

**Edward D. Ringwald**  
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**Summary of Qualifications**

20 years proven experience in clerical operations, customer service and computers.

**Professional Experience**

*City of St. Petersburg Engineering & Capital Improvements Department  
September 1987 to the present*

*Engineering Clerk, March 1997 to the present*

Perform distribution of incoming and outgoing mail and process outgoing FedEx shipments.

Perform daily data entry of print charges into Duplication Cost System database, permit inspections into Permit Automated Management System database and new contractors into contractors database.

Issuance of project addendums and distribution to outside plan holders via FedEx.

Greet and assist staff members and the general public both in person and over the telephone as well as perform receptionist duties for the sixth floor of the Engineering Department.

Receive citizen complaints and/or concerns via the City's Mayor's Action Center eBetterPlace online system, route the issue to appropriate personnel for response, and convey the response received to the citizen via the eBetterPlace system.

Maintain the calendar for the reservation of the small conference room.

Serve as key operator for the copier on the 6<sup>th</sup> Floor of the Engineering Department.

Serve as custodian of the petty cash fund for the 6<sup>th</sup> Floor.

Order office supplies and other items as directed.

Serve as the department's public records technician for public records requests.

Maintain project files and general files.

Collect monies from the general public for purchases of copies, plat maps, aerials and plans and specifications.

Run copies of maps as requested.

Scan newly received permit drawings for inclusion into computer.

Perform data entry into computer of new drawings and drawing updates.

Send closed out project files for microfilming and storage in accordance with City policy and the Florida Public Records Law.

Respond to telephonic requests from the general public for scheduling of driveway and seawall permit inspections.

Routine typing of correspondence and filing as directed.

*Office Systems Assistant, September 1987 to March 1997*

*Many of the duties as an Engineering Clerk were performed when I was an Office Systems Assistant. During my early career with the City I was responsible for the following:*

Performed biweekly data entry of employee payroll information into the City's mainframe computer.

Performed massive data entry of records index data base.

Performed biweekly data entry of employee cost charges into departmental personnel cost system.

Provided bonding information requested by subcontractors on various City construction projects.

**Volunteer Experience**

Windward Pointe Condominium Association, St. Petersburg, Florida: Served on Board of Directors as Secretary (June 2003 to present).

**Computer Software Proficiencies**

Proficient in the following computer software: Windows XP, Lotus 1-2-3, Corel WordPerfect 8, GroupWise, Microsoft Internet Explorer, Microsoft Outlook, Microsoft Office (including Word, Excel and PowerPoint), Microsoft FrontPage (web design software), FoxPro for Windows, and Adobe Acrobat Professional.

**Education**

A.S. Legal Assisting, Hillsborough Community College, Tampa, Florida

A.S. Word Processing Management, St. Petersburg College, St. Petersburg, Florida

**Special Accomplishments**

I have participated in the development of a departmental policy mandating the use of FedEx for the shipping of packages including plans and specifications sent to customers. My efforts have resulted in the department saving \$550 annually.

I have converted the Bidders List Registration Form into an interactive PDF form and placed it on the Engineering Department's web page at the City of St. Petersburg's web site. This resulted in a cost savings to the department.

**Hobbies and Special Interests**

Webmaster of two web sites on the Internet:

[EdwardRingwald.com](http://EdwardRingwald.com): General information about me as well as road trips I have taken. Features have included a discussion on the drawbridges of the Pinellas beaches.

[Interstate275Florida.com](http://Interstate275Florida.com): An unofficial resource on Interstate 275 in the St. Petersburg/Tampa area, including history and photographs.

I also enjoy traveling to various places as well.

**References**

References will be supplied upon request.