

Brandi De Ruiter
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PROFESSIONAL EXPERIENCE

Carpe Diem Community Solutions, Panama City, FL

2020 to Present *Public Information Specialist*

- Serve as Project Manager for transportation projects
- Provide leadership for public engagement tools and strategies
- Prepare public engagement products

Bay County Chamber of Commerce, Panama City, FL

2015 to 2020 *Vice President Governmental/Military Affairs*

- Oversee policy and issue development advocacy
- Identify and monitor local, state and federal issues affecting the business community, military installations and community; advise Chamber President/CEO and Leadership
- Supervise and develop the Chamber's Military Affairs Committee (MAC) activities and events
- Serve as liaison to and interface between leadership, members, governmental agencies and military installations
- Develop and maintain strong relationships with local, state and federal elected officials, agencies, and staff
- Collaborate with local and regional partners on issues and events
- Develop the annual legislative agenda and report on the status of legislation impacting the community and lead advocacy trips to the state capitol
- Create programs and events to educate members, community leaders and elected officials on legislative and policy issues including hosting roundtable discussions, writing articles, creating digital newsletters and posting on social media
- Prepare talking points, speakers notes and speeches for events and public hearings
- Represent the Chamber at community and statewide public meetings and hearings

Freelance Instructional Developer, Panama City, FL

2014 to 2015 *Instructional Developer*

- Consult to provide expertise in the areas of training and development at Oceaneering
- Design and develop instructor-led training on federal regulations, published industry standards and corporate and site-specific policies
- Develop technical content for presentations, instructor and student manuals
- Create instructional modules on Metrology, Rigging, Overhead Crane Operator, Overhead Crane Inspector and Jib Crane Operator
- Develop work instructions and diagrams and assessment material for employees to meet certification requirements
- Research and cross reference all incorporated policies directly to ensure alignment with regulations and published industry standards

City of Three Rivers, Three Rivers, MI

2009 to 2014 *City Manager Assistant/Deputy City Clerk*

- Research and work closely with City Fire/EMS, Police, Public Works, Clerk and Finance department heads to gather appropriate information for data reporting, grants and reports
- Manage hiring process, insurance liability and property pool claims and worker's compensation
- Draft policies and procedures
- Write press releases
- Update website content, post on social media
- Modernize scholarship and grant cycle forms and processes for the foundation

EDUCATION & CERTIFICATION

Master of Science, Instructional and Performance System Design, *Florida State University*

Graduate Certificate, Human Resource Development, *Florida State University*

Bachelor of Science, Organizational/Behavioral Psychology *Western Michigan University*