

ORIGINAL



Tiburon Telecom, Inc.

1630-C Old Bainbridge Road
Tallahassee, Florida 32303
Tel: 850-222-4638
Fax: 850-222-7199

Public Service Commission

November 8, 2002

RE: Docket #'s 020951-TI and 020950-TX

Dear Sirs and Madams,

We resubmit our application after making changes that Mr. Adam Teitzman had informed us to make. We have revised our Corporation also as the enclosed document will show. Mr. Anton Hajducek is no longer included in the application or the corporate paperwork. We apologize for any inconvenience and hope this will not be detrimental to our wishes to do business as an ALEC and IXC in Florida.

Please notify us if any further information is needed.
Thank you for your patience and consideration.

Sincerely Yours,
Antigone E. Montgomery-Hajducek

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02 NOV 14 PM 4:36
COMMISSION
CLERK

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FPSC-BUREAU OF RECORDS

DOCUMENT NUMBER-DATE

12498 NOV 14 02

FPSC-COMMISSION CLERK

**FOR PROFIT CORPORATION
UNIFORM BUSINESS REPORT (UBR)**

DOCUMENT #

1. Entity Name

PO 1000088606
TIBURON TELECOM, INC.

FILED
SECRETARY OF STATE
DIVISION OF CORPORATIONS
02 NOV 13 PM 2:35

DO NOT WRITE IN THIS SPACE

2. Principal Place of Business

1630-C OLD BRINBRIDGE RD

3. Mailing Address

3539 APALACHEE PKWY

Suite, Apt. #, etc.

Suite, Apt. #, etc.

DO NOT WRITE IN THIS SPACE

City & State
TALLAHASSEE FL

City & State
TALLAHASSEE FL

4. FEI Number

Applied For
 Not Applicable

Zip
32303

Country
USA

Zip
32311

Country
USA

5. Certificate of Status Desired \$8.75 Additional Fee Required

**DO NOT WRITE
IN THIS SPACE**

7. Name and Address of Current Registered Agent

Name
ANTIGONE E. MONTGOMERY

Street Address (P.O. Box Number is Not Acceptable)
3539 APALACHEE PKWY

STE. 159

City
TALLAHASSEE

FL

Zip Code
32311

8. The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE

Antigone E. Montgomery

Signature typed or printed name of registered agent and title if applicable

(NOTE: Registered Agent signature required when re-stating)

11/13/02

DATE

9. This corporation is eligible to satisfy its Intangible Tax filing requirement and elects to do so (See criteria on back)

**January 1 - May 1 Fee is \$150.00
After May 1, Fee is \$550.00
Amended UBR is \$61.25
Make Check Payable to Department of State**

10. Election Campaign Financing Trust Fund Contribution \$5.00 May Be Added to Fees

11. OFFICERS AND DIRECTORS

TITLE NAME STREET ADDRESS CITY-ST-ZIP	A. E. MONTGOMERY CEO / PRESIDENT 3539 APALACHEE PKWY. #159 TALLAHASSEE, FL 32311
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TITLE NAME STREET ADDRESS CITY-ST-ZIP	
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IN THIS SPACE**

DOCUMENT NUMBER 12498 NOV 14 02 811 NON 86421

13. I hereby certify that the information supplied with this filing does not qualify for the exemption stated in Section 119.07(3)(i) Florida Statutes. I further certify that the information indicated on this report or supplemental report is true and accurate and that my signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607 Florida Statutes; and that my name appears in Block 11 of this attachment with an address, with all other like empowered

SIGNATURE

Antigone E. Montgomery

SIGNATURE AND TYPED OR PRINTED NAME OF SIGNING OFFICER OR DIRECTOR

Date

11/13/02

System Print #

**** FLORIDA PUBLIC SERVICE COMMISSION ****

DIVISION OF REGULATORY OVERSIGHT
CERTIFICATION SECTION

APPLICATION FORM
for
AUTHORITY TO PROVIDE
ALTERNATIVE LOCAL EXCHANGE SERVICE
WITHIN THE STATE OF FLORIDA

020950-TX

Instructions

This form is used as an application for an original certificate and for approval of the assignment or transfer of an existing certificate. In the case of an assignment or transfer, the information provided shall be for the assignee or transferee (See Page 12).

Print or type all responses to each item requested in the application and appendices. If an item is not applicable, please explain why.

Use a separate sheet for each answer which will not fit the allotted space.

Once completed, submit the original and six (6) copies of this form along with a non-refundable application fee of **\$250.00** to:

Florida Public Service Commission
Division of Records and Reporting
2540 Shumard Oak Blvd.
Tallahassee, Florida 32399-0850
(850) 413-6770

If you have questions about completing the form, contact:

Florida Public Service Commission
Division of Regulatory Oversight
Certification Section
2540 Shumard Oak Blvd.
Tallahassee, Florida 32399-0850
(850) 413-6480

APPLICATION

1. This is an application for (check one):

- Original certificate** (new company).
- Approval of transfer of existing certificate:** Example, a non-certificated company purchases an existing company and desires to retain the original certificate of authority.
- Approval of assignment of existing certificate:** Example, a certificated company purchases an existing company and desires to retain the certificate of authority of that company.
- Approval of transfer of control:** Example, a company purchases 51% of a certificated company. The Commission must approve the new controlling entity.

2. Name of company:

Tiburon Telecom, Inc.

