

## RESUME

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3044 Travelers Palm Drive  
Edgewater, FL 32141-6109

Home Phone: (386) 847-8166  
Email: dwightcunn@aol.com

## OBJECTIVE:

Seek employment using my managerial, organizational, communication and customer service skills.

## HIGHLIGHTS:

Extremely well organized and efficient. Learn procedures and methods quickly. Able to develop and implement new systems when necessary. Strong bookkeeping and administrative experience. Capable of handling multiple projects concurrently. Excellent public relations and customer contact ability.

## EXPERIENCE:

## RV Driving School

State of Florida  
April 2018 to present

Duties include teaching clients to drive all sizes of RV's and travel trailers ranging in size from 15 to 40 feet in length, including teaching them to properly set up their equipment.

## B'Ontime Concierge Services

New Smyrna Beach, FL

### Driver (Contract Part Time)

November 2018 to Present

Duties include transporting clients to and from area Airports and providing shuttle services for events.

Vantage Oncology - Atlantic Urology Associates (AUA), Daytona Beach, FL  
Truck Driver/Patient Transporter (Part-time) December 2014 to April 2018

Duties: Include driving a truck that is a portable MRI Office, setting up vehicle for daily operations. Duties also include picking up patients for transport to cancer treatments at treatment center and return.

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Daytona International Speedway, Daytona Beach, FL  
Tourologist (Part-time)

October 2013 to December 2015

Duties: Include driving multi-unit trams, pickup trucks with single and double Featherlite trams and 28 passenger buses for daily tours and events.

- ⇒ Conduct DIS Tours (Speedway Tour, All Access Tour and VIP Tour) in a professional and informative manner;
- ⇒ Memorize and deliver various tour script narratives to guests in a clear and exciting presentation;
- ⇒ Enhance guest's knowledge of DIS, NASCAR and motorsports in general;
- ⇒ Ensure safety of guests;
- ⇒ Assist guests with special needs to ensure compliance with ADA Regulations;
- ⇒ Assist in training new staff;

New York State Department of Transportation- Albany, NY

May 2006 to September 2010 (Retired)

Duties: Includes working in the NYSDOT Office of Regional Planning and Program Coordination, Local Programs Bureau serving as the Statewide Coordinator for the Safe Routes to Schools (SRTS) Program.

- ⇒ Administer the \$32 million statewide SRTS program.
- ⇒ Oversaw the development of the State's first SRTS program guidance and application process.
- ⇒ Provided technical assistance to school districts and municipalities to fund public bicycle and pedestrian right-of-ways. **Attend municipal planning organization meetings to give guidance on the SRTS program.**
- ⇒ Perform public SRTS program promotional events and training sessions.
- ⇒ Perform program evaluation for best practices, organize data for budget management and forecasting needs projecting future growth, report summarized findings for NYSDOT executive management.

Accomplishments: Oversaw the development of the State's first SRTS program guidance and application process that resulted in the approval of funding for 70 applications that included 89 projects for a total of \$31 million.

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New York State Department of Transportation- Albany, NY  
Transportation Analyst 1 January 1994 to May 2006

Duties: Includes working in the NYSDOT Office of Program Development and Management, Assistance Program Delivery Bureau in the Upstate Rural Public Transportation Section as a Transit Program Liaison.

- ⇒ Provide technical assistance to municipalities to coordinate the development and funding of public transportation systems under the authority of the Federal Transit Administration (FTA) Section 5307 (Urban) and 5311 (Rural) programs.
- ⇒ Review municipal sponsor's operating and capital assistance applications, analyzing and making recommendations for the allocation of funds for transit operating and capital assistance programs to be included on Statewide Transportation Improvement Projects (STIP) listing.
- ⇒ Perform public transit conferences training sessions for public officials and transit industry leaders.

Accomplishments: Oversaw successful application processes to fund multiple capital and operating project assistance for rural and urbanized area public transit systems.

## EDUCATION:

University of New York at Albany, Albany, New York  
B.A. - Geography/Urban Planning

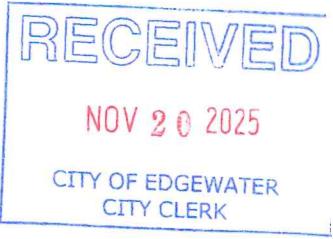
May 1993

**Hudson Valley Community College** , Troy, New York  
**A.A.S. - Transportation & Distribution Management**

May 1983

## LICENSES:

State of Florida CDL Class B with Passenger and Air Brake endorsements



Dear Mayor Depew:

Jim McGinnis advised me that you requested my resume for a position on the City's Planning Board.

Dwight Cunningham