

**MARY LOUISE ANDREWS**  
489 EVENING SKY DRIVE  
OVIEDO, FLORIDA 32765-4404  
E-MAIL: MARYLOUANDREWS54@AOL.COM

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## **EDUCATION**

**Xavier University, Cincinnati, Ohio**

**Magna Cum Laude - 1976**

Major: B.S. Communication Arts

Minors: Theology and Education

Post-bac coursework: 27+ hours

Seminole Community College

University of Central Florida

## **CERTIFICATION**

**Florida Educator's Professional Certificate**

(2008 – 2013)

Speech and English

## **COMMUNITY INVOLVEMENT**

**Volunteer**, Most Precious Blood Catholic Church

**Patron**, St. Luke's Concert Series

**Member**, Oviedo Winter Springs Chamber of Commerce

**Member**, Seminole County Regional Chamber of Commerce

**Member**, Seminole Cultural Arts Council

**Donor**, American Red Cross Blood Bank

## **HONORS**

**Outstanding Citizen of Seminole County – 2003**

Presented by the League of Women Voters of Seminole County

## **CURRENT POSITIONS**

### **Mayor, City of Oviedo, Florida Serving Second Term – Until November of 2011**

- Elected position
- City of 33,000 residents
- Responsible for City's policy decisions
- Work in conjunction with a full-time City Manager.

### **Sole Proprietor, Andrews Writing and Publishing April, 1996 - Present**

- Own and operate a writing and publishing business
- Major clients: Seminole County Public Schools, Lake County Public Schools, Center for Independent Living

## **HUMAN RESOURCES EXPERIENCE**

### **Benefits Manager – Seminole Community College November, 2005 - April, 2006**

- Salaried position - 60+ hours per week
- Processed all benefits for three campus locations
- Conducted employee consultations and orientations
- Utilized PeopleSoft for payroll/benefit processing
- Supervised two employees

### **Human Resources Manager – Seminole Public Schools July, 1993 – April, 1998**

- Salaried position - 55+ hours per week
- Conducted employee consultations and orientations
- Wrote employee handbooks/administrative manuals
- Processed employee benefits and pay schedules
- Wrote job descriptions in compliance with ADA, federal, and school board guidelines

## **CLASSROOM TEACHING EXPERIENCE**

**Total of Three Years**