3. Name under which the applicant will do business (fictitious name, etc.):

Tiburon Telecom, Inc

4. Official mailing address (including street name & number, post office box, city, state, zip code):

Tiburon Teleco, Inc.
1630-C Old Bainbridge Rd.
Tallahassee, FL 32303

5. Florida address (including street name & number, post office box, city, state, zip code):

1630-C Old Bainbridge Rd.
Tallahassee, FL 32303

6. Structure of organization:

- | | |
|--|---|
| <input type="checkbox"/> Individual | <input checked="" type="checkbox"/> Corporation |
| <input type="checkbox"/> Foreign Corporation | <input type="checkbox"/> Foreign Partnership |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Other _____ | |

7. If individual, provide: *N/A*

Name: _____

Title: _____

Address: _____

City/State/Zip: _____

Telephone No.: _____ Fax No.: _____

Internet E-Mail Address: _____

Internet Website Address: _____

8. If incorporated in Florida, provide proof of authority to operate in Florida:

(a) The Florida Secretary of State corporate registration number:

PO1000088606

9. **If foreign corporation, provide proof of authority to operate in Florida:**

(a) The Florida Secretary of State corporate registration number:

N/A

10. **If using fictitious name-d/b/a, provide proof of compliance with fictitious name statute (Chapter 865.09, FS) to operate in Florida:**

(a) The Florida Secretary of State fictitious name registration number:

N/A

11. **If a limited liability partnership, provide proof of registration to operate in Florida:**

(a) The Florida Secretary of State registration number:

N/A

12. **If a partnership, provide name, title and address of all partners and a copy of the partnership agreement.**

Name: N/A

Title: _____

Address: _____

City/State/Zip: _____

Telephone No.: _____ Fax No.: _____

Internet E-Mail Address: _____

Internet Website Address: _____

13. **If a foreign limited partnership, provide proof of compliance with the foreign limited partnership statute (Chapter 620,169, FS), if applicable.**

(a) The Florida registration number: N/A

14. **Provide F.E.I. Number(if applicable):** 59-3743467

15. Indicate if any of the officers, directors, or any of the ten largest stockholders have previously been:

(a) adjudged bankrupt, mentally incompetent, or found guilty of any felony or of any crime, or whether such actions may result from pending proceedings. Provide explanation.

N/A

(b) an officer, director, partner or stockholder in any other Florida certificated telephone company. If yes, give name of company and relationship. If no longer associated with company, give reason why not.

N/A

16. Who will serve as liaison to the Commission with regard to the following?

(a) The application:

Name: Antigone E. Montgomery-Hajducek

Title: President / CEO

Address: 1630-C Old Bainbridge Rd.

City/State/Zip: Tallahassee, FL

Telephone No.: (850)222-4638 Fax No.: (850)222-7199

Internet E-Mail Address: fig@sphyrna.net

Internet Website Address: _____

(b) Official point of contact for the ongoing operations of the company:

Name: Antigone E. Montgomery-Hajducek
Title: President / CEO
Address: 1630-C Old Bainbridge Rd.
City/State/Zip: Tallahassee, FL 32303
Telephone No.: (850) 222-4638 Fax No.: (850) 222-7199

Internet E-Mail Address: tig@sphyrna.net
Internet Website Address: _____

(c) Complaints/Inquiries from customers:

Name: Antigone E. Montgomery-Hajducek
Title: President / CEO
Address: 1630-C Old Bainbridge Rd.
City/State/Zip: Tallahassee, FL 32303
Telephone No.: (850) 222-4638 Fax No.: (850) 222-7199

Internet E-Mail Address: tig@sphyrna.net
Internet Website Address: _____

17. List the states in which the applicant:

(a) has operated as an alternative local exchange company.

N/A

(b) has applications pending to be certificated as an alternative local exchange company.

N/A

(c) is certificated to operate as an alternative local exchange company.

N/A

(d) has been denied authority to operate as an alternative local exchange company and the circumstances involved.

N/A

(e) has had regulatory penalties imposed for violations of telecommunications statutes and the circumstances involved.

N/A

(f) has been involved in civil court proceedings with an interexchange carrier, local exchange company or other telecommunications entity, and the circumstances involved.

N/A

18. Submit the following:

A. Managerial capability: give resumes of employees/officers of the company that would indicate sufficient managerial experiences of each.

B. Technical capability: give resumes of employees/officers of the company that would indicate sufficient technical experiences or indicate what company has been contracted to conduct technical maintenance.

C. Financial capability.

The application **should contain** the applicant's audited financial statements for the most recent 3 years. If the applicant does not have audited financial statements, it shall so be stated.

The unaudited financial statements should be signed by the applicant's chief executive officer and chief financial officer **affirming that the financial statements are true and correct** and should include:

1. the balance sheet:
2. income statement: and
3. statement of retained earnings.

NOTE: *This documentation may include, but is not limited to, financial statements, a projected profit and loss statement, credit references, credit bureau reports, and descriptions of business relationships with financial institutions.*

Further, the following (which includes supporting documentation) should be provided:

1. **written explanation** that the applicant has sufficient financial capability to provide the requested service in the geographic area proposed to be served.
2. **written explanation** that the applicant has sufficient financial capability to maintain the requested service.
3. **written explanation** that the applicant has sufficient financial capability to meet its lease or ownership obligations.

THIS PAGE MUST BE COMPLETED AND SIGNED

APPLICANT ACKNOWLEDGMENT STATEMENT

1. **REGULATORY ASSESSMENT FEE:** I understand that all telephone companies must pay a regulatory assessment fee in the amount of .15 of one percent of gross operating revenue derived from intrastate business. Regardless of the gross operating revenue of a company, a minimum annual assessment fee of \$50 is required.
2. **GROSS RECEIPTS TAX:** I understand that all telephone companies must pay a gross receipts tax of two and one-half percent on all intra and interstate business.
3. **SALES TAX:** I understand that a seven percent sales tax must be paid on intra and interstate revenues.
4. **APPLICATION FEE:** I understand that a non-refundable application fee of \$250.00 must be submitted with the application.

UTILITY OFFICIAL:

<u>Antigone E. Montgomery-Hajdusek</u>	<u><i>Antigone E. Montgomery-Hajdusek</i></u>
Print Name	Signature
<u>President / CEO</u>	<u>11/9/2002</u>
Title	Date
<u>(850) 222-4638</u>	<u>(850) 222-7199</u>
Telephone No.	Fax No.

