

**Lynn Banish**  
**2596 NW Eucalyptus Avenue**  
**Arcadia, FL 34266**  
**(863) 494-0570 – Home**  
**(941)-979-1742 - Cell**

**Objective:** To obtain a professional position where I can make use of my ten plus years of administrative management and fifteen plus years of purchasing experience.

**Education:**

1990-1994: **Edison Community College**  
Major: Business Administration  
1997-1998: **St Petersburg College**  
Major: Business Administration  
2003-2004: **Goshen College**  
Major: Organizational Management

**Awards:** **City of North Port Outstanding Performance Award in 2006**

**Highlights:**

- Wide variety of governmental experience
- Expert user in Microsoft Outlook, Excel, PowerPoint and Word
- Expert user of Sunguard Naviline global financial system and Lucity work management system
- Incident Command System (ICS) 100, 200, 300 and 700 training
- Skilled supervisor, able to motivate others and handle conflicts.
- Extremely organized and able to efficiently prioritize tasks.

**Affiliations:** **Current Member: American Public Works Association (APWA)**  
**APWA trained Accreditation Site Auditor**  
**Past President: Gulf Coast Association of Governmental Purchasing Officials**

**Professional Experience:**

October 2006 - **City of North Port Department of Public Works**  
March 2016 North Port, FL

**Position: Business Manager**

**Duties:** Responsible for the management of the Administration Division to include all budgetary transactions. Develop, prepare and monitor budgets totaling approximately eighteen million dollars (\$18,000,000) annually. Responsible for the district assessment roll maintenance including verification of the assessment roll and determining certificates of corrections based on the district assessment methodology. Preparation of all legislation items pertaining to the district assessment and budget. Sign on behalf of the Director in his absence. Review all personnel actions for 136 employees. Monitor all projects within the department for compliance to budget, scheduling and grant compliance. Review and approve all purchases, requests for bids and proposals and

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all expenditures. Review and approve all Commission Agenda items.  
Coordinate the department employee development, safety and training program.

October 2001- **City of North Port Purchasing Division**  
October 2006 North Port, FL

**Position: Purchasing Manager**

**Duties:** Responsible for the supervision of the Purchasing Division and all procurement and contract administration for the City of North Port; to include the preparation of all formal solicitations. Responsible for the purchase, monitoring and disposal of all fixed assets within the city, including maintenance of fixed asset records.

February 2001 - **City of Punta Gorda**  
October 2001 Punta Gorda, FL

**Position: Buyer II**

**Duties:** Responsible for all formal solicitations that resulted in term contracts for the city, and all procurement activities for the Utilities Department.

September 1999 - **Five Star General Contracting**  
February 2001 Punta Gorda, FL

**Position: Purchasing Agent/Estimator**

**Duties:** Responsible for bidding, evaluating proposals and awarding contracts for custom homebuilder. Provide estimates for future construction projects, research custom specialties, and purchase all construction materials.

May 1994 - **Florida Department of Corrections**  
September, 1999 Punta Gorda, FL

**Position: Business Manager III**

**Duties:** Responsible for the management and supervision of the overall business affairs of a major correctional facility, to include budget preparation and submittal, reporting and allocation. Direct supervision of the accounting, purchasing, warehouse, laundry and canteen operations.

**Position: Purchasing Agent III/Coordinator**

**Duties:** Responsible for the supervision of Purchasing Department and all procurement activities for a 1292 bed maximum-security correctional facility. Assisted in budget preparation and represented and assumed the responsibility of the Business Manager as needed.

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July, 1992 - **Charlotte County BOCC Purchasing Department**

May, 1994 Port Charlotte, FL

**Position: Purchasing Assistant**

**Duties:** Dealt with various county departments and vendors in solving problems or discrepancies in delivery, invoicing or product specifications.

May 1989 - **Florida Department of Corrections**

June 1992 33123 Oil Well Road  
Punta Gorda, FL 33955

**Position: Purchasing Technician**

**Duties:** procurement activities for a 1292 bed maximum-security correctional facility.

**References:**

Branford Adumuah	telephone: 941-585-1466
Carole Smith	telephone: 941-204-2692
Thomas Reid	telephone: 239-229-9463