

Civil Service

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 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

Civil Service

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

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RESUME

BENJAMIN I. NAZARIO

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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

Civil Service

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

Civil Service

APPLICANT INFORMATION

Applicant Name:	Wesner St. Vil
Address:	4551 NW 49TH Court Coconut Creek 33073
Phone Number:	8503629840
Alt Phone Number:	
Email Address:	wes.stvil@gmail.com
Signature:	wesner stvil
Applied Date:	3/28/2021 2:53:00 PM
Boards Selected:	Civil Service

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

Objective

An ethically servant business leader with knowledge of some concepts, and equitable applications of human resources policies is seeking to join the Civil Service Board of the City of Coconut Creek as a way of serving the community.

RELEVANT COMPETENCIES

Human Resources Management – Business Management and Ethics – Dynamic and Ethic Leadership ethics -Conducted Research focused on employee’s turnover and turnover – Business Strategy Management – Corporate Finance – skilled negotiator –Merger & acquisitions.

EDUCATION & CREDENTIALS

- **AS** in Hotel and Restaurant Management, Norwalk Technical Community College, 1995
- **BS** in Accounting, University of Bridgeport, Bridgeport, CT, 2002
- **MBA** in Finance, Southern Columbia University, Orange Beach, Alabama, 2012

CERTIFICATION

- **Certified Hotel GM at Marriott international University, now called “ Connect-U”, 2000**
- **Certified Hotel GM at Intercontinental Hotels Group; 2007**
- **Certified Hotel GM at Wyndham Hotels University, 2012**
- **Certified Hotel GM at Hyatt University, 2015**
- **Certified Hotel GM at Hilton University, 2017**

PAST AND PRESENT PROFESSIONAL AFFILIATIONS

- Northwest FL Chapter Board of Director Member, FRLA, 2011- 2014
- National Association of Tax Professionals
- National Language Service Corps

PROFESSIONAL EXPERIENCES

Area Director/Area General Manager: 3H Group INC., Chattanooga, TN; Dec. 2020-Present

- Formulating annual budgeting and capital investment - Handling asset management - Maintaining stakeholders and investors relations - Implementing short and long term strategic planning for the properties - Conducting Leadership development and growth training, and coaching - Participating in daily, weekly sales & marketing, and strategic revenue management meeting - Addressing daily guest and employee’s issues – Managing online reputation - Conducting Continued improvement training to sustain superior guest service - Benchmark employees and guests Satisfaction – Reviewing contract annually for value creation – Monitoring Capex projects – Conducting Food & Beverage, Maintenance, and Housekeeping inspection- setting action plans for Sales & Marketing leadership, an Hotel Managers. Lastly, maintaining a great relationship with Miami Chamber of Commerce, and GMCVB – participating in corporate social responsibilities tasks within the business community.

Opening General Manager: AC Hotel Marriott Miami Midtown, 3400 Biscayne BLVD, Miami

Hampton Inn & Suites by Hilton Miami-Midtown, 3450 Biscayne Blvd, Miami, FL (Apr16-Dec20)

General Manager.

Hyatt Place Miami Airport West/ Doral, 3655 NW 82nd Ave, Miami, FL 33166 (July 2014 – April 2016) Goldman Sachs Property

General Manager

Duties: Overseeing the overall strategy and operations the business unit including accounts growth.

Pensacola State Junior College, 1000 College Boulevard, Pensacola, Florida

Adjunct Professor: August 2013- July 2014

VB Hospitality Management, Fort Walton Beach, FL (July 2006- July 2014)

Dual General Manager & VP of Operations

- Managing Marriott international and IHG portfolio
- Primary point of contact for all franchise's standards and compliance
- Attending Marriott International and IHG owners' meeting
- Overseeing the Finance and Accounting department
- Leading the directions of Sales & Marketing
- Overseeing the overall operations of all company properties
- Formulating short- term and Long term strategic financial planning including forecasting
- Developing the annual comprehensive budgeting and capital expenditures
- Planning, strategizing, rewarding bid, and executing brand's renovations or expansions projects
- Monitoring companies and brand key performance to ensure the attainment of set goals
- Coordinating with HR department leadership training, development, career growth
- Conducting monthly Financial Statement analysis properties GM and other departmental Managers
- Visiting and inspecting properties including the beach house vacation rentals
- Participating in properties revenue management meeting and analysis, Sales & Marketing, website analytics

Holiday Inn Resort, Fort Walton Beach, FL, Becomes Wyndham Garden Destin-Fort Walton Beach, FL

Springhill Suites by Marriott, Colwen Hotels Management, Milford, CT, (2000-2006)

Opening AGM - General Manager

Residence Inn by Marriott, Colwen Hotels Management, Milford, CT (2004-2006)

Bench General Manager

Times Square-Manhattan Courtyard by Marriott, NY, Interstate Hotels & Resorts (1999-2000)

Food & Beverage Director (Promotion)

Orange Courtyard by Marriott, Orange, CT, Interstate Hotels & Resorts (1997-1999)
Food & Beverage Manager