Address: 1630 - C Old Bainbridge Rd.
Tallahassee, FL 32303

THIS PAGE MUST BE COMPLETED AND SIGNED

AFFIDAVIT

By my signature below, I, the undersigned officer, attest to the accuracy of the information contained in this application and attached documents and that the applicant has the technical expertise, managerial ability, and financial capability to provide alternative local exchange company service in the State of Florida. I have read the foregoing and declare that, to the best of my knowledge and belief, the information is true and correct. I attest that I have the authority to sign on behalf of my company and agree to comply, now and in the future, with all applicable Commission rules and orders.

Further, I am aware that, pursuant to Chapter 837.06, Florida Statutes, "Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 and s. 775.083."

UTILITY OFFICIAL:

<u>Antigone E. Montgomery-Hajducek</u>	<u>Antigone E. Montgomery-Hajducek</u>
Print Name	Signature
<u>President / CEO</u>	<u>11/9/2002</u>
Title	Date
<u>(850) 222-4638</u>	<u>(850) 222-7199</u>
Telephone No.	Fax No.

Address: 1630-C Old Bainbridge Rd.
Tallahassee, FL 32303

INTRASTATE NETWORK (if available)

Chapter 25-24.825 (5), Florida Administrative Code, requires the company to make available to staff the alternative local exchange service areas only upon request.

1. **POP:** Addresses where located, and indicate if owned or leased.

1) 1630-C Old Bainbridge Rd.
Tallahassee, FL 32303
Leased

3) _____ 4) _____

2. **SWITCHES:** Address where located, by type of switch, and indicate if owned or leased.

1) Excel EXS 2000
1630-C Old Bainbridge Rd.
Tallahassee, FL 32303
owned

2) Excel LNX 2000
1630-C Old Bainbridge Rd.
Tallahassee, FL 32303
owned.

3) _____ 4) _____

3. **TRANSMISSION FACILITIES:** POP-to-POP facilities by type of facilities (microwave, fiber, copper, satellite, etc.) and indicate if owned or leased.

<u>POP-to-POP</u>	<u>OWNERSHIP</u>
1) <u>Fiber</u>	<u>owned</u>
2) <u>Copper</u>	<u>owned</u>
3) <u>Microwave</u>	<u>owned.</u>
4) _____	_____



Tiburon Telecom, Inc.

1630-C Old Bainbridge Road
Tallahassee, Florida 32303
Tel: 850-222-4638
Fax: 850-222-7199



Florida Public Service Commission
2540 Shumard Oak Blvd.
Tallahassee, FL 32399

November 8, 2002

Dear Sirs/Madams of the Commission,

Tiburon Telecom, Inc. is a newly formed Florida Corporation intending on becoming an Alternative Local Exchange Carrier and an Inter-Exchange Carrier with base headquarters in Tallahassee, Florida. Being a new corporation, we have no previous financial statements to attach to our applications. Brenda Hawkins spoke with us by phone on different occasions and suggested that we enclose or attach a projected balance sheet for the next year.

Please find enclosed a copy of our projections, including a list of our current equipment assets. The figures for the year 2003 are based on future sales that our company has solicited from various business clients. We fully expect to become a very profitable company in a relatively short time.

We appreciate your consideration for certification and look forward to developing a great relationship with The State of Florida and The Florida Public Service Commission.

Thank you again.

Sincerely Yours,

Antigone E. Montgomery-Hajducek
President / CEO
Tiburon Telecom, Inc.
1630-C Old Bainbridge Rd.
Tallahassee, FL 32303
(850) 222-4638

ANTIGONE E. MONTGOMERY-HAJDUCEK

723 Truman Avenue
Tallahassee, Florida 32311
850-402-0090

PROFESSIONAL: To gain experience in all aspects of legal, administrative and office management and related fields, with the intention of continually increasing my knowledge, with the ultimate goal of utilizing this knowledge and all of my abilities to become the ultimate legal expert regarding fisheries management and environmental law.

EDUCATION: Associate of Arts Degree, Interior Design, General Studies, Harford Community College, January 1981. Certificate, Computer Operations, Harford Community College, June 1981.

Total accumulated Credit Hours: 105

My education has been financed at my own expense, with the assistance of the American University Women's Scholarship, as well as a small grant. I also received financial assistance from the Federal Government to complete two semesters of Spanish at Tallahassee Community College. I have completed courses in various software programs including but not limited to DBase III+, WordPerfect 5.0, WordPerfect 5.1, WordPerfect 6.0, WordPerfect 9, Lotus 1-2-3, Quattro Pro, Word (all versions) and Excel and the entire Microsoft Office Suite. I have completed Performance Based Budgeting courses at Lively Vocational Technical College with the assistance of the State of Florida training program. I have also completed training at Computer Tutors in all Microsoft software, at Dataflex to support NT and Win95, at Network Education Centers, Inc., Tampa, to support Novell. I have also completed State of Florida training programs entitled The Support Staff Development Series, and The Administrative Workshop.

MEMBERSHIPS: International Wildlife Federation
World Wildlife Federation
World Wildlife Fund
National Audubon Society
Florida Chapter Audubon Society (expired)
Sierra Club (expired)
Traffic, Inc.
CITES Programs
Nature Conservancy (expired)

AWARDS: Extra Effort Award - May 21st, 1996

RELATED JOB

SKILLS:

- Filing
- Typing - 75 to 120 C.W.P.M.
- General Ledger
- Accounts Receivable/Payable
- Posting and Invoicing
- Telex
- Fax
- Xerox/Savin copying machines
- CRT/Word Processing on IBM 360/370, IBM 386 XT,
- DOS/VSE
- Keypunch
- Tape/Disk Drives
- Receptionist/Telephone
- Quip 1200 Series
- MSI/88 - Polling/Keypunch
- Hewlett Packard, Dell, Compaq, Cores System and clone Computers
- Memorex Telex 7075 386/33 MHZ
- Laser Jet, Epsom Printers

ADDITIONAL

LICENSURE:

- Notary Public expiration date June 24, 2004.

