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**CITY OF COCONUT CREEK**

OFFICE OF THE CITY CLERK  
4800 WEST COPANS ROAD  
COCONUT CREEK, FLORIDA 33063

**2018 APPLICATION FOR  
CIVIL SERVICE BOARD VACANCY**

The information requested below is for consideration of appointment to fill the remainder of a vacant term for the alternate member on the City's Civil Service Board. Please complete and return this form to the City Clerk, along with a brief resume of your education and experience by or before **Tuesday, August 7, 2018.**

**PLEASE NOTE:** Florida has a very broad public records law. Documents relating to city business are public records and are available to the public and media upon request. Your information provided within this application may therefore be subject to public disclosure.

Last Name: Bantz First Name: Janelle M.I.: M  
Home Address: 3840 NW 11th Street Coconut Creek, FL 33066  
Phone #: 954-448-6598 Alt. #: \_\_\_\_\_ E-mail: Bbradjanelle@aol.com

**CIVIL SERVICE BOARD - Alternate Member** (Appointments will be made August 9, 2018)

**PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:**

Are you a resident of Coconut Creek?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you a registered voter (elector) in Broward County?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Do you hold a public office?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are you employed by the City?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are you currently a member of a City Board?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Have you ever served on a City Board?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are you away from the City for extended periods during the year?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

SIGNATURE: Janelle Bantz Date: 8/3/2018

# JANELL BANTZ

3840 NW 11th Street, Coconut Creek, Florida 33066  
Home: 954-448-6598 - Cell: 954-448-6598 - janell.bantz@aol.com

## PROFESSIONAL SUMMARY

Highly organized and detail-oriented Administrative Assistant with more than 10 years experience supplying thorough, organized administrative support to 3 senior executives. Technically-adept Administrative Assistant with advanced knowledge of MS Office Suite and experience creating Excel databases and PowerPoint presentations. I go above and beyond basic administrative tasks and takes on multiple projects at once. Quality-focused and committed to approaching administrative tasks with tenacity and attention to detail.

## SKILLS

- 1 Professional phone etiquette
- 1 Excellent communication skills
- 1 Database management
- 1 Articulate and well-spoken
- 1 Customer service-oriented
- 1 Accurate and detailed
- 1 Works well under pressure
- 1 Pleasant demeanor
- 1 Administrative support specialist
- 1 Filing and data archiving
- 1 HIPAA compliance
- 1 Spreadsheet management
- 1 Invoice processing
- 1 Flexible
- 1 Multi-line phone proficiency
- 1 Advanced clerical knowledge
- 1 Team building

## WORK HISTORY

11/2004 to Current

### Office Administrator

OsteoEncore Inc, /Advanced Medical Associates – Pompano Beach, FL

- 1 Under these two distributorships I have handled many different products at one time including DJO Surgical (formerly Encore Orthopedics), Alphatec Spine, K2M Spine, Atlas Spine, Endius Spine, Apollo Spine, Interventional Spine, Nutech Medical, Bacterin, Lifelink Tissue, Arthrosurface, Consensus Orthopedics, Integralife Sciences ( Formerly Isotis Orthobiologics), Orthoalign, Binder X-graft, AOS ( Advanced Orthopaedic Solutions), Omnilife Sciences , OsteoMed, Synvasive, I.T.S Trauma, Sentinel Spine, Lifelink Tissue Bank, CSZ Cold Therapy, and Bregg Cold Therapy.
- 1 In this Office I have learned many aspects of the orthopedic field.
- 1 I adapt to solving new requests and goals on a daily basis.
- 1 These include but not limited to.
- 1 Training/Assisting/Processing New and Current Sales Representatives in sales portal websites, credentialing, product training Contract pricing, processing and finalization Handling arrival, check-in, and verification of packing slip for inventory Ordering equipment and product.
- 1 Planned and coordinated logistics and materials for board meetings, committee meetings and staff events.
- 1 Coordinated domestic and international travel arrangements, including booking airfare, hotel and transportation.
- 1 Managed office supplies, vendors, organization and upkeep.
- 1 Directed guests and routed deliveries and courier services.
- 1 Answered and managed incoming and outgoing calls while recording accurate messages.
- 1 Greeted numerous visitors, including VIPs, vendors and interview candidates.
- 1 Helped distribute employee notices and mail around the office.

01/1998 to 11/2004

### Office Manager

KAREL & SON TIRE AND AUTO – Margate, Fl

- 1 when the owner sold the business My duties included taking care of all the operations in the Office
- 1 Answered and managed incoming and outgoing calls while recording accurate messages.
- 1 Maintained a clean reception area, including lounge and associated are