

CITY CLERK'S OFFICE  
CITY OF PEMBROKE PINES  
2021 MAR 25 AM 11:06

Revised 10/15/2020

**CITY OF PEMBROKE PINES**  
**ADVISORY BOARD AND COMMITTEE APPLICATION FORM**

*Please return the signed and completed application form and a recent resume\* to: City of Pembroke Pines, City Clerk's Office, 601 City Center Way, Pembroke Pines, Florida 33025.*

**\*NOTE: YOUR RESUME MUST ACCOMPANY THIS APPLICATION IN ORDER FOR THE APPLICATION TO BE CONSIDERED.**

Please type or use dark ink to complete this form.

Applicant Name Leomar Diaz

Race\* Caucasian National Origin\* Hispanic

Occupation Management

Street Address 650 SW 124th Terr, #P402, Pembroke Pines, FL 33027

Subdivision \_\_\_\_\_

Home Telephone (786) 564-0064 Business Telephone (954) 681-2133

E-mail Address LeoDiaz1211@gmail.com

Length of Residence in Pembroke Pines  
(if applicable) 9 Years 6 Months

Length of Time as Business Person in  
Pembroke Pines (if applicable) Years Months

Are you a registered voter? Yes Commission District No. \_\_\_\_\_ Precinct No. \_\_\_\_\_

Do you have a criminal record? No If yes, please explain. \_\_\_\_\_

Have you ever been convicted of a felony? No If yes, please explain. \_\_\_\_\_

Do you have any criminal charges pending? No If yes, please explain. \_\_\_\_\_

Do you have any relatives employed by the City? No If yes, please state name(s): \_\_\_\_\_

Are you aware of any potential conflict of interest that may arise from your serving on this/these board(s)? No If yes, please explain. \_\_\_\_\_

Does your business, or your employer have any contractual relationship with, or do any business with the City? No If yes, please explain.

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Do you have monies owed to the City that are delinquent? No If yes, please explain.

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Do you have any pending code violations relating to property owned by you in the City? No If yes, please explain.

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Do you have any violations relating to other City codes? No If yes, please list:

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\*The responses to these items is optional. The City is interested in providing for cultural diversity on its Advisory Boards and Committees, and seeks this information solely in order for the City to further its goal to provide for diversity on its Advisory Boards and Committees.

**Which board or committees are of interest to you? Please indicate up to three preferences by ranking. Please denote your first choice with a "1," etc. Please place a number adjacent to any board or committee for which you wish to be considered. If you do not place a number next to a board or committee, the City Commission will not be able to consider you for that board or committee.**

<input checked="" type="checkbox"/> Arts & Culture Advisory Board	<input type="checkbox"/> Affordable Housing <sup>1</sup>
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Charter High School Advisory Board <sup>2</sup>
<input type="checkbox"/> Economic Development Board	<input type="checkbox"/> Education Advisory Board
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Planning & Zoning Board
<input type="checkbox"/> Police and Fire Pension Fund Board	<input type="checkbox"/> Citizens Committee/Hurricane Prep (Ad Hoc)
<input type="checkbox"/> Diversity & Heritage Advisory Board	<input type="checkbox"/> Social Media Committee (Ad Hoc)
<input type="checkbox"/> Charter Review Board <sup>3</sup>	

<sup>1</sup>You must complete the "Supplement to Application for Affordable Housing Committee."

<sup>2</sup>Representative of Educational or Business sector of the Community

<sup>3</sup>This Board is convened once every five years

**Please provide a brief statement outlining why you wish to serve on the board(s) you have indicated above.**

As a resident of Pembroke Pines, I am moved to give back to my community through service and charitable acts. Being part of the Arts and Culture Board allows me the opportunity to provide feedback and advice to continue improving our community and city through the arts. This board seat also allows me to be a voice for my fellow residents and represent them. Should the city commission see it fit for me to serve alongside our city's great members, I will uphold the honor and do my best to continue improving our community and our great city.

I hereby certify that all statements made in this application are true and complete. Permission is granted to the City of Pembroke Pines to investigate and verify criminal and credit history and any information provided on this and successive documents completed for purposes of my appointment to the City Board or Committee. In return for consideration of my application, I release any person who provides information pertaining to me from all claims or liabilities that might otherwise result from such information or opinions.

Leomar Diaz  
Applicant's Signature

03/24/2021

Date

Applications for board and committee vacancies are accepted throughout the year. For additional information, please call the City Clerk's Office at (954) 450-1050.

## SUPPLEMENT TO APPLICATION FOR "AFFORDABLE HOUSING COMMITTEE"

PLEASE CHECK ALL POSITIONS FOR WHICH YOU ARE QUALIFIED

- Actively engaged in the residential home building industry in connection with affordable housing.
- Actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- Representative of those areas of labor actively engaged in home building in connection with affordable housing.
- Actively engaged as an advocate for low-income persons in connection with affordable housing.
- Actively engaged as a for-profit provider of affordable housing.
- Actively engaged as a not-for-profit provider of affordable housing.
- Actively engaged as a real estate professional in connection with affordable housing.
- Actively serves on the local planning agency pursuant to Section 163.3174, Florida Statutes.
- Resides within the municipal boundaries of the City of Pembroke Pines.
- Represents employers with the City of Pembroke Pines.
- Represents essential services personnel, as defined in the City's Local Housing Assistance Plan.