RELATED JOB

EXPERIENCE:

Sphyma, Inc.

1/21/00 to Present: CEC

My job duties at Sphyma, Inc., include the performance of all managerial duties related to the maintenance and upkeep of the company. This position requires strong interaction with all regulatory and rule making entities in the State of Florida, as well as other states such as Mississippi, Louisiana, North Carolina, Georgia and Texas. The primary goal of my job is to unite all commercial fishing entities so as to provide a common arena to allow input and communication with all of the fishermen. Currently there is no such entity within the State of Florida fisheries management entities. Duties include but are not limited to maintaining and content design of our web site (www.sphyma.net), input on regulations that are forthcoming in the legislative sessions, as well as providing commercial fishermen with all rules, regulations and statutes that affect them, as well as free e-mail. I also assist in legal interpretation of rules, regulations and statutes, and have worked with several attorneys concerning fisheries management issues on behalf of their clients. I also represent and guide fishermen who have violated the law and are facing civil penalty actions by the State.

I am responsible for authoring the most comprehensive and detailed Public Information Records Request in the history of Florida, pertaining to the issues concerning fisheries management ethics and policy. The PIR was designed to obtain and view all hard drives, computer output,

and paperwork relating to the Tarp Seine issue. This contract is currently still ongoing but is scheduled to end in the very near future. It is directly due to this PIR that the Director of the Division of Marine Fisheries was terminated for unlawful use of state computers, and misuse of his duties. I am thoroughly versed in the Florida Constitution, the Sunshine Law, and Administrative law. Due to this knowledge as well as the knowledge I gained over the prior years working for the State of Florida, I was able to achieve major results in under five months that are going to continue to impact fisheries management well into the future. I am thoroughly versed and competent in the use of Westlaw, FAC, CFR and local laws.

Florida Fish & Wildlife Conservation Commission, Bureau of Marine Fisheries Assistance

07/01/99 to 01/21/00: Administrative Assistant II

As Administrative Assistant II, I was required to perform a multitude of tasks on a timely basis. I primarily assisted the Chief in coordinating and monitoring fisheries management issues as well as researching, legal issues, and performing the duties of the FFWCC Deputy Civil Penalty Clerk. I heavily assisted the Chief with preparing final orders concerning Stone Crab/Lobster/Net violations and other civil penalties. I set up spreadsheets to track violations, and assisted the Internal Auditors strongly with their duties and responsibilities concerning wholesale and retail dealers, as well as individual violators. Duties included but were not limited to: ensuring files on species and gear regulations, stock assessments, and habitat evaluations were up-to-date and information easily retrievable; responding to routine requests for information and interpretation of fishing regulations from the public particularly the commercial fishing sector, law enforcement, General Counsels' office and various entities in the Commission; monitoring agendas for scheduled meetings of the Atlantic States Marine Fisheries Commission, the South Atlantic Fisheries Management Council and the Gulf States Marine Fisheries Commission; and assisted the Chief in coordinating Division of Marine Fisheries staff participation in these meetings; monitoring interstate fisheries management plans and advising the Chief of pending compliance issues; advising the Chief of proposed changes in federal fisheries regulations via coordination with the National Marine Fisheries Service.

Additionally, I was responsible for coordinating Novell network activities and served as the LAN administrator for the Bureau and occasionally for the entire Division in order to convert all users back to a Novell environment from the previous DEP NT O/S. Additionally, I was responsible for upgrading and installation of Groupwise e-mail and transferring all of the TeamLinks e-mail system over from DEP. I was responsible for installing and maintaining all PC's; I provided basic introductory training in the use of PC's and word processing software to office staff as appropriate; evaluated the need for and made recommendations on more advanced training, equipment needs, software needs, and served as the Office IRM coordinator.

Other duties included assisting and advising thirty plus staff members regarding personnel actions, purchasing procedures and actions, budget tracking, reconciliation, grant and contract tracking, and other administrative requests and/or actions. I analyzed problems and made recommendations to the Chief as to how to resolve situations as appropriate.

Department of Environmental Protection, Office of Fisheries Management and Assistance Services:

06/09/95 to 07/01/99: Administrative Assistant II

As Administrative Assistant II, I was required to perform a multitude of tasks on a timely basis. I primarily assisted the Chief in coordinating and monitoring fisheries management issues. Duties included but were not limited to: ensuring files on species and gear regulations, stock assessments, and habitat evaluations are up-to-date and information easily retrievable; responding to routine requests for information on fishing regulations from the public, law enforcement, General Counsels' office and various entities in the Department; monitoring agendas for scheduled meetings of the Florida Marine Fisheries Commission, the Atlantic States Marine Fisheries Commission, the South Atlantic Fisheries Management Council and the Gulf States Marine Fisheries Commission; and assisted the Chief in coordinating Division of Marine Resources staff participation in these meetings; monitoring interstate fisheries management plans and advising the Chief of pending compliance issues; advising the Chief of proposed changes in federal fisheries regulations via coordination with the National Marine Fisheries Service. I assisted the Chief with preparing final orders concerning Stone Crab/Lobster/Net violations and civil penalties and served as one of the Departments Deputy Clerks. Additionally, I completed the first complete summary of Florida Marine Fisheries, South Atlantic Fisheries Management and Gulf of Mexico Fisheries Management rules and regulations governing saltwater fisheries. I was then tasked with the compilation of the commercial aspect of the rules, as well as a summarization of species listed as overfished, collapsed, and status unknown.

