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CITY OF COCONUT CREEK
CITY CLERK DEPARTMENT

CITY OF COCONUT CREEK

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

2019 APPLICATION FOR CITY BOARDS

The information requested below is for consideration of appointment to a City Board. Please complete and return this form to the City Clerk, along with a brief resume of your education and experience by or before Thursday, April 11, 2019.

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

Last Name: Arizmendi First Name: Natalie M.I.:

Home Address: 1951 Lyons Road, Apt 105, Coconut Creek, FL 33063

Phone #: 203-570-3094 Alt. #: 954-510-5405 E-mail: natalie@azzurrosa.com

PLEASE CHECK THE FOLLOWING BOARD(S) ON WHICH YOU ARE INTERESTED IN SERVING (A brief description of each board can be found by clicking on the following link: [City Boards-Committees](#))

- *CIVIL SERVICE BOARD COMMUNITY OUTREACH ADVISORY BOARD *(New)*
- EDUCATION ADVISORY BOARD *(New)* ENVIRONMENTAL ADVISORY BOARD
- PARKS & RECREATION ADVISORY BOARD *PLANNING & ZONING BOARD
- PUBLIC SAFETY ADVISORY BOARD *(New)*
- *AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC) (Pursuant to Section 420.9076, Fla.Stat., in addition to a representative from the City's Planning & Zoning Board, the AHAC must consist of representatives who are actively engaged in at least six of the categories below. If you are applying to serve on the AHAC, please check-off the category below for which you qualify):

- Residential home building industry in connection with affordable housing
- Banking or mortgage banking industry in connection with affordable housing
- Home building in connection with affordable housing
- Advocate for low-income persons in connection with affordable housing

(list is continued on next page)

NATALIE ARIZMENDI

natalie@azzurrosa.com ♦ linkedin.com/in/napolitics ♦ 203-570-3094

SELECTED CORE COMPETENCIES

- ♦ High Proficiency in Microsoft Office Suite (Microsoft Word, Excel, PowerPoint)
- ♦ Skills in Outlook, Lotus Notes, Gmail, Dropbox, Adobe, Social Media Platforms
- ♦ Basic Bloomberg, Factiva
- ♦ Reporting Expenses and Managing Budgets
- ♦ Planning Events (Social and Board Meetings)
- ♦ Training Administrative Staff
- ♦ Data Entry and Excellent Research Skills
- ♦ Arranging Private Air Charter Travel and Commercial Travel
- ♦ Providing Superior Customer Service
- ♦ Pleasant Phone Manner

PROFESSIONAL SUMMARY

ESL Investments, Inc. ♦ Greenwich, CT and Miami, FL

Senior Chief of Staff to Chairman/CEO – Edward S. Lampert

July 2007 – Present

- ♦ Provide administrative support to high profile Chairman/CEO and other senior staff members (indirect support for President, CFO and VPs)
- ♦ Coordinate with key personnel for various Board meetings
- ♦ Coordinate personal and business flight arrangements on private aircraft
- ♦ Liaise with investors, brokers and key executives on daily basis
- ♦ Maintain and update office and personal book library and daily call log (incoming/outgoing calls)
- ♦ Approve personal/household/office bills
- ♦ Hire, train and coordinate scheduling for junior administrative staff
- ♦ Sort business and personal mail for Chairman and family
- ♦ Answer main switchboard (48+ active phone lines)
- ♦ Coordinate security and household calendars with wife and head of security
- ♦ Perform day-to-day administrative and office manager functions (ordering supplies, maintaining copy room, managing food/kitchen orders, corporate travel; Internet; Database and Outlook calendar maintenance – multiple individual calendars as well as conference room calendars)

Susquehanna Financial Group LLLP ♦ Stamford, CT Executive Assistant/Administrative Head
February 2006 – July 2007 (NOTE: Banking teams moved to New York City in spring 2007)

- ♦ Provided administrative support to Head of Healthcare Investment Banking (Jamie Streater); several Managing Directors; Healthcare Banking team; and Technology Banking team
- ♦ Coordinated meetings for key senior executives; coordinated conferences, off-site meetings
- ♦ Liaised with Investors, CEOs and CFOs on daily basis
- ♦ Coordinated with HR to schedule campus recruiting and interviews
- ♦ Hired junior support staff and reception team
- ♦ Performed day-to-day administrative and office manager functions (ordering supplies, extensive domestic and international travel, Internet and Bloomberg research, Outlook calendar maintenance – multiple individual calendars as well as team calendar, Excel, etc.)

CRT Capital Group LLC ♦ Greenwich, CT and Stamford, CT

Executive Assistant

July 2002 – February 2006

- ♦ Provided administrative support to Head of Investment Banking, several Managing Directors and team in M&A department
- ♦ Coordinated Board meetings for key senior executives and road show presentations
- ♦ Created production (pitch and recruiting books)
- ♦ Performed day-to-day administrative functions (extensive domestic and international travel, Internet and Bloomberg research, Outlook calendar maintenance, Excel, etc.)
- ♦ Performed personal assistant functions (private jet arrangements, dinner reservations, medical appointments, medical billing, flexible spending and dental reimbursements)
- ♦ Worked with the CFO and the Director of IT to ensure smooth facilities management and to ensure the technology needs of investment banking are being met

Natalie Arizmendi

McKinsey & Company ♦ Stamford, CT

Executive Administrative Assistant

August 2000 – July 2002 (NOTE: Stamford BTO office closed and relocated to New York City)

- ♦ Provided administrative support for two Partners, one Associate Partner and the Director of Information Technology in Business Technology Office (BTO) as well as provided administrative support for consultant and non-consultant staff
- ♦ Created production (PowerPoint) under heavy deadlines/part of six-person North American production team
- ♦ Day-to-day administrative functions (calendar, extensive domestic and international travel, MS Word, Excel, Access, PowerPoint, Lotus Notes, and heavy Internet research)

CERTIFICATIONS

- ♦ Brainbench certifications in Change Management, Grammar, English and Office Management
- ♦ Diploma in Operations Management, Alison.com (January 2019)
- ♦ Certificate in Bing Search Engine Optimization, SEO (February 2019)
- ♦ Careertrack certifications in *Grammar and Vocabulary* and *The Exceptional Executive Assistant*

EDUCATION

London School of Economics ♦ Distance Education (Graduate Studies)

Political Science and International Relations

Charter University ♦ Distance Education

B.A., Political Science

Rutgers University ♦ Camden, NJ

Political Science