



LITTLE HAITI REVITALIZATION TRUST
BOARD OF DIRECTORS APPLICATION

Name: James Bain Email/Phone: [REDACTED]

Home Address: [REDACTED]
(Street/City/Zip Code)

Business/Employer: Marquis Association Manager Email/Phone: [REDACTED]

Business Address: 2800 Biscayne Blvd. Miami, FL 33137
(Street/City/Zip Code)

CITY CODE SECTION 12.5-44(C)(5) STATES THAT NO EMPLOYEE OF MIAMI-DADE COUNTY OR ANY MUNICIPALITY OTHER THAN CITY EMPLOYEES SHALL SERVE ON OR BE APPOINTED TO THE LITTLE HAITI TRUST.

ARE YOU AN EMPLOYEE OF MIAMI-DADE COUNTY OR ANY OTHER MUNICIPALITY? YES NO

IF YES, IS THE APPLICANT A FIRE FIGHTER OR LAW ENFORCEMENT OFFICER? YES NO

Please provide the following information in the space provided and attach a résumé.

EDUCATION: Miami Edison Senior High - 2004
Miami Dade College - Wolfson Campus

WORK EXPERIENCE: Licensed Florida Realtor, Licensed Florida CAM
Owner of Regulator Security Agency LLC, Class MB License,
Florida Dept. of Corrections

ORGANIZATIONS AND COMMUNITY ACTIVITIES: _____

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 CITY OF MIAMI

[Signature] Signature 8-17-2024 Date

SUBMIT ORIGINAL COMPLETED FORM(S) AND RÉSUMÉ TO:
 City Clerk's Office, Miami City Hall, 3500 Pan American Drive, Miami, Florida, 33133

Unless noted as "Florida Statute 119 Exempt", all information submitted is considered public record. The Florida Public Records Act (FPRA) requires the City to make all public records available for inspection and to provide copies upon request.

James Bain

ASSISTANT PROPERTY MANAGER



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Areas of Expertise

- Problem Solving
- Customer Service
- Leadership
- Complaint Resolution
- Interpersonal Skills
- Project Management

Experience

Marquis Association Management - Ft. Lauderdale, FL

9/22 to Present

Plaza East Association

Assistant Property Manager

Assisting Managing a 266-unit luxury beach front condominium in Lauderdale-by-the-sea.

Contributions:

- Provide administrative support to my association General Manager.
- Assist in the preparation for of reports for inclusion in monthly board packages.
- Review annual contracts for all vendor contracts and assist in creating comp charts.
- Review and code invoices.
- Oversee and create the weekly schedule for front desk staff, maintained timesheets, filled in front desk shifts when needed.
- Keep track of workorder logs & incident reports.
- Provide training for new hires.
- Reconcile cc usage.
- Resolve complaints & issues with residents before escalating to manager.
- Ensure all staff follows safety precautions and procedures while performing duties.
- Reduced operational cost by monitoring supplies for cleaning and maintenance.

Residence at Una Miami

9/17 to 9/22

Front Desk/Access Officer

Contributions:

- Greeted residents and guests.
- Controlled access to the property (guests, vendors, contractors, etc.)
- Conducted roving patrols of the property.
- Coordinated receipt and delivery of packages.
- Monitored security cameras.
- Applied all safety policies, programs, and procedures.

- Ability to handle crisis situations/emergencies (fire, water leaks, accidents, etc.)
- Answered phones in a clear and professional manner.
- Ensured work areas were maintained in a clean and professional manner.
- Basic computer skills.

Sal Rivas Bail Bonds**7/09 to 12/15**

Bail Bondsman

Contributions:

- Data entry and typing.
- Filing documents.
- Retrieving information from documents within the office.
- Handling telephone calls.
- Quoting bond premiums & accepting premiums paid pursuant to a Memorandum of Agreement.
- Issuing receipts for such premium payments.
- Interviewing and screening the bond.
- Completing or preparing forms and other documents which do not require a bondsman's or runner's license.
- Maintaining court calendar.
- Filing motions and petitions.

Enterprise Rent-A-Car**7/09 to 6/13**

Customer Service Agents

Contributions:

- Worked proactively with drivers & service agents.
- Handheld return agents and managers to ensure proper vehicle supply.
- Welcomed members to the facility when they exit the bus or arrive on the lot.
- Directed customers to exit booth.
- Provide local directions and maps and provide return directions where applicable.
- Assisted members with questions and concerns to minimize counter visits.
- Communicated customer service issues to management.

- Ensured that hangtag information is completed correctly.
- Maintained clean low mileage fleet mix requirements.
- Thanked members for their business.
- Provided/upgraded vehicles on request.
- Performed other customer service-related duties in addition to those listed, to ensure services met the needs of the customers.

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Homestead Correctional Institution

Correctional Officer

As a Corrections Officer I was responsible of the care, custody, and control of inmates within a medium security level prison.

Contributions:

- Answered Phones.
- Filing.
- Monitored Cameras.
- Wrote computer security incident reports.
- Checked doors and windows of buildings to ensure they are tightly closed and locked.
- Escorted people/prisoners/property to desired destination.
- Unlocked buildings/doors after checking identification and compliance with policies.
- Monitored and adjust controls that regulate building systems (air conditioning, furnace, or boiler).
- Inspected and adjusted security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.
- Answered alarms and investigated disturbances.
- Operated detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.

Education/Training/Certification/Skills

Miami-Dade College – Miami, FI

8/04 – 7/07

Certifications: Florida Real Estate License, Florida CAM License, Class MB License.

Skills: Trilingual (English/Creole/French) proficient in Microsoft Office applications, ADP, BuildingLink, Avid, and Citrix/Jenark, and communication.

References

- **Ms. Esmeralda Lopez – Marquis Association Management**
General Manager – esmeralda.lopez@marquishoa.com – (954) 563-5616
- **Mr. Daniel Melendez – Castle Group**
General Manager – danielpm32@gmail.com – (305) 807-4401
- **Ms. Tina Griffin - Caterpillar Distribution Services**
Operations Supervisor - tinagriffin56@gmail.com - (305) 335-5944
- **Mrs. Kuwana Mackey - Caterpillar Distribution Services**
Operations Supervisor - sadimackey@gmail.com - (754) 234-7700
- **Gertrude Gaugette - City of Miami**
[REDACTED]

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