Additionally, I was responsible for coordinating Novell network activities and served as the LAN administrator for the Office and occasionally for the entire Division. I was responsible for installing and maintaining all PC's; I provided basic introductory training in the use of PC's and word processing software to office staff as appropriate; evaluated the need for and made recommendations on more advanced training, equipment needs, software needs, and served as the Office IRM coordinator.

Other duties included assisting and advising thirty plus staff members regarding personnel actions, purchasing procedures and actions, budget tracking, reconciliation, grant and contract tracking, and other administrative requests and/or actions. I analyzed problems and made recommendations to the Chief as to how to resolve situations as appropriate. I supervised the staff assistant and OPS Staff Assistant, trained and assisted the Management Analyst, and performed all duties as listed in the Staff Assistant position below.

During my employment as Administrative Assistant II, I completed the network conversion process wherein the server systems were converted to a NT environment based off of Windows 95 O/S. Total control of purchasing, installation, and maintenance was granted to me in order to complete this massive task.

I have completed numerous computer courses to assist me in understanding, maintaining and servicing the systems, courses such as NetWare 3.1X Administration, NetWare 3.1X Advanced Administration, Supporting Microsoft Windows 95, Advanced PC Troubleshooting, and WordPerfect 6.0 for Windows. I have almost completed my CNA for Novell, and my CNE for Microsoft.

Additional courses completed include The Support Staff Development Series, Planning and Budgeting in the Public Sector, Ecosystem Management Training, and Total Quality Leadership.

04/15/94 to 6/18/95: Staff Assistant

As Staff Assistant, I was required to perform a multitude of jobs on a timely basis. I primarily served as personal assistant to the Chief in overall administration of the office. I tracked all administrative processing, including control and general correspondence, requests from the Division Office requiring response. I maintained the Chief's schedule and updated the monthly office calendars as necessary, as well as scheduled meetings.

The Staff Assistant tracked the office budget in its entirety, which included performing SAMAS reconciliation and balancing the office database with SAMAS. I prepared up-to-date reports for the Chief on a monthly or as needed basis. I coordinated with the Chief in any additional budget related items as needed. I was responsible for all purchasing and payments for the entire office.

I was responsible for independently monitoring, maintaining and assisting section chiefs in the OFMAS office including the Artificial Reef section, the Saltwater Licensing and Permits section, Aquatic Resources Education section, Lobster section and the Auditing sections. I processed all personnel paperwork for hiring, review and termination, collected and reviewed all attendance and leave reports for a total of 26 employees.

I maintained all personnel files and kept the Directives manual and Personnel Rules manual current and up-to-date. I reviewed and coordinated all incoming mail, and independently handled routine replies. I reviewed and edited correspondence and outbound documents prepared by the Chief, and other OFMAS staff as needed. I arranged all travel arrangements for the Chief, and prepared and tracked all travel reimbursements, itineraries and expense reimbursement vouchers.

I was required to provide other administrative support as necessary, and maintained appropriate readings files as well as organized and maintained files relating to general office matters. I distributed posters, informational materials, and rules and regulations to the inquiring public.

I assisted the Division and OFMAS sections with computer purchasing, installation and maintenance. I was responsible for purchasing, setup and installation of the new Saltwater Licenses & Permits section to enable this section to come out of the stone age and function on the new Novell system. I have completed Certified Novell Administrator and Advanced Administrator courses. I have completed various computer software courses as well as several PC Troubleshooting workshops to assist me with these additional duties. Additionally, I was assigned the IRM coordinator duties for the OFMAS sections.

I assisted and trained the Chief regarding fishery related issues. I functioned as liaison to the Marine Fisheries Commission, with Florida Marine Research Institute staff, the Florida Marine Patrol, and various Department staff. I provided information and assistance to Department of Environmental Protection communications staff, Division and Bureau staff, concerning fishery related information. I maintained and kept current all Marine Fisheries Commission and fishery related files to assist the Chief. I acted as primary point person concerning Amendment 3, the Net Ban issue.

As Staff Assistant, I functioned as office receptionist and handled routine telephone inquiries and made appropriate referrals.

Florida Marine Fisheries Commission

06/17/91 to 06/14/93: Secretary Specialist

06/14/93 to 04/14/94: Administrative Secretary

As Administrative Secretary, I was required to type drafts and final forms of correspondence, memorandums, reports, economic impact statements, graphic productions, data entry and research for various surveys and special studies, on microcomputer. I specifically used IBM XT Personal Computers. I was responsible for the copying and distribution of prepared materials to the Commissioners, the Commission staff, the public, as well as others as needed, and for the preparation, copying and distribution of the Commission agenda packs, as well as public copies.

The Administrative Secretary also acted as the office receptionist and was responsible for greeting, announcing and routing visitors and callers to the correct information provider. On occasion, I was required to act as the Recording Secretary for scheduled Commission meetings that are held around the State of Florida. In this capacity, I was responsible for setting up the meeting room, copying, assembling and distributing agenda pack materials, and assisting the public as much as possible, and, I was required to keep the minutes of the meeting as accurately as possible, and was additionally assisted by taping the procedure on video tape as well as recording the meeting on cassette tapes. After returning to the office after the Commission meeting, I was required to present all the motions and directions to staff in a prompt fashion. Additionally, the actual minutes of the meeting are finalized with the Commission Chairman at the beginning of the next Commission meeting.

My position also entailed the receiving, logging and distribution of all incoming mail, both interoffice as well as regular U.S. mail. This also required me to distribute and prepare adequate mailing envelopes for the Commission members, press, public, and others as needed. I also was required to maintain alphabetical and chronological files and records of office correspondence, documents, reports, and other materials. Additionally, I arranged travel for meetings and workshops in various locations throughout the State, and I processed travel vouchers, time sheets and related documents for the Commissioners and the Commission staff.

