

City of Coconut Creek



Application for Community Outreach Board

The information requested below is for consideration of appointment to the City's Community Outreach Board. Please complete and return this form to the City Clerk, **WITH a brief resume** of your education and experience by or before Monday, April 6, 2020.

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. If your information meets an exemption pursuant to state statute, please advise the City Clerk.

Last Name: Greenberg
First Name: Roslyn
Home Address: 3404 BIMINI WANE
Phone: 754-205-7283
Alternate Phone: Enter alternate phone
E-mail: GreenbergRos2@GMAIL.COM

The Community Outreach Board is comprised of five regular members and one alternate member who serve a one-year term. The functions of the Board include acting in an advisory capacity to the Community Relations Division in matters relating to branding, marketing, public relations, social media, video production, or website production; recommending innovative ideas for social media platforms, developing story ideas for CreekTV and CreekTALK; advising on website improvement and content enhancement; and serving as street monitors to advise on signage improvements and repair.

To the extent practicable, board appointments shall be based on the applicant's experience with representing the interests, specialties, and qualifications in the field of Branding, Marketing, Public Relations, Social Media, Video Production or Website Production.

Preference will be given to applicants who have completed Coconut Creek Citizen's Academy.

The board meets twice a year. Appointments will be made at the April 23, 2020, City Commission Meeting.

Please mark Yes OR No for each of the following questions:

1. Are you at least 18 years of age and a resident of Coconut Creek? Yes No
2. Are you least 18 years of age and an owner of a business located within the City? Yes No
3. Do you have experience with representing the interests, specialties, and qualifications in the field of Branding, Marketing, Public Relations, Social Media, Video Production or Website Production? Yes No
4. Do you hold a public office? Yes No
5. Are you employed by the City? Yes No
6. Are you a member of another City Board? Yes No
7. Have you ever served on a City Board? Yes No
8. Will you be away from the City for extended periods of time? Yes No
9. Have you graduated from the City's Citizen Academy? Yes No

Application for Community Outreach Board

Signature: *Roslyn Greenberg*

Date: *6/12/20*

3404 Bimini Lane, Unit B-2
Coconut Creek, Florida 33066

Home: (754) 205-7283
Cell: (954) 770-2879

Roslyn Greenberg

To Whom it May Concern-

Thank you for the opportunity to present my qualifications. I will not waste your time inflating my credentials, throwing around exaggerated job titles, or feeding you a sales pitch about how my past experiences and skill set align perfectly with your platform. The truth is I have no magic formula or genius eccentricity, but I do have a work ethic like no other and I will succeed for you.

I welcome the opportunity to review strategy, tactical plans and potential at your earliest convenience. Please forgive the blunt nature of my letter, but I am completely convinced making me part of your Team would yield tremendous benefits for many years to come. My resume is attached for your review, and I welcome the opportunity to speak at your earliest convenience. Thank you for your time.

Sincerely,

Roslyn Greenberg

Roslyn Greenberg

Experience

2006 - Present Wynmoor Country Club Village Association

- Duties include, and are not limited to: Association President; Association Representative; Director of Childrens Week; Senior-Senior Prom; Director/Coordinator of White Elephant Auction; Womens Club coordinator of Children of Limited Means Scholarship Committee; Chairperson of Numerous Fund Raising events

2001 – 2006 Bakers Bay Board of Directors, Philadelphia, PA

- Responsible for day to day association activities, accounting; auditing; debt restructuring; litigation Alternative methods of capital formation via financial planning strategically focused on new opportunities while meeting financial objectives and ensuring continued growth and profitability

1978 – 2000 COO, Candy Man Company, Philadelphia, PA

- Advise the president and other key members of senior management on financial planning budgeting, cash flow, investment priorities, and policy matters.
- Effectively communicate and present critical financial matters
- Maintain continuous lines of communication, keeping the president informed of all critical issues.
- Oversee, direct, and organize the work of the finance and operations teams.
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.
- Operations
- Plan, coordinate, and execute the annual budget process.
- Improve administrative and operational accounting services such as treasury management, payment processing, payroll, accounts payable, and purchasing

Education

1960 – 1962 University of Pennsylvania, Philadelphia, PA

- Early Childhood Education Candidate

1955 - 1959 South Philadelphia High School, Philadelphia, PA

- High School Diploma, with Honors

Volunteer Positions

Temple Beth Torah Synagogue; Teacher, Mentor, Philadelphia, PA

Klein Branch Jewish Community Center; Teacher, Mentor, Philadelphia, PA

Dolphin Swim Club; Activities Coordinator, Trevoise, PA

Coconut Creek Community Center, Seniors Volunteer, Coconut Creek, FL

References

Furnished upon request

Most of you know me and I have had the pleasure of personal interaction with the majority of residents in our beautiful Nassau West I Village. For those that may not know who I am, please allow me to introduce myself. My name is Roslyn Greenberg, I reside at 2704 Nassau Bend, have served as your association president for 3 terms and am now seeking reelection for a 4th term.

I have been a devoted and diligent worker and am confident you will agree, much has been accomplished during my service to the association as well as in my capacity of Council Representative for Nassau West I Village on the board of directors.

I would like to take this opportunity to provide you with a short synopsis of projects and improvements that have come to fruition during my tenure as your association president.

All 3 buildings were reroofed, painted and received new washers and dryers; 1 building had a new hot water heater installed as well. Parking lots were repaved and the grounds received landscape beautification. Other efforts to maintain the property as well as property values include but are not limited to; tree removal due to invasive root systems, tree pruning contract, elevator lift contract, rooftop A/C stands replaced, etc. All of these projects/improvements were accomplished without the need to levy a special assessment on Nassau West I Village. On the administrative end, we have updated our documents and revised our bylaws. In addition, I have successfully served as an intermediary with our corporate attorney to resolve legal issues of any kind.

Prior to moving to Wynmoor, I served on the board of directors of my former condominium residence in Philadelphia, PA. This experience provided me with the necessary tools to successfully fulfill my role as association president here in Nassau West I Village.

During my tenure and in conjunction with my duties, I have built a strong rapport with our staff. This has proven to be invaluable when dealing with a variety of unforeseen problems or unavoidable situations. The reliable assistance of our skilled department heads has often resolved minor issues thereby alleviating the potential for burdensome major expenses.

It is with a sense of pride that I conclude this synopsis with, what I believe is the most outstanding accomplishment of my presidency. Under my leadership, the Board of Directors of Nassau Village West I was recognized by management and received the award for "Most Improved Village".

I respectfully ask for your support in the upcoming election so that I may continue to work for you to ensure the future of Nassau West I as well as the entire community of Wynmoor Village remains a wonderful place to call 'home'.

A Most Sincere Thank You -


ROSLYN GREENBERG

2018 -- 2020 Charter Review Commission Broward County

2020 – Present Advisory For Disability Broward County

2019 – Present Recruiting for Touchline Program 211 “I’m Okay” for residents of Wynmoor Condominiums and Coconut Creek

2016 – Present Coconut Creek High School Mentoring Program , recruiting volunteers and working with students to graduate

2005 – Present Women’s Club member of Coconut Creek

I would be happy to be on one or all of the boards below:

Education Advisory Board

Community Outreach Advisory Board ✓

Charter Review

Thank you for your prompt attention.

Sincerely,

Roz.