

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Susan L Brown
Address:	1815 Tamarind Lane Coconut Creek 33063
Phone Number:	9543039797
Alt Phone Number:	9549356172
Email Address:	susancoltfan@gmail.com
Signature:	Susan L. Brown
Applied Date:	2/20/2021 9:20:00 PM
Boards Selected:	Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N

SUSAN BROWN
COCONUT CREEK, FLORIDA
954-303-9797
susancoltfan@gmail.com

CAREER OBJECTIVE – Long term position with a stable firm.

LEGAL SKILLS – All legal secretarial and paralegal support functions. Proficiency in Microsoft Word, NetDocs, WestLaw, WebView, and electronic filing procedures for all court systems.

EXPERIENCE

2008 – Present

NELSON MULLINS BROAD AND CASSEL LLP

Litigation assistant to partner/commercial litigator and numerous associates with emphasis in commercial litigation, arbitrations, and nursing home law. Assist in jury trial preparation and litigation procedures for all courts in Florida. Schedule out-of-state depositions, research Statutes, and prepare Motions for Appointment of Commissioner. Responsible for extensive docketing and tracking trial order deadlines.

1998 – 2008

BRINKLEY, MORGAN, SOLOMON, TATUM, ET AL.

Litigation assistant to partner/commercial litigator and numerous associates with emphasis in contract litigation, appellate representation, state departmental bid protests, probate litigation, and city government law. Assist in trial preparation and litigation procedures for all Florida and federal courts, courts of appeal including the Eleventh Circuit and the Florida Supreme Court, adversary bankruptcy proceeding appeals, and administrative agencies. Responsible for extensive docketing of all firm trial orders.

1993 – 1998

FLEMING, O'BRYAN, & FLEMING, P.A.

Litigation secretary to managing shareholder/commercial litigator with emphasis in employment discrimination defense law. Other areas of law include construction litigation, adversary bankruptcy proceedings, foreclosure actions, loan restructuring, breach of contract, will contests, products liability, and workers' compensation. Responsible for trial preparation and litigation procedures for district court, circuit court, bankruptcy court, courts of appeal, administrative agencies, and arbitration proceedings.

1991 – 1992

LEGAL AID SERVICE OF BROWARD COUNTY, INC.

Administrative paralegal responsible for representing subsidized housing clients at administrative eviction hearings. Researched Florida Statutes, federal regulations, local ordinances, public records, and case law. Interviewed witnesses, community officials, and class action groups. Inspected housing conditions and negotiated settlements. Recognized for the significant policy change of a public housing authority.

1977 – 1991

EASTERN AIRLINES, INC.

Inflight coordinator/Flight Attendant obtained invaluable experience regarding deadline management, federal safety standards, and public contact. Presented with an Eastern Airlines Award of Merit in 1988.

EDUCATION

Nova University - Certificate of Paralegal Studies

Florida State University - two years of undergraduate studies

References Provided Upon Request

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Doreen L Chamberlain
Address:	6800 NW 39th Ave. Lot 232 Coconut Creek 33073
Phone Number:	19547981138
Alt Phone Number:	
Email Address:	rschm9@yahoo.com
Signature:	Doreen
Applied Date:	2/18/2021 8:44:00 PM
Boards Selected:	Civil Service Community Outreach Advisory Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Mikki Belvedere 2018, 2019	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	Y
Community Outreach Advisory <hr/> Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Community Outreach Advisory	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?	N

Doreen Chamberlain
6800 NW 39 Ave. #232
Coconut Creek, FL 33073
954-798-1138
dschamberlain@gmail.com

Education

Salem Senior High School June 1974
Salem, Ohio 44460

Kaplan University January 2015
Master of Science in Psychology- Applied Behavior Analysis

Kaplan University November 2011
Bachelors of Science in Psychology - Applied Behavior Analysis

Experience

Telcon, Inc.- Pompano Beach, FL
Office Manager 11/2000-/2003

- Handled accounts payable, accounts receivable, payroll, purchasing and clerical
- Scheduled employees for locating underground utility lines
- Created charts, and spreadsheets for billing and estimating purposes

Volunteering

Broward Supervisor of Elections- Ft. Lauderdale, FL
Assistant Clerk 11/2008-11/2018

- Assist clerk with overall running of voting precinct
- Picking up and returning voting materials
- Oversees assigned poll workers

Coconut Creek CERT -Coconut Creek, FL
Team Member 11/2007- Present

- Provide critical support to family, loved ones, neighbors or associates in immediate area until help arrives
- Provide useful information to responders and support their efforts
- Assist with non-emergency projects that improve the safety of the community

Doreen Chamberlain References

Michele Jenkins-Devito

Broward County Supervisor of Elections' Office

115 S. Andrews Ave., Rm 102

Fort Lauderdale, FL 33301

Phone: (954)712-1932

mjenkins-devito@browardsoe.org

Mikkie Belvedere

Vice Mayor - City of Coconut Creek

4800 West Copans Road

Coconut Creek, FL 33063

Phone: 954-973-6770

mbelvedere@coconutcreek.net

Steven Greenbaum

Raye Records

144 Waterford F

Delray Beach, FL 33446

Phone: 305-509-3335

strychnine@juno.com

rayerecords@gmail.com

Lisa K. Aronson

5163 NW 74 Court

Coconut Creek, FL 33073

Phone: 954-980-2896

Lkaronson@bellsouth.net

Public Safety Advisory

APPLICANT INFORMATION

This address and phone numbers are EXEMPT.

Applicant Name:	caleb devore
Address:	EXEMPT EXEMPT
Phone Number:	EXEMPT
Alt Phone Number:	EXEMPT
Email Address:	caleb.d.devore@gmail.com
Signature:	Caleb DeVore
Applied Date:	4/8/2021 9:45:00 PM
Boards Selected:	Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

CALEB. D. DEVORE

E-mail: Caleb.d.devore@gmail.com · Phone: REDACTED

- Over 10-years of Fire Rescue experience as a firefighter and officer in two organizations
- Over 12-year resident homeowner of coconut creek, Lifetime resident of Broward
- Multiple certificates and training in emergency incident management at the local level
- Experience with community and municipal operations.

EXPERIENCE

OCTOBER 2010 – JANUARY 2020

CAPTAIN/PARAMEDIC, HALLANDALE BEACH FIRE RESCUE (CITY OF HALLANDALE BEACH)- HALLANDALE BEACH, FL.

Provide Emergency Medical Services as a member and supervisor of a transport/fire response unit. Respond and mitigate Fire/Rescue incidents on a suppression unit. Assist with company level training and evaluations. Manage multiple personnel during emergency incidents. Write and review incident reports for E.M.S. and Fire Rescue operations.

JANUARY 2020 – PRESENT

CAPTAIN/PARAMEDIC, BROWARD COUNTY SHERIFFS OFFICE DIVISION OF FIRE RESCUE- BROWARD COUNTY, FL.

Provide Emergency Medical Services as a member and supervisor of a transport/fire response unit. Respond and mitigate Fire/Rescue incidents on a suppression unit. Assist with company level training and evaluations. Manage multiple personnel during emergency incidents. Write and review incident reports for E.M.S. and Fire Rescue operations.

EDUCATION & TRAINING

FL STATE CERTIFIED FIREFIGHTER I/II, CORAL SPRINGS FIRE ACADEMY

FL STATE CERTIFIED PARAMEDIC, BROWARD COLLEGE

A.S. IN EMERGENCY MEDICAL SERVICES, BROWARD COLLEGE

AHA CERTIFIED – ADVANCED CARDIAC LIFE SUPPORT, PEDIATRIC ADVANCED LIFE SUPPORT, AND CARDIA PULMONARY RESUSCITATION.

FL STATE CERTIFIED FIRE OFFICER I

FL INCIDENT SAFETY OFFICER

FL STATE CERTIFIED PUMP OPERATOR, FIRE SERVICE HYDRAULICS AND APPARATUS OPERATIONS

SUVIVAL TECHNIQUES AND RESCUE, 40 HOURS OF FIRE SERVICE TRAINING, BROWARD FIRE ACADEMY

PRE-CERTIFICATE COURSES FOR STATE OF FLORIDA FIRE SAFETY INSPECTOR, FIRE PREVENTION PRACTICES, PRIVATE FIRE PROTECTION SYSTEMS, BUILDING CONSTRUCTION FOR THE FIRE SERVICE, CODES AND STANDARDS, CONSTRUCTION DOCUMENTS AND PLANS REVIEW.

