

Kassandra Timothe

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PROFESSIONAL SUMMARY

Solution driven professional with over ten years of experience in governmental affairs and media relations. My interest includes leveraging my experience in government to create policies, programs and initiatives that improve the community.

EDUCATION

Florida International University – Miami, Florida

Master of Public Administration

Completion Date: May 2020

University of South Florida – Tampa, Florida

Bachelor of Arts in Political Science

Completion Date: August 2012

OCCUPATION

City of North Miami

May 2015 – December 2020

Public Information Officer

- Developed and coordinated all public information and public relations functions for the purpose of informing the public about the activities and services of the City.
- Coordinated and conducted all press conferences, press releases, public service announcements and other related media for dissemination of news and information to the public.
- Maintained effective working relationships with representatives of the media, newspapers, radio, television and other publications.
- Responded to emergency situations where information coordination is vital and establish and maintain on-site liaison with media representatives.
- Conferred with agency officials in planning public information and educational projects and participate in the formulation of public information policies.
- Provided support to departments in planning promotional activities.
- Responsible for organization and production of the City's Newsletter, Web Site, Cable television channel, other City related programming and community outreach programs
- Managed the Public Information Office \$350,000 budget which include advertisement and promotions of all City events

Florida Senate

Legislative Assistant to Senate Democratic Leader Arthenia L. Joyner March 2013 – May 2015

- Community Outreach Liaison
- Researching legislative issues
- Filing and tracking legislation
- Writing session newsletters
- Handling constituent requests
- Attending state and local meetings and other events on behalf of the Senator

Tampa City Council

August 2012 - February 2013

Legislative Aide to Councilwoman Lisa Montelione

- Organized the councilwoman's calendar to accommodate staff briefings, events, and meetings
- Managed constituent complaints and conducted meetings in the field
- Conducted research to inform the Councilwoman's decision-making process
- Wrote letters of correspondence, commendations, speeches, and press releases
- Organized all events including neighborhood meetings/town halls, workshops
- Reconciled expenditures with the Council budget utilizing the City of Tampa's accounting system
- Attended neighborhood meetings and other events on behalf of the Councilwoman
- Managed lines of communication with neighborhood civic/homeowner association presidents and worked with them to engage and inform citizens of city business/events/news

Museum of Contemporary Art

MOCA Bond Education Outreach Coordinator

June 13, 2012 - July 31, 2012

- Actively worked on museum's bond referendum campaign
- Educated community members about museum's education initiative
- Registered businesses for Community Partnership membership
- Visited summer camps and churches
- Conducted television and radio interviews

USF Tallahassee Internship Program

January 2012 - March 2012

Legislative Intern for State Representative Janet Cruz (D) West Tampa-Tallahassee, Florida

- Aide to Legislative Assistant
- Scheduled Appointments
- Take meetings on behalf of Representative
- Attended committee meetings
- Constituents Correspondence

USF Legislative Internship Program

August 2011 - December 2011

Legislative Intern for State Representative Janet Cruz (D) West Tampa-Tampa, Florida

- Aide to District Assistant
- Report and file constituent case work
- Constituents Correspondence
- Help organized and plan community events (i.e. Job Fair, Senior Expo)

Junior Docent Coordinator/ Assistant Camp Director

June 2005 - June 2009

Museum of Contemporary Arts – North Miami, Florida

- Coordinated meetings and art projects for teen volunteers
- Provided tours to visitors and guests of MOCA about current exhibitions
- Regulated daily camp activities with over 250 campers weekly
- Assigned daily tasks and duties to all camp counselors

Intern/ Secretary Assistant

August 2007 - June 2008

Rosenthal, Rosenthal Rasco Esquire – Aventura, Florida

- Organized and filed legal files for court
- Created file folders for new and existing cases
- Delivered legal documents to clients

Miami State Attorney Office Internship

June 2007 - July 2007

State Attorney Office – Miami, Florida

- Organized case folders
- Scanned news articles into PDF files for the State Attorney
- Attended court and meeting with prosecutors
- Researched books for prosecutors in Legal Library

MEMBERSHIPS AND AFFILIATIONS

- New Direction Christian Center, Deaconess
- City-County Communications & Marketing Association (3CMA), Member
- North Miami Historical Society, Member
- Greater North Miami Chamber of Commerce, Member
- FEMA Advanced PIO Certification
- University of South Florida (USF) Alumnus
- Florida International University (FIU) Alumnus
- Delta Sigma Theta Sorority, Inc.
- NAACP, Member
- Friends of the North Miami Library, Member
- Black Professionals Network, Member
- National Alliance for the Advancement of Haitian Professionals (NAAHP), Member
- The Black Collective Fellows, Member
- Sant La Fellows, Member
- HACCOF, Member