# Leomar Diaz



650 SW 124<sup>th</sup> Terrace #P402, Pembroke Pines, FL 33027

✉ LeoDiaz1211@gmail.com | ☎ 786.564.0064

## PROFESSIONAL EXPERIENCE

**SPIRIT AIRLINES, Miramar, FL** Mar 2009 - Present

### Manager, Crew Training Operations

- Analyze training and travel budgets for cost minimization
- Quantitative analysis of performance metrics for process implementation & cost reduction
- Present quantitative and qualitative analysis to upper management
- Lead all departmental project plans and implementations
- Forecasting and modeling for staffing resource management
- Manage 23 direct reports in 3 divisions of training

### Business Analyst II, Benefits Compensation

- Financial audit and administration of Human Resources budget
- Financial planning and analysis of benefits programs
- Compiled, analyzed and reported plan financials for strategic benefits planning and evaluation
- Researched current benefits trends and regulatory/legislated requirements for program recommendations

### Operations Analyst, Technical Operations

- Analyzed data and report trends to IT department and functional user groups
- Lead software configuration and patch application
- Managed and oversaw access to systems, databases and SharePoint sites

### Financial Analyst, Division FP&A

- Developed and maintained accuracy and integrity of data in models and forecasts
- Formulated monthly and quarterly reports, journal entries, forecasts, accruals and reconciliations
- Performed ad hoc analysis requiring mining of data, trend identification and insights
- Organized and owned capital expenditure agreements and appropriated vendor invoices through SAP application

### Analyst II, Quality Assurance

- Collected data, analysis, trending, and presented to upper management
- Assessed audit finding risks and created trend analysis for Continuing Analysis & Surveillance System Review Board
- Maintained and published Approved Vendor List as described within federal regulation FAR 121.373
- Designed and executed Risk Based audit trending and tracking

### Administrator, Crew Training Operations

- Financial analysis and reporting to Director and Vice President of Flight Operations Training
- Wrote, applied and managed departmental controlled manuals approved by Federal Aviation Administration
- Streamlined Check Airmen Quarterly reporting to FAA, saving \$100k in annual fines

## EDUCATION

**FLORIDA INTERNATIONAL UNIVERSITY**

### Master of Business Administration

- Selected for the Beta Gamma Sigma Honors Society

**KEISER UNIVERSITY**

### Bachelor of Business Administration, Finance

- Graduated Magna Cum Laude and selected for the Sigma Beta Delta Honors Society
- Recipient of Leadership Development Recognition and Dean's List Academic Award
- Student Government Association, President

**KEISER UNIVERSITY**

### Associate of Art, Business Administration

- Graduated with Honors and Recipient of Dean's List Academic Award

## CERTIFICATIONS

NASBA Center for the Public Trust -	Ethical Leadership
Florida International University -	DASH Professional Development
Marketing Accounting Metrics -	Marketing Accounting & Financial Analysis
Go Lean Six Sigma -	Lean Six Sigma Yellow Belt
Bloomberg LP -	Bloomberg Market Concepts
Littler Mendelson -	HIPAA Privacy & Security
USI Insurance Services -	401(K) Fiduciary
Sabre Airlines University -	CrewQualifier Administration

## VOLUNTEER WORK

### **FIU COLLEGE OF BUSINESS MBA ADVISORY BOARD, Miami, FL**

*Jan 2021 - Present*

#### Board Member

- Provide feedback and recommendations to improve academic experience
- Develop and grow MBA program with Deans and Administrators

### **CITY OF PEMBROKE PINES ARTS & CULTURE BOARD, Pembroke Pines, FL**

*Jan 2019 - Present*

#### Alternate Board Member

- Develop cultural activities for the city with the Mayor and City Manager
- Promote art in public places throughout the city

### **VITA/TCE, Ft Lauderdale, FL**

*Oct 2017 – Apr 2018*

#### Tax Preparer

- Prepare tax filing assistance to low- to moderate-income households
- One-on-one tax preparation for tax payers over 60 years of age

### **FINANCIAL OPPORTUNITY CORPS, Ft Lauderdale, FL**

*May 2016 – Dec 2017*

#### Financial Coach / Workshop Instructor

- Delivered financial coaching to low- to moderate-income households
- One-on-one coaching utilizing strategies to educate financial literacy

## CAREER ACCOMPLISHMENTS

Facilitator for Spirit Learnatarium Excel courses

Implemented digital record keeping for Flight Operations

SME or Project Lead in over 10 project implementations

Wrote procedural manual approved by Federal Aviation Administration

Company Brand Ambassador for rebranding campaign

## ADDITIONAL SKILLS

#### Digital Skills

Proficient in Windows and Mac OSs, Microsoft Office Suite specifically Excel and PowerPoint, SAP Business Objects, Bloomberg Market Concepts, Sabre Software Suite including CrewQual, CrewTrac, Navitaire, SkySpeed, AMIS, TRAX and MINT among others.

#### Languages

Fluent in English and Spanish