FL STATE FLUSAR OPERATIONS LEVEL FOR VEHICLE & MACHINERY, PALM BEACH STATE COLLEGE

MARINE FIREFIGHTING FOR LAND BASED FIREFIGHTERS, RESOLVE MARITIME ACADEMY

ICS AND NIMS CERTIFICATES, ICS 100 INTRODUCTION TO INCIDENT COMMAND SYSTEMS, ICS 200 SINGLE RESOURCES AND INITIAL ACTION INCIDENTS, ICS 300 INTERMEDIATE INCIDENT COMMAND SYSTEMS FOR EXPANDING INCIDENTS, ICS 700 NATIONAL INCIDENT MANAGEMENT SYSTEM, ICS 800 NATIONAL RESPONSE FRAMEWORK

SKILLS

- Proven leader with strong teamwork capabilities
- Excellent problem solving skills
- Strong organization, interpersonal, and communications skills
- Able to manage and prioritize multiple tasks simultaneously
- Self-motivated, works well independently or as a part of a team

ACTIVITIES

Certified CPR instructor for Hallandale Beach Fire Rescue

Assisted Hallandale Beach Fire Fighters Benevolent Association on multiple levels and events

Assisted as a union bargaining team member for contract bargaining negotiations 2015-2018(Fire union Local 3080, 10th district) and Contract bargaining negotiations for the Hallandale Beach Fire Rescue/Broward county sheriff's office merger 2020.

Public Safety Advisory

APPLICANT INFORMATION

This address and phone numbers are EXEMPT.

Applicant Name:	Robert J Flood
Address:	EXEMPT EXEMPT
Phone Number:	EXEMPT
Alt Phone Number:	EXEMPT
Email Address:	rflood5758@aol.com
Signature:	Robert Joseph Flood
Applied Date:	3/18/2021 2:10:00 PM
Boards Selected:	Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Mikkie Belvedere 2019	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City's Citizen Academy?	Y
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

Robert J. Flood

REDACTED
Rflood5758@aol.com

Professional Experience

AIDS Healthcare Foundation (April 2018 to Present), Compliance Special Investigative Unit (SIU) Manager

- Works with the Compliance Officer to oversee the Special Investigative Unit for the investigation of possible fraud, abuse, and overpayment and ensures mandatory reporting as required by this contract, state, and federal law.
- Assists in maintaining an effective compliance program for all AHF MCO's managed care lines of business to promote ethical practices and a commitment to compliance with applicable federal, state, and local laws, rules, regulations and internal policies and procedures and to prevent and detect fraud, waste and abuse.
- Responsibilities include data mining and data analysis, conducting and summarizing compliance audits, developing audit tools based on regulatory and contract requirements, conducting and documenting investigations of any potential fraud, waste, abuse and overpayment allegations and/or issues, assisting in responding to external audits, maintaining a schedule of active Corrective Action Plans and assisting the Compliance Officer in preparation and follow-up activities for the Managed Care Compliance Committee and the Special Investigative Unit Committee.

Department of Justice, United States Attorney Office, Southern District, Miami, FL (2015 –2018) Health Care Fraud Data Analyst

- Worked with civil and criminal healthcare fraud investigations at the direction of the U.S. Attorney's Office providing litigation and investigative support for the US Attorney and Federal law enforcement agencies.
- Utilized experience in complex financial Health Care Fraud data analysis, Medicare and Medicaid billing, compliance rules and regulations, and litigation support to drill down potentially millions of records of electronic claims in to detect fraud patterns that further investigations.
- Communicated the results of the data analysis to the investigative team in a comprehensible presentation. Testified in court as Medicare data SME. Shared healthcare fraud investigative knowledge with newly assigned FBI agents.

SafeGuard Services LLC, Miramar, FL (2008 – 2014), Fraud Investigator/Manager

- Utilized skills and in-depth knowledge of the Medicare Program as it pertains to reviewing claims and provider behavior for indications of potential fraud, waste, and abuse.
- Extensive knowledge of healthcare compliance laws and regulations including Medicare/Medicaid, Stark, HIPAA, Anti-kickback, and Fraud, Waste and Abuse.
- Professionally interacted and coordinated with CMS, OIG-HHS, FBI and state agencies involved in combating fraud and abuse insuring proper administrative actions are taken.
- Responsibilities included oversight and assistance to the development of complex investigations for referral to law enforcement or other entities and responding to requests for data and support for existing casework.
- Identified problems, reviewed sophisticated data model output, and utilized a variety of tools to detect situations of potential fraud and support ongoing fraud investigations and requests for data.

Sergeant, New York City Police Department (New York City Transit Police Department), 1986-Present

Detective Bureau, Squad Supervisor:

- Queens Special Victims Squad, Executive Officer: Case management of felony sexual assaults on persons older than 13 years of age, working with the District Attorney's Office to ensure successful prosecutions, and referral of victims for counseling.
- Queens Special Victims Child Abuse Squad, Executive Officer, supervised investigations which involved physical abuse of children less than 11 years and sexual abuse of children less than 13 years, coordinating these investigations with outside agencies working as a multi-disciplinary team.
- 108 Precinct Detective Squad and 115 Precinct Detective Squad, Executive Officer, supervised criminal investigations, evaluated subordinates' performance, prepared reports, detected, and analyzed crime patterns, performed administrative functions.

Internal Affairs Bureau, Group 53, Investigator:

- Conducted internal investigations, which involved using audio and video surveillance, physically following, and observing subjects, conducted integrity tests, conducted computer research of subjects and their property, interviewed and evaluated complaints, interrogated subjects and collaborated with outside agencies.

106 Precinct, Patrol Supervisor:

- Patrol Supervisor, in charge of all police operations in the field, such as barricaded persons, emotionally disturbed persons, homicides, shootings, domestic violence, serious crimes and conditions.
- Briefed superiors and prepared reports detailing unusual police incidents.

NYPD Police Academy and NYCTPD Police Academy, Law Instructor:

- Taught police recruits the New York State Penal Law, use of force, and important Supreme Court decisions. Curriculum Coordinator for Law Department; in charge of updating and rewriting the student guide and lessons plans, represented the Police Department as an expert witness regarding training issues in court, prepared and presented seminars and special classes involving peace officer training, domestic violence, use of force training for Street Narcotics Enforcement Unit and the Narcotics Division, training security guards, traffic agents and investigators for the Civilian Complaint Review Board.

Warrants Division, Investigator:

- Searched for and returned wanted individuals to court.

Patrol Officer:

- Performed uniform and plainclothes patrol on trains and train stations in the NYC subway system enforcing laws, apprehending criminals, and assisting the public. Field Training Officer trained and evaluated recent graduates of the Transit Police Academy.

EDUCATION AND PROFESSIONAL DEVELOPMENT

Boston University, Metropolitan College, Master Criminal Justice
 Fordham University, Fordham College, BA, Political Science

Memberships: American Society of Criminology, Association of Certified Fraud Examiners

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Douglas Gordon
Address:	7593 NW 47th Ter Coconut Creek 33073
Phone Number:	6628903827
Alt Phone Number:	
Email Address:	dgordan1@gmail.com
Signature:	Douglas Gordon
Applied Date:	3/9/2021 5:15:00 PM
Boards Selected:	Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	Y

Douglas S. Gordon

Coconut Creek, FL 33073

Phone C: 662.890.3827 · Email: DGordan1@gmail.com

Aeronautical Science graduate and aerospace professional with extensive leadership and training experience in aviation maintenance, safety and management. FAA Mechanic with Airframe & Powerplant ratings and Inspection Authorization and Instrument rated Pilot.

EDUCATION

Master of Aeronautical Science, 2010

Embry-Riddle Aeronautical University (ERAU) Worldwide Campus

Dual specializations: Aviation Aerospace Safety & Aviation Aerospace Management

GPA: 4.0 (w/Distinction)

Bachelor of Science in Professional Aeronautics, Minor in Management, 2007

Embry-Riddle Aeronautical University (ERAU) Worldwide Campus

PROFESSIONAL EXPERIENCE

Executive Jet Management, Inc, Opa Locka, FL

2/2018- Present

Maintenance Manager

Out based Maintenance Manager on Gulfstream 550 operated under CFR 91 & 135. Perform line maintenance including AOG response. Schedule, budget, and negotiate depot level maintenance and modification contracts and perform on-site audits along with supervision during such visits.

Pittco Aviation, LLC, Memphis, TN

1/2000-2/2018

Director of Maintenance

Perform all maintenance duties on privately owned aircraft Gulfstream 450 and previously a Challenger 601-3R, company-owned hangar and ground support equipment. Schedule and negotiate depot level maintenance and modification contracts and perform on-site audits along with supervision during such visits.

Embry-Riddle Aeronautical University

9/2010-Present

Adjunct Assistant Professor

Teaching Aeronautics, Safety, and Management courses in-person, via video remote, and online.

Memphis International Aircraft Sales, Memphis, TN

4/1997-1/2000

Director of Maintenance

Performed all maintenance duties on managed aircraft (Gulfstream IIB, Hawker 800A). Accompany various aircraft to pre-buy inspections. Perform field evaluations of proposed aircraft for purchase and re-sale. Perform safety audits of corporate flight department maintenance groups. International experience as crew member.

Richmor Aviation, Memphis, TN & Hudson, NY

11/1994 – 4/1997

Maintenance Manager & Lead Mechanic

11/94 – 12/95 Maintained Gulfstream II as above, base in Memphis, TN.

