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

APPLICATION FOR CITY BOARDS

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

- 1. Name: Manauchka Ginton Cell Home Phone: 954 899 2896
- 2. Home Address: 4034 Crescent Creek Rd Coconut Creek FL 33073
- 3. E-mail Address: M_alexandre@mail.com Fax Number: _____
- 4. Business: 1-800-Petmeds Business Phone: (800) 738-6337
- 5. Business Address: 420 S Congress Ave Delray Beach, FL 33445
- 6. Are you a resident of Coconut Creek? Yes No _____
- 7. Are you a registered voter? Yes No _____
- 8. Do you hold a public office? Yes _____ No
- 9. Are you employed by the City? Yes _____ No
- 10. Are you currently a member of a City Board? Yes _____ No
- 11. Have you ever served on a City Board? Yes _____ No
- 12. Are you away from the City on extended vacation or business trips during the year? Yes _____ No

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

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

- 14. Briefly describe your qualifications to serve on this Board: I am familiar w/ our parks and receiving our pavilions. My kids and I love our parks and to be able to help maintain or improve them I would love the opportunity.
- 15. Would you consider serving on a Board other than the one(s) selected? Yes No _____

SIGNATURE: M. Ginton
Date: November 16, 2016

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

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

Manouchka Ginton 2016
4034 Crescent Creek Rd
Coconut Creek, FL 33073
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(954) 899-2896

Objective

My goal is to obtain a well paying job with opportunity for advancement where I can contribute to the efficient operation of the company. I am an individual who accepts new challenges and is committed to getting things done with a positive attitude.

Professional Experience

I am a customer service professional with bilingual work history with six combined years of customer service, food, retail and cellular service industry experience. Ability to convey complex customer relation issues as well as technical issues into understandable language for consumers. I also have an in-depth experience in project management, performing cost analysis, training staff on policies and operations. Possess the ability of motivating teams to succeed and achieve business goals.

Employment History

1800 Petmeds

Training Supervisor

April 16, 2012 - Present

In my current position train incoming employees on our practices and provide them with the tools needed to succeed. I began with the company as a customer service representative in which I provided customers with accurate product information and competitive pricing to assist with care of their pets. I am highly motivated and energetic, with strong written and verbal communication and computer skills. I also possess a genuine passion and commitment to providing exceptional customer service.

Phonestore USA

Customer Service Representative

August 2010- March 2012

I was a customer service representative in which I provide outstanding customer service. My job duties included taking payments, processing, inputting orders, and noting customer's accounts after each transaction and managed numerous orders and entered them into each appropriate system. Answer large volumes of calls regarding certain products and features. Some of the systems being used are internet explorer, Shipworks and Microsoft excel.

Panera Bread

Assistant General Manager

September 2004- March 2008

I initially came to the company as barista, then after a year an associate trainer and then an assistant general manager. Within these positions I represented Panera Bread in a positive, professional, and ethical manner while working to exceed customer's expectations while minimizing need for further escalation. Coordinated the workload in arranging shipments of customer orders via company-owned fleet and common carriers. I was accurate with order processing to assure minimum errors or consequential issues in fulfilling orders. I was also responsible for training incoming employees.

Manouchka Glinton 2016
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As the assistant manager I managed over thirty employees. I was in charge of employee and customer relations. Assisted the general manager in taking orders for the store as well as be able to jump into any position and accommodate to the customers' needs. Established and organized a system for rewarding hard working employees. Supervised handling of goods and verified that the items are carefully managed and precisely placed in the warehouse.

Education

August 2015- Present

*Broward College
Coconut Creek
Major: AS in Health Information Technology*

August 2011 - December 2014

*Broward College
Coconut Creek, Fl
Graduated with an AA*