This position required a strong background in computers and related software packages. As the secretary to the Economic Analyst, and the two Fisheries Management Analysts, I was required to prepare graphic presentations for the Economic Impact Statement, as well as for other staff members. I specifically used Quattro Pro and Harvard Graphics, and am also well acquainted with WordPerfect 5.1 graphics and table capabilities. I have received extensive training through Lively Vocational-Technical school, in particular I have completed courses in WordPerfect 5.1, Lotus 1-2-3, DBase III+, as well as Quattro Pro. Additionally, I have assisted the Federal liaison to the National Marine Fisheries Service with numerous tables and graphic presentations, such as matrix and regression line graphs, that the Federal and State entities needed to coordinate the various fishery regulations and rules. I also assisted the General Counsel and Assistant General Counsel by assisting with the interpretation of the rules and regulations governing saltwater fishing, as well as designing many tables and graphic presentations, and filing rules with the Florida Administrative Weekly. I also acted as the legal secretary and, when the Executive Secretary is unavailable, I was required to fulfill her duties.

There have been several instances where I conducted surveys of processors or fishermen, as the case warranted. These surveys would either be conducted by telephone, or through mail out procedures. Examples are the Coastal Pelagic Survey (mail out) and the Mullet Roe Processor Survey (telephone), as well as numerous small surveys such as the Airboat Survey (telephone). In this capacity, using the Coastal Pelagic Survey as an example, I was required to contact

hundreds of recreational and commercial fishermen throughout the state, and obtain various information concerning Coastal Pelagic species, particularly Spanish mackerel and King mackerel. This would entail the receiving of, the proofing of, and the final processing of questionnaires to prepare them for input into a database. I was required to design and finalize the database and screen formats prior to data entry of all survey responses, and was responsible for the actual data entry of the surveys. At the end of processing and data entry, I was required to produce a modified report including documentation, to be studied and published with the assistance of the University of Florida, Gainesville. This publication is entitled "State of Florida Coastal Management Program, Coastal Pelagics Survey Research, CM-287".

I was also the Contract Manager for the Marine Fisheries Commission, and was responsible for processing accounts payable and accounts receivable prior to presentation to the Management and Operations Consultant for final payment. This required documentation and verification of services rendered prior to payment. Additionally I acted as liaison for the various contracting entities that are utilized by the Commission for research and additional studies.

I acted as liaison with many commercial and recreational entities, such as Florida Conservation Association, Southeastern Fisheries Association, Organized Fishermen of Florida, PADI, Seafood and Consumers Association, and the Monroe County Commercial Fishing organization. I was required to maintain contacts and assist Gulf of Mexico Fisheries Management Council, Atlantic States Marine Fisheries Commission, the House Natural Resources Committee, and the Senate Committee on Natural Resources as necessary. I provided correspondence, updated rules and regulations, and assistance as needed to the Department of Environmental Protection, Office of Fisheries Management and Assistance Services, the Florida Marine Patrol as well as Florida Marine Research Institute staff.

I assisted various members of the press, members of the general public, various graduate students and doctoral candidates with documentation and research assistance. I prepared reports and correspondence independently as needed to middle and high school teachers and students to promote aquatic resource education. I assisted and encouraged the angling community to understand and implement bag limits, size requirements, gear definitions, dimensions and restrictions in order to be in compliance with F. S. Chapter 370, 120, and Chapter 46.

I assisted members of the fishing community, both commercial and recreational, to understand rules and regulations applicable to them, the species they sought to catch, compliance with trip ticket documentation and promptness of sending same to the Florida Marine Research Institute. I maintained liaisons with both the Gulf of Mexico Fishery Management Council and the Atlantic States Marine Fisheries Commission, in order to assist fishers with Federal regulations and rules. I obtained and distributed various literature, charts, documentation, and research papers to assist fishers gain as much knowledge as possible in order to conserve and maintain the fishery as well as comply with all regulations.

I represented the Marine Fisheries Commission as outreach specialist and promoted the Commission at the Department of Environmental Protection Open House programs, to encourage interdepartmental communication and interest. I also assisted and educated members of the public with pamphlets, Fishing Lines magazines, fish posters, as well as demonstrated and narrated various tapes taken at Commission meetings, on research trips and detailing artificial reef projects completed throughout the State.

Leon County Supervisor Of Elections Office

09/17/90 through 12/20/90: Absentee Ballot Clerk

As a clerk for the Leon County Supervisor of Elections, I was required to file thousands of voters identification cards, restructure the filing system and bring it up-to-date, and verify signatures of Absentee Voters during the election. I was responsible for checking on the whereabouts of many voters so as to be able to arrange delivery of ballots in a timely manner. I utilized the Sperry-Univac computer systems to verify information, update information such as addresses, voting status, party changes, and so forth. I was responsible for notifying over thirty precincts during the actual elections, on the status of all voters in their precincts who chose to vote by Absentee Ballot, and was required to maintain constant contact with the deputies and poll-workers in charge of the Black Books (the precinct data books that voters signed prior to voting). I was frequently required to locate voters in nursing homes, or very elderly voters that would require assistance at the polls, or who would rather vote through Absentee Ballot status, and arrange proper means for each person to vote. I was required to verify correct signatures prior to allowing any Absentee ballot to be 'counted' into the computer system. If signatures did not match the identification cards on file, I was required to carefully screen and collect all questionable ballots and take them before the presiding judge for a decision as to whether the ballot could or could not be voted. I was entrusted with the tabulation and processing of all Absentee ballots prior to handing them directly to the presiding judge who would instruct me to vote the ballots or disregard them. Upon completion of the election, I was called upon to scan the precinct books into the computer, so that each voter was credited with voting in that election, and so that precinct records were current and up-to-date.

United States Department of Agriculture, Food Safety Inspection Operations, Inspection Operations, Meat and Poultry Inspection Operations.