12/95 – 4/97 Transferred to Hudson, NY to help maintain small fleet of managed and company owned FAR Part 91 & 135 corporate aircraft, including Challengers, Citations, King Airs and Gulfstreams (II, IIB, III, & IV) at FAR 145 Repair Station. Accompanied aircraft to repair facilities for major inspections, repairs, interior refurbishment and pre-purchase inspections.

Avtec, Inc., Sauget, IL

7/1993 – 10/1994

Technical Services Manager

Performed maintenance/modifications on business type aircraft (Falcons, Gulfstreams & Sabreliners), including cargo door installations. Researched and furnished responses to Government Request for Proposals (RFP's) and Sealed Bids.

Gulfstream Aerospace Corporation, Savannah, GA

8/1988 – 6/1993

Systems Specialist, Structures and Mechanical Systems

Factory Technical Representative for all models of Gulfstream aircraft. College Co-Op converted to full-time employee.

LICENSES/CERTIFICATIONS

- FAA Mechanic with Airframe & Powerplant ratings and Inspection Authorization (I.A.)
- Pilot Single Engine, Land, Instrument.
- United States Passport; Florida Driver License with motorcycle endorsement.
- Six Sigma Greenbelt, Villanova University, Feb 25, 2013
- Master Technician, Gulfstream G350/G450 FlightSafety International, January 2016

COMMUNITY SERVICE/COMMITTEES

- **Broward County Sheriff's Office** – Community Emergency Response Team (CERT) member
- **Shelby County Sheriff's Office** – Rescue Technician performing emergency medical and Search and Rescue, CPR instructor, Lead of Training division overseeing continual training of nearly 200 volunteers. (December 1999 until June 2018)
- **NBAA Maintenance Committee member, Maintenance Conference Vice Chair**
- **Gulfstream Aerospace Large Cabin Sustaining Industry Steering Committee member**

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Cheryl Higgins
Address:	4273 NW 66 Street Coconut Creek 33073
Phone Number:	9546952238
Alt Phone Number:	
Email Address:	cheryl8794@gmail.com
Signature:	Cheryl Higgins
Applied Date:	3/2/2021 8:59:00 AM
Boards Selected:	Community Outreach Advisory Education Advisory Environmental Advisory Parks and Recreation Advisory Planning & Zoning Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	Y
	Currently Serving: Community Outreach Advisory Sandra Welsh	
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	N
Community Outreach Advisory Environmental Advisory Planning & Zoning Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks & Rec special events, volunteer activities, or fitness membership?	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity?	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban planning?	Y
Community Outreach Advisory	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?	N

Education Advisory	Are you at least 18 years of age, a City resident who is a parent of student(s) in an elementary, middle, high, or technical school located in Coconut Creek, and an active members of the school`s PTO or SAC?	N
Education Advisory	Are you least 18 years of age, a City resident who is a teacher or administrator retired from or currently employed at any elementary, middle, high, or technical school located within the City of Coconut Creek?	N
Education Advisory	Are you least 18 years of age, a City resident or owner of an education related business who demonstrates a strong and sincere commitment to the enhancement of education of the children of Coconut Creek?	Y
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	N
Planning & Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental science, Land use, Land development, Landscape architecture, Law, Real Estate, Sustainability, or Urban planning?	N
Planning & Zoning	Do you demonstrate a strong and sincere commitment to or possess of an outstanding reputation for civic activity and interest, integrity, and responsibility?	Y
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

Cheryl Higgins
4273 NW 66 Street
Coconut Creek, FL 33073
954-695-2238



With my Master of Science in Quality Management, 20+ years' experience as a Director at American Express and 15+ years' experience serving on non-profit Board of Directors, I am well suited to take on the challenging City Board roles. My ability to provide clarity during times of ambiguity, make decisions and positive attitude enables me to establish the strong relationships required to deliver exceptional results. The ability to deliver outstanding results while managing a portfolio of \$18M with over 200 resources led to 2014 Everywoman in Technologies International Leader of the Year finalist.

Strong leadership skills, ability to quickly learn and a genuine desire to assist others, positions me well when I take on new challenges. My continuous focus on leadership growth is evident by my exceptional colleague survey results. The ability to challenge the status quo while focusing on win – win outcomes has produced remarkable results such as delivery of new Click to Chat platform within seemingly impossible timelines and Board of Director participation at Arc Broward during the Culinary Expansion project which was a \$5M project complete with a multi-year capital campaign that required no bank loans. The ability to create a strategic vision and execute that vision was demonstrated with the deployment of the customer authentication point of arrival application. I am viewed as a highly effective communicator who is reliable, authentic and a valuable contributor.

I have been extremely fortunate in both my personal and professional life, and feel it is important to give back. This is reflected in my commitment to volunteerism. For the past 15 years, I have served on non-profit Boards in roles including Board Chair, Governance Committee Chair, Finance & Audit Committee Chair, and Strategic Planning Committee Chair. At American Express, I led the Women in Technology South Florida chapter for two years and launched a community outreach program to teach coding and encourage middle school girls to pursue education/career in technology.

Cheryl Duke
4273 NW 66 Street
Coconut Creek, FL 33073
Cheryl8794@gmail.com
954-695-2238

Relevant Skills

Strategy and Innovation

- ✦ Drove roadmap creation, design and implementation of point of arrival authentication capability, moving from .Net to Pega software. The design was proven effective with new market implementations occurring at 6% of the original cost and authentication rates improved 7 – 11%.
- ✦ Implemented new robotics testing strategy that enabled controlled testing in production, improving time to market by ~30% and reducing testing cost.
- ✦ Proven ability to challenge status quo led significant business benefits such as avoiding a planned 50-hour outage that would have impacted CEN by reducing number of deployments being prescribed.
- ✦ Initiated leveraging Design Thinker to reduce technology infrastructure cost led to generation of 413 ideas with potential savings of \$14.5M.

Build Relationships

- ✦ Ability to effectively manage relationships across lines of business led to achieving higher than normal levels of collaboration and trust among core team for the customer authentication program.
- ✦ Established as a leader who successfully navigates through difficult situations by understanding conflicting priorities and ensuring solutions are in everyone's best interest.

Driving Results

- ✦ Delivered new, highly available customer authentication capability that consisted of 5 consumers, 12 markets, 59 teams, 33 releases and 750 user stories on schedule and cost with increased scope.
- ✦ Took responsibility for application uplift and immediately identified cost and work efforts were understated by 60%. Quickly communicated gap and conducted additional analysis resulted in the uplift being postponed before the work started.
- ✦ Successfully led delivery of Industry Bonusing and Apple Pay across all servicing portals. Both initiatives had multiple work streams and releases that required delivery timeframes reduced by 25 – 50%; risks had to be taken and issues had to be resolved in hours/days versus days/weeks.
- ✦ Delivered One Time Password standalone capability despite funding being cancelled during build phase by leveraging another capability work stream.

People Leader Experience

- ✦ Twenty years' experience managing and coaching team of 4 – 18 direct reports and 35 - 200 contractors.
- ✦ Providing frank and honest coaching that has led to improved performance ratings, employee promotions and increased employee satisfaction. Effectiveness has been proven by 98% for Speed of Trust assessment and exceptional Pulse results.

Professional Experience - American Express 1986 to present

Director, Engineering/Delivery – 2010 to present

Responsible for up to \$18M project software delivery portfolio as well as other organization responsibilities such as application infrastructure uplift, employee engagement, program management, release management, vendor management

Director, Technologies Transformation Delivery – 2005 to 2010

Responsible for initiatives that improved portfolio and project delivery results

Director, Technologies Investment Optimization – 2001 to 2005

Creation, development and implementation of the Integrated Value solution (standardization of Amex technologies software investment governance)

Manager, Regulatory Compliance – 1996 to 2000

Responsible for program to ensure compliance with federal and state credit/charge card laws.

Team Leader, Credit Operations – 1993 to 1996

Responsible for inbound phone unit teams in Credit Bureau and Credit Operations.

