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LITTLE HAITI REVITALIZATION TRUST
BOARD OF DIRECTORS APPLICATION

OFFICE OF THE CITY CLERK
CITY OF MIAMI

Name: Naomie Najsia Payen **Email/Phone:** naomie.payen@gmail.com 3054096219

Home Address: 111 NE 68th terrace
(Street/City/Zip Code)

Business/Employer: Miami Dade College **Email/Phone:** 3052371363

Business Address: 11380 NW 27th Avenue, Miami, FL 33167
(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 ENFORCMENT OFFICER? YES NO

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

EDUCATION: Miami Edison Senior High

Howard University, Communication and Culture, BA

University of Miami, MS.Ed, M.AUD

WORK EXPERIENCE: University of Miami, Graduate Teaching Assistant, Supervisor Research Lab, Research Associate 2019-2024

Fun Dimension, Development Manager

Miami Dade County Public Schools, 2014-2019

ORGANIZATIONS AND COMMUNITY ACTIVITIES: Southern Birth Justice Network

Howard University Alumni Club of South Florida, National Organization of Minority Architects

Signature

August 29, 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.

Naomie Payen

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p: 305-409-6219

e: naomie.payen@gmail.com

EMPLOYMENT HISTORY

University of Miami, Teaching Assistant (Contract)

December 2022 - May 2024

- Facilitate projects and short-term college project teams
- Support departmental processes related to student recruitment, including peer advising/mentoring, conducting orientation activities, and delivery of presentations
- Assist with the implementation and assessment of assigned projects and programs
- Administer performance evaluations of student staff

University of Miami, Sylvester Comprehensive Cancer Center Supervisor (Research Lab)

June 2023 - October 2023

- Supervises daily operations of laboratory employees to ensure adherence to quality standards,
- Develop and implement policies and procedures for the laboratory
- Process and ship biological samples in accordance with standard operating procedures
- Supporting staff in the development of materials and equipment necessary for ongoing research and development
- Facilitate vendor management and purchasing of medical supplies
- Implement strategies, techniques, and procedures to improve research and analysis by staying current with the state-of-the-art in the field

University of Miami, Research Coordinator

March 2019 - December 2022

- Plan and implement outreach strategies
- Provide ready access to all experimental data for the faculty and primary investigators
- Travel to field sites to collect and record data and/or samples appropriate to the specific objectives of the study
- Input data into RedCap to capture data for clinical research
- Simulate all aspects of scenarios, including history of current problem, affect/behavior and physical findings, in a standardized, accurate, and reliable manner
- Assist with developing and implementing standard operating procedures projects, as well as carrying out research activities in accordance with IRB approved protocols
- Supports qualitative analyses via coding (directed by PI)
 - *Targeted Population: Geriatric (2019-2020)*

Medical Faculty and Staff (2020-2021)

Latino Sexual Minority Men (2021-2022)

Publications

"The importance of personal, relational, and culturally relevant content in designing implementation strategies to reach Latino MSM in South Florida: Peer Ambassador Stories"
Full Author List: Jahn Jaramillo; Nequiel Reyes; Pranusha Atuluru; Naomie Payen; Kayla Taylor; Steven A. Safren; Rana Saber; Audrey Harkness

Miami Dade County Public Schools, Instructional Staff

January 2014 - April 2019

- Work closely to target specialized needs as they vary by student.
- Developed level-appropriate lessons and activities to support skill-building needs.

FunDimension, Development Manager

May 2017 - February 2018

- Provide private consultation regarding child-based start up business techniques.
- Create and draft timelines and grant proposals.
- Draft enrichment programs for varying child demographics across central Miami-Dade County.
- Developed and initiated projects, including managing costs, schedule and performance
- Reviewed project scope, required materials and labor pricing to develop competitive bids.
- Developed implementation methodologies to rein in project costs while meeting key milestones.

HIGHER EDUCATION

Bachelor of Arts

Communication and Culture

Howard University, 2013

Master of Science

Community and Social Change

(Global Health)

(International Administration)

University of Miami, 2015

Master of Urban Design

Architectural Design, Historic

Preservation and Sustainability

University of Miami, 2024

Post-Bacc

Biological Sciences

Direct Entry Midwifery

RELEVANT SKILLS

- Diversity, Equity and Inclusion
- Grant-Writing
- Advanced Spanish Fluency (Verbal, Written)
- Intermediate Haitian Creole (Verbal and Written)
- Beginner Portuguese (Verbal, Written)
- Beginner French (Verbal, Written)
- Beginner Arabic
- Data Collection
 - SPSS
 - REDCap
 - R
- Rhino
- Adobe Creative Cloud
- First Aid, BLS, CPR, NRP Certification
- Microsoft Office
- 78 Words Per Minute
- Phlebotomy Certification

EMPLOYMENT HISTORY, CONTINUED

Memorial Healthcare Systems, Mental Health Counselor II

June 2016 - April 2017

- Provide intervention, counseling, and referrals to at-risk youth and their families.
- Facilitate counseling and case management through New DAY Diversion/Civil Citation Program
- Mentored youth members and taught sustainable habits and coping mechanisms.
- Communicated with troubled youth and offered resources and programs to surmount challenges.
- Advocated for troubled youth to provide access to county-wide resources.

Play-In, A Multisensory Activity Center for Children, Event Specialist

December 2014 - May 2017

- Manage and oversee recreational activities for children with physical, social, auditory, educational limitations.
- Control data of children receiving speech, occupational, and behavioral therapy services.
- Upheld best practices for budgeting, projects, timelines and presentations while developing detailed planning strategies.
- Liaised with marketing and PR colleagues to promote special events in social calendars.
- Fulfilled contractual obligations, including communications, vendor coordination, schedule creation, budget administration and rehearsal and day of event coordination.
- Led comprehensive event trainings for staff members.

PROFESSIONAL AFFILIATIONS

- *National Council of Negro Women
- *NAACP
- *Lambda Pi Eta, National Communication Honor Society
- *CATALYST Miami
- *Black Professionals Network

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VOLUNTEER HISTORY

Howard University Alumni Club of South Florida

President, December 2022 - Current

Vice President, December 2020 - December 2022

Secretary, January 2018 - December 2020

Southern Birth Justice Network, Clinical Assistant

January 2019 - December 2023

- Provide care for women pregnancy journey, including assessing progress the mother throughout pregnancy, labor and delivery, managing complications, blood draws, and assessing for postpartum mood disorders.

Mailman Center for Child Development, Intern

January 2014 - December 2015

- Leadership Development in Neurodevelopmental Disabilities, Clinical Shadowing (Dr. Jeffrey Brosco and Shelley Baer LCSW) of the analysis and diagnosis of children displaying developmental delays.
- Displayed sensitivity to the cultural and linguistic needs of the clients and families served.