12/88 through 05/89: Clerk Typist

As a clerk typist for USDA:FSIS:MPIO, I was responsible for field communications encompassing the states of Florida, Alabama, and Puerto Rico. I completed two semesters of Spanish to facilitate communications between Spanish speaking inspectors and English speaking supervisory personnel as well as Area Supervisors, Regional Support staff and Department or Agency Personnel Operations and the National Finance Center. I was responsible for relaying messages to more than 600 employees from the ten Circuit Supervisors, the Area Supervisor, and Area and regional Support staff. I provided logistic support in ordering supplies for field personnel, Circuit Supervisors, and the Area Office.

I frequently was responsible for taking dictation from Circuit Supervisors and was required to transcribe these documents, as well as numerous memorandums, letters and quarterly reports, which were dictated to me over the telephone. These documents were processed on Hewlett Packard Computer (HP) equipment utilizing Executive MemoMaker.

Area Office personnel files and plant files are updated, appended, archived and deleted using HP Condor. WAE files are also maintained using HP Lotus 1-2-3. Specialized reports are issued to the Area Supervisor and Program Assistant to assist in maintaining current plant profiles and staffing requirements/levels. Assisted the Program Assistant with Applications for Federal Inspection, WAE levels, plant profiles, overtime and MP-11 usage.

Routine typing included memorandums, letters, grievances, (including distribution to Local representatives, Local presidents, and Regional presidents,) travel vouchers and Time and Attendance reports. Maintenance of the Area Supervisors' maps defining plant locations and demarcation lines of different Circuits, as well as the location of all T/A plants and poultry exempt plants, NELS, QC, PQC plants.

06/89 through 02/90: Clerk Typist/Management Assistant Trainee/PBIS Backup Trainee.

Duties include maintain personnel files and plant files as well as TRAVEL TRACKER (Circuit Supervisors daily itinerary), OT TRACKER (overtime tracker of WAE/relief inspectors), stockyard files, violation files, poultry exempt plants in Puerto Rico, performance appraisals for approximately 300 employees, maintenance of laboratory results/forms with distribution/notification of result to various Inspectors In Charge of Circuit Supervisors, logging in of laboratory reports, correspondence with pathology laboratories, and ordering of supplies for testing product. All these specialized reports were made utilizing DBase III databases and report functions, and Laser Jet II fonts. Phone dictation (longhand and some shorthand) includes memorandums, letters of instruction and information, letters of caution, letters of recommendation, etc., and area perspective, and quarterly reports that detailed the status of the entire Area for the Regional Staff. These were processed utilizing IBM compatible MultiMate Systems.

Additionally, I was responsible for the projections and histories of the Tallahassee Vacancy report (TALVAC). This program not only generates reports of vacancies throughout the Tallahassee Area, but also pinpoints the Circuit, the establishment, the duty station, the vacancy (e.g. SVMO, GS-8, GS-7 Floor position), as well as the designated shift for each position. The vice for the vacancy along with the date and person who fills the position are also provided. Consequently this program tracks the history of each vacancy and the personnel who have been assigned each position. The Area Supervisor is then supplied with the knowledge needed to provide the Region with the information required for that position.

Both Region and the Area Office utilize the PEOPLE file which continually updates information on home addresses and telephone numbers for the entire Tallahassee Area. This program not only provides addresses and numbers for the rotational and non-rotational personnel. Similarly, both Region and the Area Office utilize the PLROSTER which furnishes information concerning plant addresses, physical locations, product restrictions, QC/PQC programs, slaughter/processing information, and so forth.

WAE hours, personnel changes/updates, current and pending establishment updates are also updated weekly. I have generated reports to assist the Program Assistant in assessing the usage/abuse of WAE hours per plant per pay period. These same databases/reports will help project future needs for the forthcoming fiscal years and assist with projections for USDA:FSIS:IO budgets.

I was entrusted with Version I (prototype) experimental residue tracking system and Version II and III, once all the glitches were finalized. My duties included cataloging reports of residue (tetracycline, streptomycin, penicillin, sulfamethazine, gentamycin,) receiving and logging laboratory results, particularly CAST reports, inputting into RVIS (Residue Violation Information System), making cases and tracking violators, repeat violators and working with numerous livestock markets and dealers. Duties included assisting violators in complying with USDA regulations, utilizing FDA and Department of Agriculture (Florida) personnel to facilitate early removal from the violation system. I worked closely with the Regional Office residue Staff as

well as with three laboratories (Eastern, Mid-Western, Western) and Compliance offices in three states. These records were maintained using DBase III databases and reports and required me to design and maintain my own tracking system so as to be able to keep the most current and up-to-date violation log.

I was responsible for ordering and ensuring that all establishments maintained a sufficient number of SIFT, CAST and SOS testing kits so as to ensure adequate testing of product as soon as product was brought to the slaughterhouse/processing plants. This was crucial as this is one of the primary means of ensuring product compliance.

I was trained to be the primary back-up to the Management Assistant to facilitate the continuous smooth operation of the PBIS system (Performance Based Inspection System), whereby all data provided by the inspection field personnel could be continually provided to the Regional Support staff, as well as Washington, and therefore it was essential to input data continually, as soon as received in the Area Office, to ensure an accurate database. These duties included generation of Automated Inspection Schedules, PDR and schedule correlation, schedule result data input, and specialized reports for distribution to the Regional Office, to Washington, as well as Circuit Supervisors and Area Office personnel.

03/90 through 07/02/90: Clerk Typist/Back-up/Management Trainee.