Service Performance Analyst – 1989 to 1993

Establishment Service Representative – 1987 to 1989

Customer Service Representative – 1986 to 1987

Other Qualifications

- ARC Board of Directors 2014 – currently vice-Chair
- SOS Children's Village Florida Board of Directors 2004 – 2012, holding positions of President, VP Governance and Executive Committee Member at Large
- Sawgrass Nature Center and Wildlife Hospital Board of Directors – 2002 to 2003
- Governor's Florida Sterling Award Examiner/Team Leader – 1997 to 2000
- Microsoft Office proficient
- Completed Pega PRPC System Architect Essentials (v7.1) and Pega Fundamental v7.1

Education/Certifications

- Masters of Science in Quality Management from the University of Miami
- Bachelors of Business Administration in Finance from Florida Atlantic University
- Certified Scrum Master and have had Agile Scrum delivery teams since 2013
- SAFe certified 2017

References available upon request

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Margaret A Lackner
Address:	3000 NW 42nd Ave, B102 Coconut Creek 33066
Phone Number:	9544150544
Alt Phone Number:	
Email Address:	d6k4a3@comcast.net
Signature:	Margaret Lackner
Applied Date:	3/11/2021 7:05:00 PM
Boards Selected:	Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Mayor Sarbone 2019	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	Y
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

Margaret Lackner
3000 NW 42nd Ave. B102
Coconut Creek, FL 33066
(954) 415-0544
Personal Information Sheet

- Resident of Tradewinds Condo, Coconut Creek since 2002
- Degrees in Criminal Justice, Psychology, Nursing
- Work history:

NH Governors' Commission on Crime & Delinquency, Juvenile Justice Specialist

RN: Hospital Emergency Departments, Employee Health, Workers Comp, Emergency Preparedness, Environment of Care, Interim Director of Plant Operations, Northwest Medical Center, Margate, FL

- Chairperson for the following hospital committees:
 - Employee Safety and Security Committee
 - Environment of Care Committee
 - Hospital Emergency Preparedness Committee
 - HazMat Team Leader and Educator

- Community Activities:

City of Coconut Creek Public Safety Advisory Board 2019-21

City of Coconut Creek Citizens Academy 2019

Tradewinds Condominium Association, Vice President 2021

University of Florida Master Gardener, Community Food Bank Garden

Public Safety Advisory

APPLICANT INFORMATION

This address and phone numbers are EXEMPT.

Applicant Name:	Lauren R Linville
Address:	EXEMPT EXEMPT
Phone Number:	EXEMPT
Alt Phone Number:	EXEMPT
Email Address:	linvillelauren217@gmail.com
Signature:	LAUREN R LINVILLE
Applied Date:	3/29/2021 9:44:00 AM
Boards Selected:	Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	Y
	Currently Serving: Public Safety Advisory Sandy Welch	
All	Have you ever served on a City Board?	Y
	Served Prior: Sandy Welch 2019, 2020	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	Y
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	Y
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

LAUREN R. LINVILLE

2015-2017 Reserve Force Management Branch, Personnel Assistant Director;

Manager for all District Reserve Force, consisting of over 1,400 reserve members; assists with all contingency operations, emergency response & training.

- Direct Reserve program execution, administration, financial management, and training for all reserve forces within the geographic boundaries of the Seventh District.
- Managed \$2.9M budget directly supporting 1,400 members at 6 Sectors, 18 coast guard stations, 5 mission support units, & 2 joint commands across the southeast U.S. & Caribbean (Area covered: South Carolina down to Caribbean).
- Served as the District's subject matter expert on reserve force policy, procedures, training, doctrine, mobilization and HR Management.
- Managed all operational and administrative readiness for mobilization and contingency response for emergency operations.
- Oversaw all surge and contingency staffing for situations of Hurricane response.

2013-2015 District Military Outload (MOL) Personnel Support Manager;

Responsible for oversight of operations in 4 strategic ports for military cargo, supporting DoD Overseas Contingency Operations.

- Oversaw staffing and management of 137 positions assigned to provide waterside security and cargo inspections.
- Provided administrative and personnel support to MOL members, while maintaining MSO requirements, training, and policy.
- Conducted investigations of misconduct; submitted detailed reports of findings and recommended course of action.
- Provided weekly brief (via PowerPoint) to senior leadership; statistical data, while maintaining frequent communication between sector levels.
- Managed and supervised the spending of 5 accounts, totaling \$9.3 million in DoD funding. Sector liaison for any outstanding issues; managed monthly/quarterly transaction summary reports in Finance & Procurement Desktop (FPD).
- Maintained oversight to any FTA's, internal transactions, Undelivered Orders (UDOs), Program Element Status (PES) Reports, PES Errors, and supervised quarterly pipeline certification.
- Created and managed yearly spend plans and quarterly spend-down plans.
- Oversaw the Ports, Waterways & Coastal Security Program (PWCS); expert for PWCS issues and interpreted policy questions.
- Created and managed the planning and execution of the demobilization of MOL forces, property, contracts and leases.

COMMUNITY

Ongoing

AMVETS of Margate & Coconut Creek	2020 – Present
Kiwanis of Margate & Coconut Creek	2020 – Present
City of Coconut Creek Public Safety Advisory Board	2019 – Present
Guild for Art & Literature of Coconut Creek	2019 – Present
Women's Club of Coconut Creek	2015 – Present

Completed

Vision 2030 Community Input	2021
Citizen's Academy Graduate	2020
Steering Committee Member, Master Parks Plan	2019

Mobile: **REDACTED** Email: **REDACTED** linvillelauren217@gmail.com

LAUREN R. LINVILLE

EDUCATION

Florida International University, Miami, FL 2020
Master of Public Administration (MPA)

Youngstown State University, Youngstown, OH 2010
Bachelor of Science in Criminal Justice with emphasis on Legal Processes
Magna Cum Laude

CERTIFICATIONS

Emergency Management Officer Specialty Code, U.S. Coast Guard 2017
FEMA Planning Section Chief, Incident Command System 2017
FEMA Situation Unit Leader, Incident Command System 2016
FEMA Resource Unit Leader, Incident Command System 2016
FEMA Demobilization Unit Leader, Incident Command System 2016
FEMA Documentation Unit Leader, Incident Command System 2015
Facility Port Inspector, U.S. Coast Guard 2013
Legal Technical Specialist, U.S. Coast Guard 2010

EXPERIENCE

OPTIMUM CONSULTING, OWNER

2019-Present

Emergency and Facility Management Consulting Firm; Assists businesses in identifying important objectives and planning to any crisis management situation, while offering a broad range of solutions from emergency response, planning, and preparedness.

UNITED STATES COAST GUARD, LIEUTENANT COMMANDER (Sel.) 2005-Present

Mission Support Division, Base Cape Cod Department Head/Director; Human Resources and Emergency Management. Overseeing all personnel in situations of national security and natural disaster operations and relief.

- Manages & develops operational strategies in support of emergency response operations & current defense trends and advises senior leadership regarding best course of actions.
- Provides administrative/policy instruction, implementation and support.
- Develops & manages all training in support of contingency operations. Develops year-long schedule for current/upcoming emergency response training for all 100+ Personnel.
- Responsible for monitoring the readiness of subordinates in order to maintain mandatory competencies, qualifications and certificates. Manages 55+ personnel records.
- Responsible all aspects of compensation (pay, housing, travel), medical and education benefits of personnel.
- Risk manager; oversees all serious mishaps; oversees life insurance documentation and medical claims of 100+ personnel.
- Manages all department performance and discipline reports; oversees investigations, assigns special performance reviews to investigators, works with legal and Coast Guard Security Officer and Coast Guard Investigation Service (CGIS)
- Runs weekly and monthly reports in Business Intelligence Database; liaison for any outstanding issues. Attends weekly/monthly conference calls with Coast Guard HQ to track progress of unit and immediate needs.

Mobile: **REDACTED** • Email: linvillelauren217@gmail.com

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Todd McDaniel
Address:	711 NW 45th Ave. Coconut Creek 33066
Phone Number:	9542680658
Alt Phone Number:	
Email Address:	todd@dsgn2.com
Signature:	Todd McDaniel
Applied Date:	3/29/2021 8:54:00 PM
Boards Selected:	Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Lou Sarbone 2020	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	N
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

Todd McDaniel

711 NW 45th Avenue
Coconut Creek, FL 33066
Phone: 954-268-0658
Email: Todd@DSGN2.com

Education:	MS degree "Telecommunications and Network Engineering"	2010 - 2012
	Technological University of Americas	
	BS degree "Electrical Engineering Technology"	
	Purdue University	1994 - 1998
Experience:	Broward County, Florida	2014 - Current
	Regional Communications and Technology	
	Information Systems Supervisor	

Management Responsibilities

- Provide technical and analytical evaluations with emphasis on administrative responsibility in automation systems, implementation and development.
- Duties include analyzing work procedures, planning, recommending and implementing solutions for advance public safety applications and emergency network enhancements.
- Responsibility for systems administration and supervision in an assigned government agency; overseeing and delegating network restraints.
- Manage contractors to perform operational needs including emergency network equipment.
- Oversee quality assurance of new project implementation
- Create and develop procurement proposal for purchases.

Technical Aptitude

- Plans, organizes and conducts studies of large-scale organizational operations; identify areas for the application for automated technologies.
- Reviews workflow processes and develops recommendations for improvements and solutions using automated systems.
- Maintain organizational budget requirements and requests.
- Configures systems equipment to end user needs and maintains installation throughout all stages of implementation.
- Meets with end user personnel and staff for applications analysis, demonstrations and training.
- Develop RFP contracts for suppliers to provide products and services.

