

<b>To</b>	miannenelson@polk-county.net
<b>Cc</b>	
<b>Bcc</b>	
<b>Subject</b>	Lake Access Advisory Committee

**Elena C. Giarratano**

Lakeland, Fl. 863-934-8946

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My focus, at this time, is community service. In actuality, my entire life has been driven, through education, training and experience, to provision of active community participation. On the one hand, I serviced Special Education students for over 20 years and I serviced district and county attorneys, in New York, as well as private litigants for 14 years.

In Florida, I returned to teaching Special Education students, for a time, and then expanded my employment vistas with acquiring new knowledge, skills and experience, which are detailed on my resume, previously submitted, under separate cover.

His Honor, Mayor Bill Mutz, offered me the position of member of the Police Citizen Advisory Board, in January 2023, which I excitedly accepted. While on the Board, the School Resource Officers, Lakeland Police Department, were replaced by the School Guardians, Polk County Sheriff's Office. I wrote a letter of Commendation, adopted by the Board, and accepted by Lakeland Police Department, for inclusion in each officer's file.

I have already begun "thinking outside the box" for innovative features o increase attendance/use/access to Lakeland's Lakes and am anxious to "bounce them off" the Lake Access Advisory Committee.

Thank you for attention to my candidacy,  
Elena C. Giarratano

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## *Employment History:*

*AARP Foundation, Lakeland, Fl*

➤ *Employment Specialist: October 2022-April 2023:*

AARP/Senior Community Service Employment Program, (SCSEP), Project Office:

Designed Individual Employment Plans;

Recruited 2 Host Agencies;

Presented AARP's break-out session at 2023 State of The Art Workforce Summit: "Leverage or Loss: Accessing the Untapped Labor Pool" for Project Director Skylar Harrison.

➤ *Receptionist, April 2023-August 2023;*

Lakeland Housing Authority: Answered and analyzed content for appropriate staff transmission; used voicemail feature of email software application; informed/guided applications for Section 8 housing/public housing and community resources under United Way umbrella.

➤ *Patient Scheduler & Intake Screener, August 2023-present*

Lakeland Volunteers in Medicine, (LVIM): trained and proficient on Intergy software; trained on Phreesia software; scheduled healthcare services to patients, face-to-face, as well as remotely, via phone and/or internet; attended daily meetings; scheduled intake screening, via phone and/or walk-in applicants; conducted an initial/"quick register" analysis of possible eligibility; informed applicants of required documentary requirements for confirmation of eligibility; upon denial of eligibility, referred person(s) to community healthcare resources.

*Job Developer: AARP Foundation, Lakeland, Fl.*

*June 2012 to November 2013*

Recruited 16 Host Agencies in Highlands County;

Represented AARP at monthly Community meetings, hosted by United Way.

## *PROFESSIONAL TEACHING HISTORY*

*Teacher: Language Arts: Hardee County School Board: Hardee Junior H.S.*

*August 2015-December 2015*

Taught 6th, 7th and 8th grade, Special Education students.

*Teacher: English/Special Ed.: Polk Acceleration Academy, Polk County*

*October 2014 to April 2015*

Selected for the start-up/initial-branding Team for this credit recovery academy;

Designed and established the confidential student files, as per State and Federal statutes;

Monitored student work on Plato platform;

Provided one-on-one tutoring.

*Teacher: Special Ed. Charter Schools of America, Plant City, Fl.  
Advantage Academy Hillsborough County  
November 2013 to June 2014*

Organized and secured confidential student files;  
Designed Individual Educational Plans, based upon standardized, anecdotal and classroom assessments;  
Conducted IEP meetings with parents, students and appropriate staff;  
Provided Inclusion services, classroom model.

### ***Education:***

*B.A.: English /Secondary Education: City University of New York,  
Herbert H. Lehman College, Bronx, N.Y.*

*M.A.: Special Education: Columbia University,  
Teachers College, N.Y., N.Y.*

### ***Licenses/certifications:***

*New York Professional Teaching Licenses, (in perpetuity), English 7-12: Special Ed.: K-12: Florida  
Professional Teaching Licenses, English, 6-12; ESE, K-12 (renewable);*

*New York Law License, (retired, but renewable); United States Supreme Court License, (effective with State good  
standing).*

*C.E.R.T.: Combee Emergency Response Team;*

*C.A.R.E.: Combee Area Revitalization Effort.*

### ***Organizations/Affiliations:***

*Guardian Ad Litem Program, 10th Circuit, 2017-present.*

*Police Citizen Advisory Board, Lakeland Police Department, January 2023-present;*

★ *By invitation of Mayor Bill Mutz;*

★ *Voted 2d Vice-President.*