

# MICHAEL CHAD WICKER

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**L** OYAL AND SKILLED MANAGER who offers versatile management skills, problem solving and more. I have worked in the government sector for over 20 years and bring with me a wealth of knowledge about all things county related. I am able to juggle multiple priorities and meet tight deadlines without compromising quality. Seeking a challenging Director position where I can use my skills to bring new ideas to the table.

## KEY SKILLS

- Accounts Payable Processes & Management
- Invoices/Expense Reports/Payment Transactions
- Office Management
- Community Event Management and Public Speaking
- Hiring, onboarding and training of new employees
- Payroll
- Records Organization & Management
- Executive Support and oversight
- Teambuilding & Staff Supervision
- Spreadsheets & Reports

## PROFESSIONAL EXPERIENCE

### MARION COUNTY BOARD OF COUNTY COMMISSIONERS – OCALA, FL

#### Assistant Director of Building Safety, 11/18 – Present

A professional position that provides management and direction to the Building Safety department. Responsible for the day-to-day operations and most personnel. The efficient management of the department budget, including keeping track of revenues and expenditures. Creating agenda items and budget amendments requests as needed. Recommends personnel actions, including disciplinary and performance-based actions, when appropriate. Acts as the director in the absence of the Building Director including representing the department at Board meetings.

#### Administrative Manager, 09/14 – 11/18

A professional position that provides administrative and technical assistance for the Director of Facilities Management in a variety of functions including a variety of financial and administrative functions, including management of operational programs, coordination of special projects and preparation of the annual budget. Manages six employees including the Budget Coordinator, Project Coordinator, Dispatchers and the Courier.

#### Administrative Services Coordinator, 02/13 – 09/14

A professional position that provides administrative and technical assistance for the Office of the County Administrator in a variety of functions including the overseeing of the entire Board of County Commissioners' agenda process, research, technical support and assisting in project management, coordination of agreements, coordination of grants, problem solving and preparation of the Department's annual budget. Assists and reports to the Executive Administrative Manager in dealings with multiple agencies, boards and municipalities both locally, statewide and nationally. Coordinating Commissioners Town Hall meetings and Citizens Academy.

#### Administrative Assistant/Agenda Coordinator, 12/06 – 02/13

An executive position responsible for a variety of functions to support daily operations such as accounts payable, payroll, personnel files, vendor files and travel requests. Provides high-level administrative support to the Assistant County Administrator by maintaining schedule; which includes meetings, conference calls and travel arrangements. Prepares reports and financial/budget data, information requests, customer relation issues and drafting of correspondences to citizens, Commissioners and the County Administrator. Conducted some training and supervision of lower level clerical staff. Prepares the agenda for the Board of County Commissioners meetings, items related thereto, and sees that all legal requirements are met.

#### Administrative Assistant, 05/06 – 12/06

An executive position responsible for a variety of functions to support daily operations such as accounts payable, payroll, personnel files, vendor files and travel requests. Provides high-level administrative support to the Bureau Chief of Administrative Services by maintaining schedule; which includes meetings, conference calls and travel arrangements. Prepares reports and financial/budget data, information requests, customer relation issues and drafting of correspondences to internal departments, Commissioners and the County Administrator. Back-up personnel for the Information Technology's Help Desk. Involved with client services and satisfaction over the telephone as well as in person.

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## PROFESSIONAL EXPERIENCE (CONTINUED)

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### Accounting Specialist/Purchasing & Inventory Coordinator 12/03 – 04/06

Responsible for a variety of functions to support daily operations in the Information Technology Department. Inventory control for all of Marion County Information Technology's hardware and software. Back-up personnel for the Information Technology's Help Desk. Responsible for Information Technology's accounts payables. Assisted with technicians on repairing and replacing computer hardware. Involved with client services and satisfaction over the telephone as well as in person.

### Staff Assistant III 11/02 – 12/03

Responsible for all Medical and Fire report, billing of illegal burns and Haz-Mat spills in the Fire/Rescue Department. Provided front desk coverage when necessary. Served as a computer Power User for Fire Rescue.

### SUNTRUST BANK – OCALA, FL

### Commercial Teller, 11/01 – 11/02

Responsible for a variety of functions to support daily operations, client services, daily sales calls, cash transactions for commercial and personal clients. Responsible for balancing and restocking the ATM machine.

### WEEKLEY BROTHER'S SOD AND LANDSCAPING – BELLEVIEW, FL

### Office Manager, 08/00 – 01/01

Assisted in all administrative duties for owner of business and Senior Supervisor. Responsible for accounts payable and accounts receivable. Drafted interoffice memoranda and external correspondence. Created documents and forms utilizing WordPerfect and MS Office software. Assisted customers with problems via telephone and in person; served as hotline representative, when necessary. Ordered and maintained inventory control for all office supplies.

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## EDUCATION / CERTIFICATIONS

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SOULS' HARBOR CHRISTIAN ACADEMY – Belleview, FL  
**High School Diploma, 1999**

CENTRAL FLORIDA COMMUNITY COLLEGE – Ocala, FL  
**Certified Professional Staff Assistant Certification (CPSA), 2006**

AXIA COLLEGE OF UNIVERSITY OF PHOENIX – Phoenix, AZ  
**Associates of Art in Business Administration, 2008**

COLUMBIA SOUTHERN UNIVERSITY – Orange Beach, AL  
**Bachelor of Science in Business Administration/Information Technology, Present**

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## AFFILIATIONS

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Founding Member, BRIDGE Leadership, 2023 to Present

Ideal Team Player Recipient, 2022

Board Member, P.E.T.S., 2020 to Present

Nationally Certified Child Passenger Safety Technician Instructor, SafeKids International, 2010 to 2015

Nationally Certified Child Passenger Safety Technician, SafeKids International, 2009 to 2010

Ocala Chapter's Vice-President, IAAP (International Association of Administrative Professionals), 2010 to 2011

Ocala Chapter's Treasurer, IAAP (International Association of Administrative Professionals), 2008 to 2010

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## TECHNOLOGY SUMMARY

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MS Office (Access, Excel, Outlook, PowerPoint and Word) ● Microsoft and Apple's Operating Systems (all) ●  
Tyler ERP ● CDPLUS ● Cartegraph