XO Communications, Inc.
Telecommunications Network Broadband Engineer

1999 - 2013

Provide Network Support

- Lead, mentor, and coach Network Services staff to provide consistent and professional support
- Provide accurate and timely communication to all applicable parties on any customer support issues
- Develop budgets for fiscal year procurement track of new large scale projects
- Maintain all scheduling and coordination of Network Services employees
- Participate in Internal Incident Report review process to diagnose areas for improvement
- Perform periodic performance reviews on all Network Services employees

Manage Resource Allocation for Engineering Tasks

- Assign workflow task items to Network Services employees based on availability and experience
- Perform Quality Assurance checks on all work assigned to Network Services employees
- Communicate deadlines and possible time constraints to applicable stakeholders and requesters
- Assist in training of new processes, procedures, and tools related to provisioning process

Coordinate with Facility Operations Engineer on Related Tasks

- Work with market and regional facility resources on delegating and performing facility related tasks
- Participate in training programs and provide post training refreshers for Network Services employees
- Help ensure that facility is always "audit ready"
- Assist Field Operations Engineer with vendor management
- Collaborate with Central Resources on Customer Support Issues
- Communicate with Central Support Supervisors and/or Managers on any customer or process issues
- Provide feedback on all company wide support processes

United States Marine Corps
Operations Control Manager, Corporal

Oct. 1989 - Oct.1993

Military Duties

- Managed a group of 15 marines to support Marine Aircraft Group-26 squadron.
- Provided government relationship with civilian vendors for military purchases.
- Served in both "Operation Desert Storm and Desert Shield" during war time.

Committees:

Public Safety Advisory Board
Coconut Creek, Florida

2020

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Benjamin I Nazario
Address:	2505 Antigua Terrace,, Apt F1 COCONUT CREEK 33066
Phone Number:	9545323156
Alt Phone Number:	9545921856
Email Address:	benazario@gmail.com
Signature:	Benjamin I. Nazario
Applied Date:	3/31/2021 11:33:00 PM
Boards Selected:	Civil Service Environmental Advisory Parks and Recreation Advisory Planning & Zoning Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	Y
	Currently Serving: Parks and Recreation Advisory Mikkie Belvedere	
All	Have you ever served on a City Board?	Y
	Served Prior: Mikkie Belvedere 2019	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	Y
Environmental Advisory Planning & Zoning Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks & Rec special events, volunteer activities, or fitness membership?	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity?	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban planning?	Y
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	Y
Planning &	Do you have experience in Architecture, Construction, Engineering, Environmental science, Land use, Land	Y

Zoning	development, Landscape architecture, Law, Real Estate, Sustainability, or Urban planning?	
Planning & Zoning	Do you demonstrate a strong and sincere commitment to or possess of an outstanding reputation for civic activity and interest, integrity, and responsibility?	Y
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

RESUME

BENJAMIN I. NAZARIO

2505 Antigua Terrace, F-1

Telephone Number: (954) 532-3156

Coconut Creek, FL 33066

Objective: Seeking to serve my community where possible. Past member of the Coconut Creek Public Safety Board [2019] & Parks & Recreation Advisory Board [2020]. Presently Volunteer with AARP Livable and Age Friendly Community Advocacy Team, and the American Legion Post 170, Coconut Creek.

Work Experience:

Benjamin I. Nazario, Registered Engineer - U. S. Virgin Islands

2003 - 2006

Self-employed performing Construction and Project Management, Construction Site Inspection and Surveys, and Engineering Surveys on contract basis in the V. I. as available.

Virgin Islands Housing Authority (VIHA), St. Croix, USVI

1995 - 2002

Director of Modernization

Responsible for the administration and management of the Department of Modernization, St. Croix district. Supervised two (2) Project Managers, four (4) Inspectors, and one (1) Secretary monitoring new construction, demolition, and renovation projects in public housing communities. Administered and monitored Hurricane damage repairs and reconstruction of a 400-unit public housing community by FEMA & U. S. Army Corps of Engineers. Coordinated the inspection and repairs for Hurricane Marilyn and other natural hazard mitigation for VIHA on St. Croix. Interacted with and initiated reports for the U. S. Department of Housing and Urban Development (HUD) on VIHA activities on St. Croix district; and initiated Community Development Block Grant (CDBG) applications for hazard mitigation and renovation projects. Monitored contractor compliance with abatement of hazardous materials, both lead-based paint (LBP) and asbestos abatement.

Government of the U. S. Virgin Islands

Department of Planning & Natural Resources

1990 -1995

Director, Division of Environmental Protection

Responsible for the administration and management of the Division of Environmental Protection. The Division administered seven (7) federally funded environmental program grants totaling over \$1.5 million dollars, supervised administrative and technical staff of over twenty (20) employees, coordinated the Territory's response with the U. S. Environmental Protection Agency (USEPA), oversaw the issuance of environmental permits and the enforcement of the environmental statutes. Coordinated hazards response with the Virgin Islands Territorial Emergency Management Agency (VITEMA).

Department of Conservation & Cultural Affairs

1984 - 1990

Director, Division of Coastal Zone Management

Responsible for the administration and management of the U. S. Virgin Islands Coastal Zone Management program. The Division reviews all applications for subdivisions, earth change permits, and development in the Territory's Tier I Zone (coastal waters), issues permits, and issues leases for the use and occupancy of the trust lands and other submerged filled lands.

RESUME

Benjamin I. Nazario

Page 2

RESUME

BENJAMIN I. NAZARIO

Page 2

Worldwide Protein VI, Inc., St. Croix

1982 - 1984

Project Engineer

Responsible charge for the revamp of a mariculture and Ocean Thermal Current (OTC) technology facility on St. Croix, and the construction of a mariculture facility for shrimp and fish on the island of Long Island, Bahamas for the Worldwide Protein Bahamas Ltd.

Hess Oil Virgin Islands Corp. (HOVIC), St. Croix

1969 - 1982

Construction Project Superintendent

Responsible for civil construction performed at the refinery by a 200-man contractual labor force under the company's supervision and several contract projects. Project Engineer on \$23 million, 52 acre, St. Croix "Limetree Container Port" project from design phase through construction until project was turned over to the USVI Government.

Senior Project Engineer

Responsible for the layout of all construction projects, contractual construction of piping and supporting structures, building foundations, soil exploration, earthwork, marine and docking facilities, pile structures and cofferdams, roads, and property surveys.

Government of the U. S. Virgin Islands

Department of Public Works, St. Croix

1967 - 1969

Public Works Project Supervisor

Resident inspector at a 316-house units Residential Housing Project constructed for the V. I. Urban Renewal and Development Agency.

Education:

Graduated from the New York City Community College, Brooklyn, New York with an Associate Degree in Applied Science, Major in Mechanical Technology. Attended Hunter College in New York City and the University of the Virgin Islands, St. Croix Campus.

Military Service:

1954 - 1967

Served thirteen (13) years in the New York Air National Guard [NYANG], a reserve component of the U. S. Air Force. Participated in active duty airlifting cargo flights to Vietnam and other military destinations with the U. S. Air Force as a Panel Flight Engineer on C-97G aircraft. Attained the rank of Master Sergeant (E-7) and received an Honorable Discharge.

Professional License:

Registered Engineer License No. 212E, U. S. Virgin Islands

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Jeff Realejo
Address:	3770 NW 20th St. Coconut Creek 33066
Phone Number:	8602278858
Alt Phone Number:	
Email Address:	Jdrealejo@gmail.com
Signature:	Jeff Realejo
Applied Date:	3/29/2021 3:57:00 PM
Boards Selected:	Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	Y
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

Jeffrey Realejo, CFP®



Jdrealejo@gmail.com

(860) 227-8858

Coconut Creek, FL

www.linkedin.com/in/jrealejo/

Who Am I?

- Highly motivated self-starter with well-developed analytical and problem-solving skills.
- CERTIFIED FINANCIAL PLANNER™ with 5+ years of experience.
- Expertise in gathering, interpreting, and communicating data.

Professional Experience

Associate Wealth Manager October 2017 – Present

Heritage Investment Group ♦ Pompano Beach, FL

- Work directly with 80+ clients in all areas of wealth management including investments, tax, estate, insurance, and retirement.
- Develop relationships with local professionals to generate prospective client referrals.
- Converted CRM database containing 5,200 contact records to new cloud-based CRM software and implemented new workflows, policies, and procedures to improve efficiency.

Associate Financial Advisor August 2016 – August 2017

Tobias Financial Advisors ♦ Plantation, FL

- Assisted Senior Advisors in working with clients in all areas of comprehensive financial planning.
- Analyzed investment opportunities, designed portfolios, and continuously monitored over 500 accounts.
- Designed and implemented 3(21) and 3(38) ERISA Fiduciary Retirement Plan Advisory Services for the firm.

Investment Consultant June 2015 – July 2016

Sentinel Benefits & Financial Group ♦ Wakefield, MA

- Offered fee-based financial planning services with a focus on retirement planning and asset management.
- Provided education and guidance to retirement plan participants to help maximize their retirement benefits.
- Worked closely with plan sponsors to implement custom retirement programs and employee benefits packages.

Leadership Experience

President June 2020 – Present

Early Bird Toast Masters ♦ Fort Lauderdale, FL

- Provide helpful and supportive leadership for all club activities.