I completed Spanish II after passing Spanish I in the fall semester, to continue to facilitate communications between Spanish speaking inspectors and English speaking inspectors and supervisory personnel as well as Area Supervisors, regional Support Staff, and Department or Agency Personnel Operations and the National Finance Center. My duties included continuous update and maintenance of system databases on a daily/weekly basis. Modifications to existing files as well as creation of new files was facilitated as needed. Using data collected from various sources, output was generated in the form of specialized reports. Assisted in the design of the computer entry program for the creation of the masterfile database. Duties included working as a specialized terminal operator in automated PBIS inspection system work as well as RVIS. Provided word processing duties and responsibilities in performance of letters, monthly reports operation and maintenance manuals, memorandums, R & E evaluations and reviews, grievances, applications for Federal Inspection, also applications for export. Made typing revisions/changes to text of several technical drafts and finals on short notice for quick turnaround. Knowledge of format, style and organization and layout is essential. Equipment familiarization included extensive use of Hewlett Packard and Core System computers, as well as manual and IBM Selectric II typewriters. I was responsible for designing and implementing numerous databases to track poultry exempt plants in Puerto Rico, cross-licensing of state inspectors, weekly area perspectives, quarterly reports as well as numerous disciplinary letters, letters of recommendation, letters of caution, and personnel action correspondence. I was responsible for the update and maintenance of establishment hours of operations. Assisted the Processing Inspection Coordinator with canning deviations (CANDEV) and with the implementation and training of state inspectors in the use of PBIS, and was in the process of learning the HACCP system. Assisted the Program Assistant with staffing of plants, both with WAE usage and relief inspectors. Assisted employees with benefits and actions requiring the information from numerous Agency facilities. Designed/maintained tracking logs for feedback purposes, to assist with tracking pre-op sanitation schedules.

TIBURON TELECOM, Inc.
Competive Pricing -- Residential

Residential Lines	
Basic Line Charge	\$ 9.95
Core Package(calling features included)	\$ 31.75
Solid Solutions(Plus LD)	\$ 37.70
Select Solutions(Plus Line Guard & VM)	\$ 42.75
Total Solutions w/120 min @0.06/min	\$ 46.95
Basic Phone w/ Internet & Touch Tone	\$ 19.99
Basic Phone, TT w/ ISP & CW	\$ 25.99
Basic Phone w/ ISP & CID w/ name & TT	\$ 30.99
Basic Phone ISP, TT, CW, CID/N	\$ 35.99
ALL Calling Features	\$ 50.99
Features	
Caller ID (CID)	\$ 8.50
Caller ID with Name (CID/N)	\$ 10.50
Caller ID call waiting (CID/CW)	
Call forwarding no answer	\$ 1.25
Call Forward	\$ 6.00
Call forwarding on busy	\$ 1.25
Selective call forwarding	\$ 6.00
Return Call(*69)	\$ 5.00
3-waycalling	\$ 6.00
selective ring	\$ 6.00
Speed Dial 8	\$ 4.00
Call waiting (CW)	\$ 6.00
Talking Call Waiting	\$ 2.95
Voice Mail basic	\$ 4.95
MessageLine Voicemail	\$ 5.95
Touch Tone (TT)	\$ 1.00
Inside Wiring	\$ 4.45
Long Distance Block	\$ 5.00

TIBURON TELECOM, Inc.
Competitive Pricing -- Business

Busniess Lines	
Rotary Lines	\$ 32.65
Key Lines	\$ 33.15
B-1	\$ 22.14
Clear Xpress Bus Plus monthly	\$ 25.00
Clear Xpress Bus Plus 1 year	\$ 24.50
Clear Xpress Bus plus 2 year	\$ 24.00
Clear Xpress Bus Plus 3 year	\$ 23.50
Additional Listing	\$ 1.50
Features	
Caller ID (CID)	\$ 8.50
Caller ID with Name (CID/N)	\$ 10.50
Caller ID call waiting (CID/CW)	
Call forwarding no answer	\$ 1.25
Call Forward	\$ 6.00
Call forwarding on busy	\$ 1.25
Selective call forwarding	\$ 6.00
Return Call(*69)	\$ 5.00
3-waycalling	\$ 6.00
selective ring	\$ 6.00
Speed Dail 8	\$ 4.00
Call waiting (CW)	\$ 6.00
Talking Call Waiting	\$ 2.95
Voice Mial basic	\$ 4.95
MessageLine Voicemail	\$ 5.95
Touch Tone (TT)	\$ 1.00
Inside Wiring	\$ 4.45
Long Distance Block	\$ 5.00

Tiburon Telecom, Inc. Projected Balance Sheet

	2002	2003	
Assets			
Short-term Assets			
Cash	\$20,000.00	\$20,000.00	
Accounts Receivable	\$0.00	\$139,011.00	
Other Short-term Assets	\$0.00	\$0.00	
Total Short-term Assets	\$20,000.00	\$159,011.00	
Long-term Assets			
Long-term Assets	\$238,000.00	\$ 210,500.00	
Accumulated Depreciation	\$27,500.00	\$69,600.00	
Total Long-term Assets	\$210,500.00	\$140,900.00	
Total Assets	\$230,500.00	\$299,911.00	
Liabilities and Capital			
	2002	2003	
Accounts Payable	\$0.00	\$72,000.00	
Current Borrowing	\$0.00	\$0.00	
Other Short-term Liabilities	\$0.00	\$0.00	
Subtotal Short-term Liabilities	\$0.00	\$72,000.00	
Long-term Liabilities	\$0.00	\$0	
Total Liabilities	\$0.00	\$72,000.00	
Paid-in Capital			
Retained Earnings			
Earnings			
Total Capital			
Total Liabilities and Capital	\$230,500.00	\$227,911.00	
Net Worth	\$230,500.00	\$227,911.00	
Total Liabilities and Equity	\$230,500.00	\$299,911.00	
Asset List: Equipment			
Asset	Value	Quantity	Total Value
Excel Switch	\$ 80,000.00	2	\$ 160,000.00
Switch Software Excel	\$ 55,000.00	1	\$ 55,000.00
Servers	\$ 2,000.00	4	\$ 8,000.00
Other Assorted Equipment	\$ 15,000.00		\$ 15,000.00
Total Assets: Equipment			\$ 238,000.00