

# CLAIRE LEWIS

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Dear selection committee,

I am writing to express my strong interest in the Urban Horticulture State Specialized Extension Agent (SSA) position within the Center for Land Use Efficiency (CLUE) at the University of Florida. As a dedicated member of the Florida-Friendly Landscaping™ (FFL) team and someone deeply committed to the success and growth of the FFL program, I am excited to apply for this position and take on increased responsibilities in advancing our mission.

Over the past twelve years, I have had the privilege of working closely with the CLUE faculty and staff, specifically with programs such as the Master Gardener Volunteer Program, the Program for Resource Efficient Communities, and H2OSAV. I have also fostered strong collaborations with other UF/IFAS units, faculty, and external stakeholders to ensure that the FFL message is consistently and effectively communicated to our diverse audiences, contributing to the program's success.

As I look to the responsibilities of the SSA position, I am excited about the opportunity to provide proactive leadership in program development. I am well-prepared to take on the overarching responsibilities associated with the FFL program leadership statewide. I will develop and execute a comprehensive plan of work, following a sound programming process with SMART objectives and measurable outcomes and impacts. My commitment to providing evidence of positive practice change by target audiences, reporting program accomplishments, and communicating program success is steadfast.

I have been managing the Florida Department of Environmental Protection (FDEP) grant that funds the state FFL staff and program activities. This experience has sharpened my skills in budget management, fiscal responsibility, and timely reporting, all of which will be invaluable in the SSA role.

In addition, I will stay updated with the latest information technology, communication, and program delivery trends, ensuring that our FFL program remains at the forefront of innovation. I am dedicated to building strong media relations, fostering cooperation, and demonstrating leadership within our team.

I am excited about the prospect of assuming this role and contributing to the continued success and growth of the FFL program. My experience, dedication, and passion for our mission make me well-suited to the SSA position. I look forward to the opportunity to discuss my qualifications in more detail and how I can contribute to the ongoing success of the FFL program.

Thank you for considering my application.

Sincerely,  
Claire Lewis

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# CLAIRE LEWIS

## CONTACT

☎ 352.870.1668

✉ [clairelewis@ufl.edu](mailto:clairelewis@ufl.edu)

## PROFILE

Dedicated and experienced program manager and leader with a proven track record in environmental education and program management. Seeking an opportunity to leverage my expertise and leadership skills to contribute to the University of Florida Florida-Friendly Landscaping™ Program's mission to promote sustainable landscape practices.

## EDUCATION

**MLA – Landscape Architecture**

University of Florida

**BA - Liberal Arts & Sciences**

University of Florida

## LEADERSHIP

**UF/IFAS Facilitation Cohort**

2023 Cohort Member

**Strategic Communications  
Academy for UF Leaders and  
Scholars**

2017 Certificate of Completion

**Florida Green Building Coalition**

2015 - Present

Board of Directors

Education Committee

Local Government Committee

**Florida Water Star**

2015 - Present

Technical Advisory Committee

**Communities of Excellence**

**Awards 2013-2016**

Judged FFL awards category

## WORK EXPERIENCE

### Statewide Florida-Friendly Communities Coordinator

Florida-Friendly Landscaping™ Program

2011-Present

- Served as the Florida-Friendly Landscaping™ (FFL) Interim Director, March 2023 to present.
- Proven track record of building and managing a successful network of colleagues with similar goals. This network promotes collaboration, resource sharing, and the achievement of common objectives.
- Developed and implemented educational activities for the FFL statewide program, reaching diverse audiences including landscape professionals, homeowners, businesses, and government agencies.
- Coordinated with UF/IFAS faculty and county agents throughout Florida to drive the adoption of environmentally friendly landscape practices.
- Managed the Florida Department of Environmental Protection grant, ensuring fiscal responsibility, budget management, and timely reporting.
- Recognized contributing author on numerous University of Florida publications, disseminating knowledge and best practices in environmental landscaping.
- Led the successful hiring of a new position within the FFL team for a Social Media Specialist.

### Key Achievements:

- Effectively communicated program accomplishments, outcomes, and impacts to diverse stakeholders across the state, resulting in distinguished program awards, including ASHS, NUEL, Garden Communicators, and the 2023 James App Award for Outstanding Extension Team.
- Developed an online educational curriculum and continuing education program. That resulted in 1,369 attendees receiving FFL education through non-traditional methods and generated \$20,535 for the program.
- Initiated a comprehensive webinar series for industry professionals, offering continuing education credits through relevant licensing agencies. The series resulted in 6,192 attendees receiving FFL education through non-traditional methods and generated \$10,990 for the program.
- Developed and implemented the Florida-Friendly Landscaping™ Certified Professional Training Program that resulted in 251 individuals becoming certified as a result of FFL principle knowledge and familiarity.
- Implemented the FFL Behavior Change Survey to gather impacts of FFL educational activities. The survey is a valuable tool for collecting UF/IFAS Extension data for infographics, program analysis and reporting of accomplishments both statewide and for county UF/IFAS Extension Agents.
- Initiated a statewide FFL award program to recognize projects and individuals contributing to the protection of Florida's environmental resources. This initiative resulted in increased enthusiasm for Florida-Friendly Landscaping™ and provided valuable photo examples for educational materials.

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## CONTACT

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✉ clairelewis@ufl.edu

## SKILLS

- Leadership and team management
- Serve as a mentor for staff and new FFL educators
- Project management
- Landscape design
- Proficient in many computer programs including;
  - Canvas
  - AutoCAD
  - Microsoft Office Suite
  - Terminalfour
  - Qualtrics
  - ArcGIS Survey 123
  - Adobe Creative Cloud applications
- UF Institutional Review Board (IRB)

## LEADERSHIP TRAINING

- Attended IFAS leadership training online
- SCS014 Communication for managers
- SCS060-Relationship Strategies
- SCS-Inspiring trust

## WORK EXPERIENCE

### Principle, Landscape Designer

Lewis Landscape Design

2008-2011

- Established an independent landscape design business specializing in residential landscape design services.
- Provided comprehensive services, including landscape, irrigation, and hardscape plans, as well as managed projects from inception to completion, ensuring client satisfaction.

### Project Manager and Landscape Designer

JOLA

2003-2008

- Landscape designer and project manager for commercial and residential design projects.
- Developed landscape, irrigation, and hardscape design plans to enhance outdoor spaces.

### Project Manager and Landscape Designer

Buford Davis & Associates

1999-2003

- Project manager for commercial and residential design services, with a focus on landscape, irrigation, and hardscape projects.
- Supervised landscape and irrigation installations to ensure quality and adherence to project specifications.
- Conducted commercial and residential landscape design services, including landscape, irrigation, and hardscape plans.