

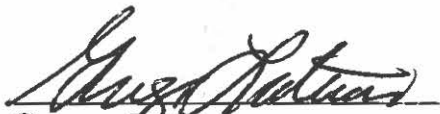


George Latimer
County Executive

WHEREAS, a vacancy exists in the membership of the Westchester County Hispanic Advisory Board:

NOW, THEREFORE, I, George Latimer, County Executive of Westchester County, in accordance with the terms and provisions of the Westchester County Charter, appoint Lizette Taylor, 10 Cedar Place, Rye, New York as a member of the Westchester County Hispanic Advisory Board, for the term February 22, 2024 to December 31, 2025.

Given under my hand
and seal this 22nd day
of February, 2024.



George Latimer
County Executive

Office of the County Executive

Michaelian Office Building
148 Martine Avenue
White Plains, New York 10601

Email: CE@westchestergov.com
Telephone: (914)995-2900

westchestergov.com



George Latimer
County Executive

February 22, 2024

Ms. Lizette Taylor
10 Cedar Place
Rye, NY 10580

Dear Ms. Taylor,

It is my pleasure to appoint you to serve as a member of the Westchester County Hispanic Advisory Board effective today, Thursday, February 22, 2024. This appointment is for a term to expire on December 31, 2025.

Your appointment is subject to confirmation by the Westchester County Board of Legislators, but your service begins immediately. You must complete the attached Oath of Office within 30 days, either by appearing at the County Clerk's office or mailing the signed and notarized form to our office.

When you have filed your Oath of Office, a Resolution to confirm your appointment will be submitted to the County Board of Legislators. As part of the confirmation process, you may be called before the Board to be interviewed. Please contact Martha Lopez at (914) 995-2947 for the date, place, and time of the upcoming meeting for your participation.

Pursuant to Local Law, as a member of a Westchester County Board and/or Commission, you are responsible for adhering to the requirements of our Code of Ethics, which includes the filing of a financial disclosure statement with the County Board of Ethics.

Warmest wishes for a successful tenure.

Very Truly Yours,

George Latimer
Westchester County Executive

GL/ts

cc: Honorable Board of Legislators
Joan McDonald, Director of Operations

Office of the County Executive

Michaelian Office Building
148 Martine Avenue
White Plains, New York 10601

Email: ce@westchestercountyny.gov
Telephone: (914)995-2900

westchestercountyny.gov

Lizette Taylor

Rye, NY 10580 | 203-464-1860 | lborqueztaylor@gmail.com | www.linkedin.com/in/Lizette-Taylor

PROFILE

- Excellent interpersonal and customer service skills
- Possess strong analytical, problem-solving and productivity skills in a fast paced environment
- Resourceful in the completion of projects and effective at multi-tasking
- Self-starter, able to work independently and in a team environment
- Insurance industry experience with leading global insurance companies

PROFESSIONAL SUMMARY

Wilson Elser, White Plains, NY

Business Intake Coordinator

March 2020 – Present

- Implement and manage 80% of clients (insurance companies & insureds) on applicable electronic billing systems
- Communicate with attorneys, clients, & middleware vendors to meet specific electronic billing system requirements
- Prepare all active file transitions to e-billing, prioritizing and ensuring their timely completion
- Identify and monitor compliance & guidelines requirements for each client's e-billing process
- Review new cases to ensure all relevant electronic billing information is properly entered into the billing system
- Evaluate implementation process for improvements and possible efficiencies
- Ability to build and maintain relationships with Revenue Team members to keep information and changes updated

Matter Management Analyst

August 2018 – March 2020

- Monitored all incoming assignments from attorney & support staff, prioritizing and ensuring their timely completion
- Executed closely with the firm's conflict team to ensure that all new clients set up accurately within our system
- Obtained and analyzed client guidelines review and implementation
- Participated in firm-wide and departmental compliance projects and initiatives
- Conducted audit to ensure month-end closing & year-end closing/reporting
- Assisted with the creation and distribution of daily, weekly, monthly reports
- Recorded and tracked of retainer funds as directed by attorney
- Reviewed and analyzed rejected invoices and assisting with their resolution

The Therapy Nest, Rye Brook, NY

June 2018- August 2018

Medical Billing Specialist

- Processed insurance claims for private and employer insurance reimbursement
- Timely followed up on insurance claims denial, exceptions or exclusions
- Read and interpreted insurance explanation of benefits
- Developed monthly aging accounts receivable reports to follow up on unpaid claims aged over 30 days
- Analyzed & collect patient information for research purposes

Private Residence, Rye, NY

May 2010 – June 2018

Residence Manager

- Managed budget of the estate
- Coordinated all operations and activities of the residence
- Oversaw the maintenance of the grounds and facilities staff
- Supervised estate staff of five to ensure execution and completion of tasks
- Arranged meetings with residential repair technicians

SKILLS

- Bilingual in English and Spanish
- Proficient in Microsoft Office Applications (Word, Excel, PowerPoint, & Access), LexisNexis, and Westlaw
- Knowledge of e-billing middleware sites (i.e. Legal Exchange, TyMetrix360, Legal-X, & Legal Tracker) & AS400 system

EDUCATION

Mercy College, Dobbs Ferry, NY

Master of Business Administration, Concentration in Finance, GPA 3.8

Bachelor of Science, Legal Studies, Summa Cum Laude

February 2019

May 2016

COUNTY OF WESTCHESTER OATH OF OFFICE

For Appointees to County Boards and Commissions

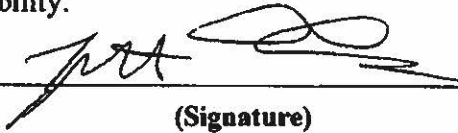
STATE OF NEW YORK)
) ss.:
COUNTY OF WESTCHESTER)

I, Lizette Taylor do solemnly swear (or affirm) that I will support
(Print or Type Name)


the constitution of the United States, and the constitution of the State of New York, and that I will faithfully discharge the duties of the office of Hispanic Advisory Board in and for the
(Print or Type Board Name)

County of Westchester, according to the best of my ability.

Date: 3/13/2024


(Signature)

Sworn to and subscribed before me this 13th day of March,
2024.


(Signature)

Tianna Major
(Print or Type Name)

Notary Public
(Title of Official Administering Oath)

TIANNA MAJOR
Notary Public - State of New York
NO. 01MA0005867
Qualified in Westchester County
My Commission Expires Apr 19, 2027

Mail **original** Oath of Office to Office to Andrew Ferris, Office of the County Executive, 148 Martine Ave., Room 916D, White Plains, NY 10601 for filing within thirty (30) days of the commencement of the term of office or the notice of appointment.