

**Angela McLane**  
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## **PROFESSIONAL EXPERIENCE**

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### **Public Information Specialist**

2017-Present

*Carpe Diem Community Solutions, Panama City, FL*

- Provides project management and high-level administrative support in coordinating transportation public involvement activities for the Florida Department of Transportation D3 (FDOT) and W FL Regional Planning Council to ensure compliance with requirements regarding materials and activities, meetings, notifications, and logistics
- Public Information Specialist for:
  - PD&E: US 331, SR 30A/US 98, I-10 & CR 4, Quincy Loop South
  - Design: US 231, SR 388, SR 390, SR 22, Gulf Coast Parkway
- Develops Public Involvement Plans, Community Awareness Plans, and Public Information Summary Reports
- Schedule, coordinate, compose, and manage public meetings /hearings materials for FDOT projects to ensure proper deadlines are met; create and edit informational materials

### **Information Technology Business Consultant Manager, Operations & Management Consultant Manager**

2012-2016

*Florida Department of Education, Division of Technology & Innovation, Tallahassee, FL*

- Worked in a confidential capacity regarding administrative and personnel decisions with the Deputy Commissioner of Technology & Innovation, Chief Information Officer (CIO), and Executive Staff Director over IT Administration for 128 full-time positions
- Primary liaison to the Department's human resources office, comptroller's office, contract administration, general counsel, budget office and project managers for the division
- Managed over 175 technology contracts for the division; ensured compliance with state and federal regulations were adhered
- Advised management regarding personnel policy and procedures

### **Operations Manager Consultant I**

2009-2012

*Florida Department of Education, Division of Technology & Innovation, Tallahassee, FL*

- Provided high-level administrative support by acting in a confidential role to the CIO in regard to personnel and administrative decisions
- Primary liaison for the CIO to the Division's personnel and contract management section
- Project Lead on all matters of administration within division; acted as division office manager; planned physical changes to the division space; provided general administrative support to division leadership; provided guidance and training updates to other administrative staff

## **EDUCATION & CERTIFICATION & PROFESSIONAL DEVELOPMENT**

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Associates Degree in General Education, Tallahassee State College, Tallahassee, Florida (Phi Theta Kappa Honor Society)  
Florida Department of Education, Taking Initiative; Florida Department of Education, Business Writing  
Florida Department of Management Services, Florida Certified Contract Manager  
Tallahassee Community College, Fundamentals of Project Management  
Bay County Chamber of Commerce Leadership Bay Class of 2017-2018  
Member, Emerald Coast Business Woman's Association  
Member, Bay County Chamber of Commerce Education Committee