Education Committee Chair January 2020 – Present

META Broward ♦ Fort Lauderdale, FL

- Identify, plan, and execute activities focused on personal and professional development.

Board Member July 2019 – Present

The Exchange Club of Pompano Beach ♦ Pompano Beach, FL

- Advise leadership on club operations, activities, and community projects.

President May 2014 – May 2015

National Society of Collegiate Scholars ♦ Kingston, RI

- Managed the chapter's overall goals and direction for the year and maintained relations with national office.

Education

B.S. in Finance

The University of Rhode Island

Business and Global Trade Graduate

The Washington Center

Most Influenced By

- 🏠 Growing up around a family business.
- 👯 Building and maintaining strong friendships.
- ❓ Curiosity; understanding processes, concepts, and businesses.

Skills

Language: Basic understanding of Spanish

Computer: Salesforce, Microsoft Office (Excel, Word, PowerPoint, Outlook), Mac OS, Microsoft 365, Microsoft Dynamics

Strengths

Data Analysis ♦ Forecasting ♦ Efficiency
Building Relationships ♦ Communication

Professional Licenses

- CERTIFIED FINANCIAL PLANNER™
- FINRA Series 7 & 66 CRD #6364642
- Florida 0215- Unaffiliated - Life Including Variable Annuity & Health NPN # 17765748

Involvement

- Toastmasters International
 April 2019 - Present
- Broward Public Library Foundation
 August 2019 - Present
- The Exchange Club of Pompano Beach
 May 2018 - Present
- The First Tee of Broward County
 June 2017- April 2019
- URI 101 Mentor
 September 2014 - December 2014
- URI Career Services
 September 2014 - May 2015
- Sigma Phi Epsilon
 January 2012 - May 2015

Public Safety Advisory

APPLICANT INFORMATION

This address and phone numbers are EXEMPT.

Applicant Name:	Kevin Sattler
Address:	EXEMPT EXEMPT
Phone Number:	EXEMPT
Alt Phone Number:	EXEMPT
Email Address:	kesatt2@comcast.net
Signature:	Kevin Sattler
Applied Date:	3/26/2021 4:29:00 PM
Boards Selected:	Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Lou Sarbone 2020	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City's Citizen Academy?	N
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

KEVIN R. SATTLER

kesatt2@comcast.net

REDACTED
 REDACTED www.theladders.com/profile/my-profile

Assistant Field Office Director

Field Intelligence Supervisor • acting Assistant Field Office Director • Fugitive Operation • Supervisor • Compliance Supervisor • Managed Agency Caribbean Sector • Threat Assessment • Identified Threats • Increased Security • Eliminated Vulnerabilities
 ICE Directors Award 2016 • Performance Awards

WORK EXPERIENCE

Immigration and Customs Enforcement, Miami, FL

June 2020 - Present

Assistant Field Office Director

Government Agency of the Department of Homeland Security

- Manage a program that facilitates repatriation of foreign fugitives that have sought refuge in the United States to avoid prosecution in their native countries
- Coordinate with advising attorneys to ensure arrested fugitives are afforded due process
- Coordinate with foreign governments to facilitate transnational partnerships
- Determine if fugitives should be designated as national security threats, or threats to public safety

Immigration and Customs Enforcement, Miami, FL

May 2018 – June 2020

Field Intelligence Supervisor

Government Agency of the Department of Homeland Security

- Supervised and expanded investigations of employee and contractor corruption
- Supervised the dissemination of action able intelligence that resulted in x investigations
- Supervised the arrest of several individuals considerate a threat to national security or public safety
- Coordinated the tracking of INTERPOL notices against wanted subjects through the jurisdiction
- Directed the formation of a focused effort to identify international smuggling trends.

- Reviewed the intelligence reports of subordinates
- Decreased assessed vulnerability of facilities by coordinating threat assessments and developing mitigating strategies

Immigration and Customs Enforcement, Guaynabo, PR

Dec 2017 - May 2018

(acting) Assistant Field Office Director

Government Agency of the Department of Homeland Security

- Managed the agency programs throughout Puerto Rico and US Virgin Islands
- Increased the number of apprehensions in the Caribbean Sector by 17% by strategizing priorities
- Increased investigation leading to criminal prosecution in the Caribbean Sector by 200% by refocusing priorities and providing advanced training
- Partnered with my counterpart from various agencies to maximize efficiency of overlapping jurisdiction
- Increased efficiency of administrative staff by identifying deficiencies and providing needed training.

Immigration and Customs Enforcement, Miami, FL

Apr 2016 - Dec 2017

Government Agency of the Department of Homeland Security

Fugitive Operations Supervisor

- Increased unit's number of at-large apprehension by 29.3% by refocusing priorities
- Maximized efficiency reallocating resources and personnel
- Forecast expenditures and prepared annual budget for the program
- Coordinated AOR wide enforcement operation netting the second highest number of apprehensions in the county

Compliance Supervisor

Sep 2015 - Apr 2016

Government Agency of the Department of Homeland Security

- Supervised a team dedicated to review policy and protocol to ensure regulatory compliance

- Supervised emergency management exercises
- Conducted administrative investigations of alleged sexual harassment/assault within the facility

EDUCATION

Texas A&M Engineering Extension Service, College Station, TX

2019

Certificate in Infrastructure Protection

United States Coast Guard Auxiliary Leadership and Management School

2019

Saint Leo University, Saint Leo, FL

2018

Master of Science in Criminal Justice w/specialization in Critical Incident Management

Florida Atlantic University, Boca Raton, FL

2013

Bachelor of Arts in Psychology

- Magna Cum Laude

CLEARANCE, PERSONAL, AWARDS, TECHNOLOGIES, KEYWORDS

◇—————◇

Security Clearance: Active Top-Secret clearance, received the ICE Directors Award in 2016 for work as a charter member of the ICE PEER Support Team; received numerous time-off and monetary awards for outstanding performance; current Flotilla Commander of US Coast Guard Auxiliary Flotilla 07-03-02

Kevin R. Sattler

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Dianna M Saunders
Address:	4521 NW 69th Pl Coconut Creek 33073
Phone Number:	4018553253
Alt Phone Number:	
Email Address:	Pamperedchefdi17@gmail.com
Signature:	Dianna MK Saunders
Applied Date:	2/22/2021 5:06:00 PM
Boards Selected:	Planning & Zoning Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
	Currently Serving: Saunders	
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	Y
Planning & Zoning <hr/> Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Planning & Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental science, Land use, Land development, Landscape architecture, Law, Real Estate, Sustainability, or Urban planning?	Y
Planning & Zoning	Do you demonstrate a strong and sincere commitment to or possess of an outstanding reputation for civic activity and interest, integrity, and responsibility?	Y
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Alene B Smith
Address:	2465 Ginger Ave Coconut Creek 33063
Phone Number:	9546494705
Alt Phone Number:	
Email Address:	lenis1@comcast.net
Signature:	Alene Smith
Applied Date:	2/21/2021 1:02:00 PM
Boards Selected:	Civil Service Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	Y
	Served Prior: Mary Blasi 2018	
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N

Alene “Leni” Smith

2465 Ginger Ave., Coconut Creek, FL 33063

954.649.4705 / Lenis1@comcast.net

Re: Appointment for Civil Service and/or Public Safety Advisory Boards

Greetings City of Coconut Creek:

I have been a proud homeowner in Tamarind Village, Coconut Creek since 2009 and have served on committees for our HOA. I am passionate about helping our city continue to be a wonderful place for individuals and businesses to thrive, which is why I am interested in serving on the Civil Service and/or Public Safety Advisory Boards.

For the past 13 years I’ve been employed by Junior Achievement of South Florida serving 55,000 school children each year. I started as the Owners Representative for the design & construction of JA World Huizenga Center which is located on the Broward College North Campus. As the liaison between Stiles Construction and the architect, my responsibilities included ensuring the facility was designed and built to meet the safety and needs of all students and staff. I’m proud to be part of bringing this exceptional educational facility to the students of South Florida. Our building is the biggest Junior Achievement facility in the world – something I hope Coconut Creek is proud of as well!

Once the building was built, I transitioned into my current role of Director of Operations. My responsibilities include overseeing the safety and maintenance of the 60,000 sq ft building which includes everything from building systems (security, fire, electric, HVAC, plumbing, etc.) to emergency preparedness and everything in between! I manage all the supply procurement and oversee a variety of special projects such as managing our catering kitchen and assisting with event management to ensure safety and smooth operations. I am fortunate that my position has also given me the opportunity to form wonderful relationships with many within City of Coconut Creek, including in administration, police, and fire department.

I pride myself in continuing to learn on an ongoing basis as there is new information and technology available so frequently. For the past year, I have been responsible for Covid-related policies to ensure the safety of our students, staff and guests. Thru

this period, I have learned a great deal through research and webinars by experts in the field including ASHRAE, EPA, CDC, and Aerosols & Chemicals. It has been my job to advise and procure recommended upgrades to our facility and advise on the protocols for staff, students and guests.

