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AUG - 8 2016

CITY OF COCONUT CREEK



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CITY OF COCONUT CREEK
CITY CLERK

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

APPLICATION FOR CITY BOARDS

This information is for consideration of appointment to a City Board. A description of the responsibilities of each Board is on the back of this application. Please complete and return this form to the City Clerk, along with a brief resume of your education and experience.

1. Name: Janell Bantz Home Phone: 954-448-6598
 2. Home Address: 3840 NW 11th Street Coconut Creek FL 33066
 3. E-mail Address: BBradjanell@aol.com Fax Number: 954-788-8693
 4. Business: Osteo Business Phone: 954-788-8483
 5. Business Address: 2981 Centerport Circle Ste 2 Pompano Beach FL 33064

6. Are you a resident of Coconut Creek? Yes X No _____
 7. Are you a registered voter? Yes X No _____
 8. Do you hold a public office? Yes _____ No _____
 9. Are you employed by the City? Yes _____ No X
 10. Are you currently a member of a City Board? Yes _____ No X
 11. Have you ever served on a City Board? Yes _____ No X
 12. Are you away from the City on extended vacation or business trips during the year? Yes _____ No X

13. PLEASE CHECK THE BOARDS ON WHICH YOU ARE INTERESTED IN SERVING:
(See brief description on the back of this page.)

- *CIVIL SERVICE BOARD
- *PLANNING & ZONING BOARD
- PARKS & RECREATION BOARD
- AFFORDABLE HOUSING ADVISORY COMMITTEE
- ENVIRONMENTAL ADVISORY BOARD
- OTHER _____

14. Briefly describe your qualifications to serve on this Board: I have worked as office manager for 11 years handling and solving many different types of situations and always try to see both sides of a dispute.

15. Would you consider serving on a Board other than the one(s) selected? Yes X No _____

SIGNATURE Janell Bantz
Date: 8/8/16

Note: (1) Application effective for ONE YEAR from date of completion.
(2) If you have any questions on the above, please call the City Clerk's Office at (954) 973-6774

* Financial Disclosure Form is required upon appointment to the Board.

PHONE (954) 973-6774 EMAIL: LMay@coconutcreek.net http://www.coconutcreek.net FAX (954) 973-6794

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

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