

NEIVY GARCIA
Manager, Procurement Division



Neivy Garcia is Manager of the Miami-Dade Aviation Department's (MDAD) Procurement Division, which consists of the General Purchasing, Warehouse, and Invoice Processing sections. Ms. Garcia's office prepares, coordinates and administers all procurement functions for MDAD, and ensures that all County ordinances, resolutions, administrative orders, and other procurement policies and procedures are followed. Ms. Garcia also prepares the division's budget of \$2.6 million and reports directly to the Aviation Department's Assistant Director for Administration.

Ms. Garcia has spent her entire career with Miami-Dade County, starting in 1985 as an account clerk in the Public Works Department. She joined MDAD in 1988 as an account clerk and began a steady rise through the ranks. From 1990 to 2001, as an accountant in the Procurement Division, Ms. Garcia established a procurement manual for MDAD and assisted in the centralization of the department's procurement process. In 2003, she became manager of her division.

A member of the National Institute of Governmental Purchasing, Ms. Garcia holds a Bachelor of Science degree in Professional Administration (1999) from Barry University in Miami Shores, Florida, graduating summa cum laude. She is now working on obtaining her Master of Science degree in Management/Public Administration, also from Barry University.

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