Several years ago, I recommended that Junior Achievement significantly increased its dedication to Active Threat management. In that time, we have become a leader in setting new safety and security standards for JA facilities, surpassing our national office's recommendations, and doing everything in our control to ensure a safe environment. I have personally attended 24 hours of Active Threat training with mock scenarios and currently taking the FEMA IS100 course.

Prior to Junior Achievement I was Director of Ground Operations for the McDonalds Military & Civilian Air & Sea Show for 12 years. This event attracted over 3 million people on Ft Lauderdale Beach over the 3 day event. I planned and coordinated all ground logistics, operations and management including site planning, transportation, road closures, plumbing, electric, signage, contracts & vendors. I worked with all governmental agencies to assure a safe and successful event.

Thank you for considering my appointment to the Civil Service and/or Public Safety Advisory Boards. I believe I would be an ideal candidate as I will bring my passion, dedication, and expertise with a true desire to serve a community I love.

Kind regards,

Leni Smith

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Diane Smith
Address:	4575 Cedarhill Road Coconut Creek 33066
Phone Number:	9548255225
Alt Phone Number:	9549741182
Email Address:	Diane1182@aol.com
Signature:	Diane Smith
Applied Date:	3/31/2021 8:25:00 AM
Boards Selected:	Community Outreach Advisory Education Advisory Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City `s Citizen Academy?	N
Community Outreach Advisory Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Community Outreach Advisory	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?	N
Education Advisory	Are you at least 18 years of age, a City resident who is a parent of student(s) in an elementary, middle, high, or technical school located in Coconut Creek, and an active members of the school `s PTO or SAC?	N
Education Advisory	Are you least 18 years of age, a City resident who is a teacher or administrator retired from or currently employed at any elementary, middle, high, or technical school located within the City of Coconut Creek?	N
Education Advisory	Are you least 18 years of age, a City resident or owner of an education related business who demonstrates a strong and sincere commitment to the enhancement of education of the children of Coconut Creek?	Y
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

To whom it may concern,

March 31,2021

My name is Diane Guptill Smith and I have been in Coconut Creek for 50 years. I work for the Broward County School board and have been for 25 years.

I started as a star Volunteer with Coconut Creek Elementary School before I was hired at Lyons Creek Middle School and was there for 11 years and am now with Psychological Services Administrative building as A Clerk Specialist III and handle all the confidential record for the county.

I have been involved in the CERT program in the past and I am CPR Certified.

I am a 30-year involved member of First United Methodist Church of Coral Springs and the choirs Treasurer.

I feel I can be a great service in our Community and love to serve where needed and want to be more involved with a community that I love.

Sincerely,

A handwritten signature in black ink that reads "Diane Smith". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Diane Smith

References:

Becky Tooley

John Dicintio

Anthony Mancuso

Mike Zombek

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Christina G Valencia
Address:	4921 Cypress Lane Coconut Creek 33073
Phone Number:	9547290848
Alt Phone Number:	
Email Address:	cgregoire06@gmail.com
Signature:	Christina G. Valencia
Applied Date:	4/1/2021 1:20:00 PM
Boards Selected:	Community Outreach Advisory Education Advisory Planning & Zoning Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Community Outreach Advisory Planning & Zoning Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Community Outreach Advisory	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?	N
Education Advisory	Are you at least 18 years of age, a City resident who is a parent of student(s) in an elementary, middle, high, or technical school located in Coconut Creek, and an active members of the school`s PTO or SAC?	N
Education Advisory	Are you least 18 years of age, a City resident who is a teacher or administrator retired from or currently employed at any elementary, middle, high, or technical school located within the City of Coconut Creek?	N
Education Advisory	Are you least 18 years of age, a City resident or owner of an education related business who demonstrates a strong and sincere commitment to the enhancement of education of the children of Coconut Creek?	N
Planning & Zoning	Do you have experience in Architecture, Construction, Engineering, Environmental science, Land use, Land development, Landscape architecture, Law, Real Estate, Sustainability, or Urban planning?	Y
Planning & Zoning	Do you demonstrate a strong and sincere commitment to or possess of an outstanding reputation for civic activity and interest, integrity, and responsibility?	Y
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

Christina Gregoire Valencia, Esq.

4921 Cypress Lane, Coconut Creek, Florida 33073
Tel.: (954) 729-0848; Email: CGregoire06@gmail.com

EDUCATION

FLORIDA COASTAL SCHOOL OF LAW

Jacksonville, Florida

Juris Doctor, May 2013

Honors: 2012 Moot Court Competition Quarterfinalist; 2012 Internal Competition Semi-Finalist; Pro Bono Honors; Advanced Legal Research, Writing, and Drafting Certificate.

Activities: Translator, Immigration Law Clinic and Jacksonville Area Legal Aid

Bar Admission: Admitted to Florida Bar, September 2013.

FLORIDA STATE UNIVERSITY

Tallahassee, Florida

Bachelor of Science in Political Science, May 2010

Activities: Brehon Family Services volunteer; Rotary Club of Fort Lauderdale Scholarship Recipient and President of Zeta Phi Beta Sorority, Inc., Rho Kappa Chapter.

EXPERIENCE

KENNY LEIGH & ASSOCIATES

West Palm Beach, Florida

Senior Associate

December 2013—Present

- Resolve family law issues, to include paternity, dissolution of marriage, enforcement/contempt proceedings, and child support by completing settlement agreements and through trial.
- Execute and perform duties such as filing and drafting of petitions and motions, discovery, organization and presentation of arguments and counter-arguments, and finalizing retirement account distributions through Qualified Domestic Relations Orders.
- Maintain family law cost standards by monitoring and addressing client fee schedules.
- Update legal knowledge by tracking case law and the development of legal theories.
- Perform extensive contract drafting, negotiating, and interpretation.

STATE ATTORNEY'S OFFICE, FOURTH JUDICIAL CIRCUIT

Jacksonville, Florida

Certified Legal Intern

August 2012—April 2013

- Assigned to the Sexually Violent Predator Division ("Jimmy Ryce Act").
- Reviewed and drafted release stipulation contracts for sexual predators to be released into the community.
- Prepared memorandum of law regarding mental evaluations and disciplinary reports on predators with sexually violent criminal backgrounds.
- Prepared evidence for trial, including but not limited to, opening and closing statements, legal arguments, and proposed questions for direct and cross examination.

ZISSER, BROWN, NOWLIS, & CABREY, P.A.

Jacksonville, Florida

Law Clerk

May 2012—May 2013

- Conducted research and prepare memorandum of law for a full service firm specializing in family law, personal injury, criminal law, medical malpractice, and aviation law.
- Assisted attorneys when conducting preliminary client interviews, summarized facts, and prepared memoranda on potential legal issues.

GUARDIAN AD LITEM, FOURTH JUDICIAL CIRCUIT

Jacksonville, Florida

Child Advocate

May 2011—December 2016

- Monitored and researched pertinent information about the child's family, foster parents, teachers, and other persons involved in the child's abuse, abandonment, or neglect case.
- Addressed whether the child's best interest is being met and aid the children's transition into adoption or reunification.

SKILLS AND PROFESSIONAL INVOLVEMENT

- Associate member of Jacksonville's Florida Family Law American Inn of Court from July 2015 to April 2018.
- Associate member of the Palm Beach County Family Law American Inn of Court from May 2019 to present.
- Advanced proficiency in Lexis and Westlaw legal research, ProDoc®, and Microsoft Office.
- Fluent in Haitian Creole.

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Steven Valentine
Address:	4953 Cypress Lane Coconut Creek 33073
Phone Number:	9547783579
Alt Phone Number:	
Email Address:	steven.valentine@mantech.com
Signature:	Steven Valentine
Applied Date:	2/23/2021 11:34:00 AM
Boards Selected:	Civil Service Community Outreach Advisory Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
	Currently Serving: Valentine	
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City's Citizen Academy?	N
Community Outreach Advisory Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	Y
Community Outreach Advisory	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?	Y
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

STEVEN VALENTINE

Coconut Creek, FL 33073

954-778-3579

valentine.steven@gmail.com

[linkedin.com/in/stevenvalentine1](https://www.linkedin.com/in/stevenvalentine1)

PROFESSIONAL SUMMARY

Recruiting/Talent Acquisition, Account Management; and Business Development. Possess an extensive talent acquisition/recruiting background. Motivated full cycle recruiting team member; interprets recruiting flow trend data to exceed expectations. Production analyst; evaluates, identifies, recommends, and implements solutions to improve sales, staff training, and production levels. Leverages phone, email, and web to contact and qualify candidates; analyzes candidate information, refers job order leads to account/hiring managers. Practitioner of Achieve Global Professional Sales; excels in fast paced dynamic environments where agility and teamwork results in filling time critical staffing demands. Areas of Expertise:

- Marketing and Sales
 - Sales Training
 - Lean Six Sigma Green Belt
 - Full cycle recruiting
 - Technical Recruiting
 - Strategic Planning
 - Veteran Recruiting
 - ATS/CRM Software
 - Healthcare Care Recruiting
 - Lead Generation
 - Social Media Sourcing
 - Sales Closing
-

