

## VANESSA CARUSONE

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5912 Gottfried Ln. ♦ North Port, FL 34291 ♦ (941) 822-9725 ♦ [VCNP21@Gmail.COM](mailto:VCNP21@Gmail.COM)

### **2002-2010 and 2016 to Present**

**Vice Mayor**

**City North Port — 4970 City Hall Blvd. North Port, FL 34286**

**Contact; Helen Raimbeu 941-429-7000**

### **12/2013 to 2015**

**Executive Director**

**North Port Alliance for Substance Abuse prevention (NP-ASAP)**

### **9/27/11 to 03/20/13**

**Board President 2006-2012/ Interim CEO**

**Tri-County Counseling and Life Skills Center INC.**

### ***Experience:***

- Manage, supervise and direct the operations of NP-ASAP and its projects.
- Report to Board of Directors.
- Spokesperson for NP-ASAP
- Coordinate with government authorities for NP-ASAP on goals and recognition.
- Manage all federal requirements for the Drug Free Communities grant.
- Solicit a multitude of funding sources for NP-ASAP financial support.
- Develop and manage strategic plans for NP-ASAP objectives.
- Community outreach and marketing, including but not limited to social media and News outlets.
- Development and maintenance of NP-ASAP web site.
- Management and development of annual budget.
- Membership retention and development.
- Successfully completed NP-ASAP's 501(c)(3) application and responsible for all State and Federal requirements.
- Develop projects and programs with community support.
- Promoted and supported the company's programs and/or mission by attending and participating in a variety of community functions within Sarasota and Charlotte counties.
- Grant writing and research.
- Web Development & Ecommerce
- Billing, basic accounting, payroll, contract negotiation and review, lease negotiation, General office management, Employee supervision, Board President 2007-2012, Board Developed, Advertisement and Marketing, development and administrator of Budget
- Developed and implemented Policy and procedures
- Created 501 (c)(3)
- Coordinated between North Port Health Department and the company.
- One of eight Participants in Developing First Step's successful "System of Care" proposal to the State of Florida for the behavioral health care contract.
- Attended and participated in behavioral care affiliated boards within Sarasota and Charlotte counties.
- Successful campaigning for local and countywide initiatives
- Emergency Response
- Budget Management
- Governmental Laws
- Record research and Archival
- Acquired lasting relationships with County, State and Federal Governments & diversified media outlets
- Methodology Studies and other fiscal impact studies
- Creation of Charter and/or Articles of Incorporation and amendment to such

- Legislative advocacy with State and Federal Legislation
- Grant research, writing, creation of and for not for profit entities
- Emergency Services certifications
- Union negotiation and mediation
- Economic Developed

**EDUCATION**

<i>Title of Learning</i>	<i>Provider of Learning</i>	<i>Dates</i>
Bachelor of Arts Degree Political Science/Pre-Law	Eckerd College	2012
Diploma Paralegal Studies	Ashworth University	2008
Annual Telecommunication Conference	Florida League of Cities	2005
Advanced Institute for municipal officials	The Florida Institute of Government	2003, 2005, 2006
Government eminent domain seminar	FVAC	2004
Public Risk Management Workshop	Public Risk Management	2004
Florida Ethics Law Conference	Attorney General’s office	2002,2003,2004, 2007, 2008
First Aide, CPR, AED	American Heart Assoc.	2012
Basic incident command system training	City of North Port	2002
Operations Training: Disaster Behavioral Health for health care professionals	University of Miami	2005
National Incident Management system (IS-00700)	Federal Emergency Management agency	2006

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**ORGANIZATIONS AND COMMITTEES**

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**Recent Voluntary Affiliations:**

Organization: **Sarasota County Planning Commission**

Organization: **North Port Knight Owl Kiwanis**

Organization: **Community Action Team by Sarasota County Openly Plans for excellence**