracking, miscellaneous receipts, and lease accounting.
- Provided sales support by taking orders and tracking jobs. Provided support to manufacturing support by scheduling new order ship dates based on current jobs in process, available stock and time needed to complete order.

The Salvation Army, Fort Lauderdale, Florida – Seven years of administrative duties.

- Oversaw the general ledger accounting and financial reporting, accounts payable, fixed assets and lease accounting, cash tracking, accounting for grants, the annual budget process, miscellaneous receipts, and maintaining records of restricted accounts as necessary for a 100-bed homeless facility, church, and 24-apartment family transitional shelter. Supervised two bookkeepers, two financial support clerks, and resource development officer.
- Managed the yearly internal audit as well as the yearly independent audit for the HUD grant, and the yearly independent audit by Ernst & Young, Atlanta, GA. Prepared monthly HUD financial reports for a grant for 24-apartment family transitional shelter.
- Was instrumental in all phases of major purchases and major projects.
- Performed administrative tasks for the Executive Director as required.

Impact Business Technologies, N. Miami Beach, Florida – Two years of office management for a computer accounting software and hardware sales and service company.

Florida Federal Savings and Loan, St. Petersburg, Florida – Ten years of banking experience in Consumer/Student Loans.

- Worked in all phases of the Guaranteed Student Loan department from originations, to servicing accounts, to collections at the time when this was the largest student loan lender in the state and in the nation's top five.
- Interpreted student loan lender requirements via the United States Federal Register as they were modified on a yearly basis, and assisted in rewriting departmental procedures based on regulatory requirements.

EDUCATION:

A.A. and A.S., Business Administration, Broward Community College, Davie, Florida.

COMMUNITY INVOLVEMENT:

- Past-Secretary, Mid-Florida Homeless Coalition, Inc.
- Chair, Shared Service Alliance Steering Committee, Citrus County
- Member, Shared Service Alliance CEO Roundtable, Citrus County
- Member, Affordable Housing Advisory Committee, Citrus County
- Secretary/Treasurer for the Citrus County long term recovery group, Sharing Together Our Resources and Means, Inc.
- Member, United Way of Citrus County's Needs Assessment Committee
- Member, Citrus County's 2-1-1 Advisory Council
- Member, Citrus County's Mental Health Consortium
- Former Member, Alachua County Homeless Coalition