

# Graham Wells, CMC

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*I am not looking for a full-time Clerks position, but would be willing to offer my knowledge and experience for any temporary assignments, special projects, financial analysis, or where you have a temporary shortfall of qualified staff. Please feel free to call me if you think that I can help.*

## SUMMARY

- Experienced professional with strong organizational, administrative, problem solving and people management skills using advanced, independent judgement and discretion.
- Governmental and Business experience includes Marketing, Administration, Purchasing, Forecasting, Budgeting, Accounting, Legal and Financial Oversight, Talent Recruiting and Performance Management.
- Demonstrated accomplishments in Municipal Government, Direct Sales, Sales & Marketing Management and Business Ownership.
- Ten years' experience in local government management, in addition to serving on the Budget & Finance committee, Charter Review committee and Planning & Zoning boards in the Town of Howey in the Hills.
- Fifteen years' experience in Multi-Unit ownership including multiple new store openings with responsibility for the management of over forty employees and engineers.
- Advanced computer skills: Microsoft Office Suite, QuickBooks Enterprise including payroll, Utility Billing and Accounting Software.

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## CORE COMPETENCIES & EXPERIENCE

### MUNICIPAL GOVERNMENT

#### Town of Astatula – Lake County Florida

**2018 to 2024**

#### **Town Clerk and Finance Officer – Certified Municipal Clerk (CMC)**

The Town Clerk & Finance Officer in Astatula is responsible to the Town Council for the proper administration and financial control, stability and prosperity of the Town. The duties are very board and include the preparation of the budget annually and its administration after adoption, execution of the TRIM process, financial accounting, payroll, asset management, fiscal analysis, investments and debts as well as preparing all financial statements as required by County, State and Federal regulations. In my tenure, the town has achieved four consecutive clean annual audits. Other responsibilities include grant procurement and administration, contracts, permitting, planning & zoning, elections supervision and utilities management.

#### City of Mt. Dora – Lake County Florida

**2017 - 2018**

**Records Management Special Project** – This temporary position involved the preparation for disposition of a basement full of old public records that have reached their retention period per Florida Statutes. Thousands of documents were reviewed to ensure that permanent records were retained and those meeting their retention period were set aside to be disposed of. Retained records were to be scanned to provide a permanent digital copy. This was the first stage in the City becoming paperless.

**Town Clerk and Treasurer**

The position of Town Clerk and Treasurer in a small municipality is an all-encompassing role serving the residents of the Town and providing administrative support for the Mayor, Town Council, Professional Staff, Boards, Committees and Volunteers.

In addition to the normal duties of a City Clerk; preparing meeting agendas, recording of minutes, record management and requests, codification of ordinances and elections supervision; other duties not normally associated with the clerks position included zoning and permitting, code enforcement, project management and event planning. Prior to being the Clerk and Treasurer, I served on the Planning and Zoning Board.

**BUSINESS OWNERSHIP AND MANAGEMENT – UNITED STATES**

**2003 - 2014**

**REAL ESTATE**

**Loop Realty LLC – Clermont, Florida**

**Owner - Graduate Realtor Institute (GRI)**

- Set up a brokerage office in 2008 in Clermont, Florida specializing in the European and Canadian Markets. As the Broker of Record I was responsible for Real Estate Agents, Marketing, Financial Accounting and Escrow.

**BSV Group Inc – Orlando, Florida**

**Owner and President**

Purchased and integrated two complimentary businesses in 2003 specializing in therapy for sports and auto accident Injuries with the distribution of massage therapy and associated products employing ten therapists, reception and sales staff.

This Business venture achieved Permanent Resident Status (Green Card) for myself and six other family members before closing due to expropriation of the building through Eminent Domain in 2007. In July 2014, I along with my wife and two sons were proud to become a US Citizens.

**BUSINESS OWNERSHIP AND MANAGEMENT – UNITED KINGDOM**

**Futurcomm Mobile Phones – Northamptonshire, England**

**1991 - 2007**

**Owner and Managing Director**

I Executed a Management Buyout in 1992 and directed this Cell Phone business during the industry's most dynamic and competitive period. In addition to the business to business sales operation, rapid expansion was achieved by opening multiple retail locations and a telesales center. This enabled the sustained growth and profitability over fifteen years. The business was sold in 2007.