EDUCATION

Bachelor of Sciences Liberal Studies Degree, Excelsior College, Albany, NY
Associates of Applied Science, Human Resources Management, Air University, Montgomery, AL
Six Sigma Green Belt, Villanova University, Philadelphia, PA
Professional Selling Skills, Achieve Global
Professional Sales Coach, Achieve Global
Certified Internet Recruiter, AIRS powered by ADP

PROFESSIONAL EXPERIENCE

ManTech International Corporation
Technical Recruiter, Senior (Remote)

Aug 2017- Present

- Championed sound Full Cycle Recruiting processes; placed candidates for in demand technical/non-technical roles. Negotiated time sensitive TACNET positions; filled 100% positions prior to end of contract year; set the stage for approval of additional option years.
- Collaborated with Hiring Managers to fill high value positions at Defense Threat Reduction Agency; ensured hiring costs did not exceed P&L limits.
- Executed on the spot and over the horizon metrics driven decisions; identified data anomalies and drew correlations between critical to quality data points derived from Reporting and Analysis of Metric Data to drive production.
- Recruit in demand technical candidates to meet domestic and international client contract expectations.
- Communicate cross functionally inside and outside the enterprise to drive production, filling time sensitive roles expected by client contract. Ensure client staffing needs are aligned with business model and revenue generating expectations.
- Innovate creative social media, branding, and professional network; increased production by over 150%, catapulted fill rate 20%, first time in over 2.5 years the contact has seen an increase of this proportion.
- Network with business partners at career fairs and strategic marketing opportunities.
- Leveraged LMI; identified hiring and salary flow/trends; assisted leadership with sound business decisions.
- Collaborate with hiring managers; projected new business opportunities; projections yielded 10% revenue growth.
- Promote enterprise employee retention tools to retain talent and provide opportunities for existing employees, reducing new candidate sourcing costs and time to fill rate.

Veteran Success Coach
Career Source Broward, Ft Lauderdale, FL

May 2017- Aug 2017

Provided a wide range of workforce services to veterans and eligible persons with primary focus on identifying candidates with specialized skills and background. Full desk recruiting model; source qualified candidates, qualify and credential per job order, assist in onboarding, and follow up. Collaborate with account managers and business partners.

Recruiting Consultant II

Jul 2016 - May 2017

TIVA Healthcare, Sunrise, FL

- Developed business plan to drive recruiting of the right candidate, at the right time, for the right job; directly contributed to exceeding revenue goal by over 60% of goal to \$116M.
- Source anesthesia clinicians to fill time sensitive client needs; leverage existing Bull Horn ATS, LinkedIn, and referrals; sell opportunities and qualify prospective candidates.
- Utilized low cost physician specific job boards to increase awareness, establish and maintain contact; presented 4 high value clinicians ahead of schedule; saved valuable resources.
- Collaborated with recruiting team; supported strategies to capitalize on individual strengths and contributions to consistently exceed business and organization goals/vision.
- Build lasting relationships with individuals at levels of organization; seamlessly communicated cross functionally; known for trust and accountability within work center.
- Championed a comprehensive list of clinicians sorted by specialty and location; made per diem candidates public to open new business opportunities with parent company Amsurg.

Recruiting Business Development

Promoted (see below)– Jul 2016

Career Source Broward, Ft Lauderdale, FL

- Focused on placing the right applicant at the right time; teamed with onsite Account Manager. Increased Difficult to Fill placements by 50% 3rd Quarter 2015
- Forged long term relationships with local business employers to fill vacancies with highly qualified candidates.
- Maintained business accounts and ensured data was accurate and timely; created job orders based on client needs; leveraged Labor Market Information (LMI)
- Conducted outreach to employers; engaged in advocacy efforts decision makers; increased hiring opportunities.
- Conducted seminars for employers; facilitate priority of service for “in demand” candidates.
- Coordinated and attends career fairs and other events to generate qualified leads and create awareness

Recruiting Success Coach

Aug 2015 Promoted 2016 (see above)

Career Source Broward, Ft Lauderdale, FL

Facilitate services through the case management approach to veterans with barriers to employment and with special workforce needs.

- Job counseled veterans, disabled veterans, etc., matched to employment opportunities.
- Maintenance of an up-to-date Network ATS Guide for veteran customers and One-Stop associates.

Aerospace Science Instructor

Jan 2013 - Aug 2015

Palm Beach School District, Lake Worth, FL

Planned, organized, and instructed aerospace science and leadership education courses. Organized a curriculum model to complement the local school curriculum plan and determined the number of hours for each course of instruction.

Territory Manager

Oct 2012 – Jan 2013

HI-LINE Industrial Sales, Fort Lauderdale, FL

- Maintained existing clients of Hi-Line products and services and generated new business; increased sales and reach \$10K in sales the second month in business.
- Tracked sales account data to identify strengths and weaknesses; utilized continuous improvement model to ensure seamless responses to changes in customer demand.

Recruiting Manager

Dec 2004 - Nov 2012

U.S. Air Force, Montgomery, AL and Fort Lauderdale, FL

Managed, trained, and led Technical Recruiting Operations team in accordance with cross-functional directives. Developed new accounts and maintained relationships by calling and meeting new candidates to promote enlistment into the Air Force. Organized and conducted processes to recruit in demand job orders at the right time, for the right person, for the right job.

- Motivated team of 10 recruiters to accurately source and review candidates; reduced program losses by 50% and maintained processing rate above 80% in a fast-paced dynamic working environment.
- Tracked and managed the sales management system with the Air Force Recruiting Information Support System to increase productivity, interpreted monthly and quarterly performance goals.

Public Safety Advisory

APPLICANT INFORMATION

Applicant Name:	Dawn Walkowski
Address:	1101 Coconut Creek Blvd Coconut Creek 33066
Phone Number:	9542406245
Alt Phone Number:	9549726460
Email Address:	walkowski3@aol.com
Signature:	Dawn Walkowski
Applied Date:	3/1/2021 10:09:00 AM
Boards Selected:	Environmental Advisory Parks and Recreation Advisory Public Safety Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
All	Are you a registered voter (elector) in Broward County?	Y
All	Do you hold a public office?	N
All	Are you employed by the City?	N
All	Are you a member of another City Board?	N
All	Have you ever served on a City Board?	N
All	Will you be away from the City for extended periods of time?	N
All	Have you graduated from the City`s Citizen Academy?	N
Environmental Advisory Public Safety Advisory	Are you least 18 years of age and an owner of a business located within the City with a business tax receipt issued by the city for operation at the location?	N
Parks and Recreation Advisory	Are you currently or have you engaged in a community athletic league, a community center recreation program, a park program, or in any of the Parks & Rec special events, volunteer activities, or fitness membership?	Y
Parks and Recreation Advisory	Do you have an expressed interest in recreation, athletics, fitness, parks and special events with an articulated understanding of the value of the activity?	Y
Parks and Recreation Advisory	Do you have experience in: Fitness, Health, Athletics, Recreation, Parks, Special Event Planning, Landscape Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Sustainability, or Urban planning?	Y
Environmental Advisory	Do you have a background in representation of environmental interests, specialties and qualifications in Architecture, Biology, Climate change, Education, Engineering, Environmental science, Forestry, Gardening, Geology, Horticulture, Law, Sustainability, Urban planning, or Waste disposal?	N
Public Safety Advisory	Have you participated in or been employed by a group or organization within the City or County active in crime prevention or drug use prevention or treatment?	N

DAWN WALKOWSKI

Accounting Specialist

Accounting professional with a human resource background. Experience with accounts payable, receivables and payroll.

Work History

2018 – 2019 **Accounting Specialist**

INTERMEDIX, Fort Lauderdale, FL

- Completing all functions of accounts payable and accounts receivable for multiple entities using NetSuite software.

2015 – 2018 **Administrative Assistant**

FLORIDA TURNPIKE SERVICES, Pompano Beach, FL

- Reporting to the president of company, various administrative duties including accounts payable, background checks and IT liaison.

2013 – 2015 **Accounting Specialist**

ALPHASTAFF INC, Fort Lauderdale, FL

- Responsible for payroll functions and new hire set-up using HRP software.
- Process commission payments using Great Plains & Excel.

2006 – 2012 **Project Cost Administrator**

CURRENT BUILDERS, Pompano Beach, FL

- Job costing for construction shell projects. Working knowledge of release of lien process and AIA G702 Application for Payment Form.
- Accounts payable for company expenses, vendor set-up, high volume invoice batching and check process using Timberline & Great Plains software.

Education

Mott Community College, Flint Michigan-Business

Contact

Address

Coconut Creek, FL, 33066

Phone

954-240-6245

E-mail

walkowski3@aol.com

Skills

Customer service



Job costing



Audit support



Statement reviewing



Invoice and payment processing



Great Plains



NetSuite



Timberline