Courtyard by Marriott, Marriott International, Norwalk, CT, (1990-1997)
Lead waiter, bartender, and front desk clerk

Social Responsibility

- Habitat for Humanity – Farm Share foods distribution – Presentation to Miami High School Professor on Hospitality program as community service.
- Donated to Miami Police Department Youth Soccer Team

Civil Service

APPLICANT INFORMATION

Applicant Name:	Nikki-ann Thomson
Address:	4383 nw 42 ct Coconut creek 33073
Phone Number:	9548543054
Alt Phone Number:	
Email Address:	nikkiannthomson@hotmail.com
Signature:	Nikki-Ann Thomson
Applied Date:	3/8/2021 7:12:00 PM
Boards Selected:	Civil Service Education Advisory Planning & Zoning

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: Civil Service Sandra Welch	
All	Have you ever served on a City Board?	Y
	Served Prior: Sandra Welch 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?	N
Planning & Zoning	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
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
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
Education Advisory	Are you available to participate in quarterly luncheon meetings in addition to the board meetings?	Y

Nikki-Ann Thomson

nikkiannthomson@hotmail.com

Ph: 9548543054

Professional Summary

Accomplished Insurance professional bringing proven expertise in claims operations and practices. Manages activities with good understanding of current needs and future targets. Offers excellent project management and team leadership abilities.

Skills

- Xactanalysis
- Assess property damage
- Minimize exposure
- Examine reports
- Attention to detail
- Multitasking
- Policy enforcement
- Emergency preparedness planning
- Strategic planning
- Microsoft Excel Word, Access, Works
- Authorize payments
- Investigate claims
- Determine coverage
- Problem-solving
- Customer relations
- Plan disaster recovery
- Coordinate Crisis response

Education

Nova Southeastern University *Ft. Lauderdale, FL*
Master of Science: Disaster and Emergency Management *Dec 2021*

University of Phoenix *Ft. Lauderdale, FL*
Master of Business Administration: Organizational Management *Sep 2006*

Florida State University *Tallahassee, FL*
Bachelor of Arts: English *Aug 2004*

Employers

Heritage Property and Casualty Ins Co, Weston, FL- Claims Examiner, July 2017- present
IWS Acquisition Corp, Boca Raton, FL- Underwriting Manager, December 2013 to March 2016
CJW& Associates/Vericclaim, Boca Raton, FL- Account Manager, March 2011-October 2013
Argus Fire & Casualty Ins Co, Miami Beach, FL- Claims Manager, March 2010-February 2011
Ins Servicing & Adjusting Co, Weston, FL- Insurance Regulation Manager, October 2007- January 2010
Universal Property & Casualty Ins Co, Ft Lauderdale, FL-Claims Adjuster, August 2006- September 2007
Allied American Adjusting, LLC, Davie, FL-Claims Adjuster, November 2004- July 2006
Free States Adjusters, Atlanta, Orlando, FL- Independent Adjuster, January 2000- November 2004
Allstate Insurance Co, Tallahassee, FL- Automobile Claims Adjuster, November 1998 - July 1999
Florida Residential P & C JUA, Tallahassee, FL-Claims Representative, September 1995 - November 1998

Certifications

- FEMA-NFIP-Commercial and Residential Large Loss-SSID0005683203
- SCLA- American Educational Institute
- AIC and AINS-The Institutes
- Accredited All Lines Claims Adjuster-FL#D025199
- Florida Emergency Preparedness Association-Member
- NPN-3637712

Accomplishments

- Maintained states statutes, regulatory updates, and case law on applicable states for the carrier
- Coordinated, addressed and attended Mediations/Neutral Evaluations and Appraisals
Responded to Department of Financial Services complaints to conclude disputes (TX, SC, FL)
- Determined the validity of Appraisal Demands, Civil Remedy Notices and assisted law firms with handling
- Trained adjusters and examiners in regards to compliance, reserves (indemnity & expense)
- Provided weekly reviews on statistics/trends to Executives
- Reviewed field adjuster reports and estimates of damaged residential properties to request payments
- Negotiated claims settlements with the insured's, public adjusters and attorneys
- Prepared property risk assessment review and inspection reports pre-loss and the claim inspection reports post-loss Investigated and settled commercial & residential hurricane losses, in excess of \$1,000,000.
- Coordinated with property management companies and the Condominium Associations the safe return of homeowners
- Reviewed and investigated 25-30 auto claims per week
- Settled cases based on facts and merits of the files
- Prepared financial reports for management review related to liability, subrogation and salvage.
- Researched compliance of 1200 Allstate agents writing property policies
- Trained the audit team of 4 members to conduct field inspections for underwriting and claims
- Consulted on fair claims handling practices, bad faith, policy conditions
- Advised claims team regarding, estoppels, waivers, preservation of evidence, subrogation potential
- Contracted with various insurance companies through third party administrators handling claims
- Worked assignments for Lloyd's of London, CJW, Zurich, ZC Sterling NCA Group, Florida Select, Texas Select, York STB, First Protective and St Paul, Universal North America.
- Accomplished Insurance professional bringing proven expertise in claims operations and practices.

Civil Service

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.