

Keith Heaven, II, MBA

[REDACTED]

[REDACTED]

([REDACTED])

keitheheaven@gmail.com

April 14, 2025

Board of County Commissioners

Palm Beach County

301 North Olive Avenue

West Palm Beach, FL 33401

Dear Commissioners,

I am writing to express my strong interest in the position of County Administrator for Palm Beach County. With a deep commitment to public service and a proven track record in executive leadership, I am eager to bring my skills and experience to serve the residents of our vibrant and diverse community.

Throughout my career, I have demonstrated the ability to lead complex organizations, manage substantial budgets, and foster collaborative relationships across various stakeholders. My approach to leadership is grounded in transparency, accountability, and a results-oriented mindset—qualities that align with the Board's vision for the County's future.

I am particularly drawn to this opportunity because of Palm Beach County's dynamic growth and its commitment to innovation and excellence in public service. I am confident that my background in strategic planning, fiscal management, and community engagement positions me well to contribute meaningfully to the County's continued success.

I would welcome the opportunity to discuss how my qualifications align with your needs and how I can contribute to Palm Beach County's ongoing achievements. Thank you for considering my application.

Sincerely,

Keith Heaven, II, MBA

Keith E. Heaven, II

Cell: [REDACTED] | Email: keitheheaven@gmail.com

Education

Florida A&M University, Tallahassee, FL

Master of Business Administration

Graduated: August 2023

Florida A&M University, Tallahassee, FL

Bachelor of Science in Physical Education

Graduated: May 2021

Professional Experience

Math Instructor

Congress Middle School, Boynton Beach, FL

August 2024 – Present

- Develop individualized lesson plans tailored to students' strengths and weaknesses.
- Prepare students for standardized testing and analyze data to track progress.
- Foster effective communication with students, parents, and colleagues to enhance academic performance.

Math Instructor

Gadsden County High School, Gadsden, FL

August 2021 – June 2024

- Managed and instructed over 150 students daily across Algebra I/II, Geometry, and Calculus.
- Designed interactive lesson plans to meet curriculum standards and student needs.
- Collaborated with parents and staff to create a conducive learning environment.

Office Assistant

FAMU Office of the Vice President for Finance and Administration, Tallahassee, FL

May 2021 – August 2021

- Conducted research on trends and innovations in higher education.
- Digitized records and streamlined document organization.
- Assisted in report and presentation development.

Leadership and Extracurricular Activities

- **Athletic Director** | Congress Middle School (2024- Present)
- **Head Coach, Boys Basketball** | Congress Middle School (2024- Present)
- **Yearbook Committee Chair** | Congress Middle School (2024- Present)
- **FAMU Homecoming Yard Runner Ambassador** | Nike (2023)
- **Assistant Coach, Boys Basketball** | Gadsden County High School (2021–2024)
- **Academic Counselor** | FAMU TRIO Department Summer Upper Bound (2023-2024)
- **Graduate** | DREAM Sports Foundation (2023)
- **FAMU Presidential Ambassador** (2020)
- **Vice President** | FAMU Kinship of Big Brother Little Brother Mentoring Program (2019-2020)

Achievements

- Innovative Schools Summit Attendee (2024)
- AVID Summer Institute Attendee (2023)
- Hansel Tookes/Pete Griffin Endowed Scholarship Recipient (2019)
- Lambda Alpha Alpha Chapter of Omega Psi Scholarship Recipient (2018)

Volunteer Experience

- **GBL League** | Stat Logger and Timekeeper (2020–2024)
- **FAMU DRS** | Classroom Assistant (2017–2021)

Skills

- Proficient in Microsoft Word, Excel, PowerPoint; Adobe Photoshop, Illustrator and Dreamweaver
- Graphic Design, Social Media Management
- Certified in Hospitality & Tourism Management