

Civil Service

APPLICANT INFORMATION

Applicant Name:	Jaymie M Alvarez
Address:	4082 Cocoplum Circle Coconut Creek 33063
Phone Number:	5616346837
Alt Phone Number:	
Specific Exemption:	
Email Address:	jaymiealv@gmail.com
Signature:	Jaymie Alvarez
Applied Date:	2/23/2023 4:41:00 PM
Boards Selected:	Civil Service Parks and Recreation Advisory

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
	43 years	
Parks and Recreation Advisory	Are you at 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
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	Have you graduated from the City`s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	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 and Recreation`s special events, volunteer activities, or fitness membership?	N
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
Civil Service Parks and Recreation Advisory	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

JAYMIE ALVAREZ

4082 Cocoplum Circle, Coconut Creek, FL. 33063

561-634-6837

Jaymiealv@gmail.com

Seeking a position in a professional environment in which my knowledge and skills are Appreciated, and advancement opportunities are encouraged.

EXPERIENCE

2012 - 2018

FORECLOSURE MANAGER, SHD LEGAL GROUP, P.A.

Manager of the Uncontested Foreclosure Team. Maintained daily workload for 15-20 team members. Assigned multiple Firm projects to write & implement SOPs for the Firm. New Hire trainer. Pulled daily reports for QA and time management review of employees.

2018 - 2020

FORECLOSURE PARALEGAL, POPKIN & ROSALER, P.A.

Paralegal assigned to take Legal case to Final Judgement. Assigned a caseload of 200 cases at a single time. Filing Legal Pleadings in Florida E-Portal. SCRA Searches. Notary for the Law Firm.

2020 – Present

LITIGATION PARALEGAL, PEOPLE'S TRUST

Litigation Paralegal assigned to 2 Attorneys. Scheduling Attorneys Calendars, Depositions, Hearings, Trials. Filing legal pleadings in Florida E-Portal. Discovery responses & requests. Assigned to Subpoena requests & responses. Notary for Law Firm.

EDUCATION

JUNE 1998

HIGH SCHOOL DIPLOMA, COCONUT CREEK HIGH SCHOOL

Graduated with 3.7 GPA. Received state Accreditation for Early Childhood CDA

AUGUST 2013

NATIONAL CERTIFICATION, BROWARD COLLEGE

Received National Certification Childcare CDA

SKILLS

- Proficient in Word, Excel, PowerPoint
- Proficient in calendaring deadlines & events
- Notary Public
- Extremely organized and self sufficient

Civil Service

APPLICANT INFORMATION

Applicant Name:	mikkie belvedere
Address:	3502 bimini lane apt n-1 Coconut Creek 33066
Phone Number:	9549775912
Alt Phone Number:	9548037696
Specific Exemption:	
Email Address:	mbelvedere11@gmail.com
Signature:	Mikkie Belvedere
Applied Date:	2/18/2023 12:35:00 PM
Boards Selected:	Civil Service Parks and Recreation 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
	22	
Parks and Recreation Advisory Planning & Zoning	Are you at 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
	22 years	
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: marilyn Gerber 6	
All	Have you graduated from the City`s Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	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 and Recreation`s 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
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
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

Parks and
Recreation
Advisory

Planning &
Zoning

From: [Mikkie Belvedere](#)
To: [Nowak, Danielle](#)
Subject: Resume
Date: Tuesday, February 21, 2023 9:20:44 AM

Prior to serving as Coconut Creek Comissioner for 12 years i served as chair of the enviromental bd. Also served on planning and zoning board. I am a licensed financial planner for the past 50 years. Currently retired. Looking to serve my favorite city .

Thank you.

Mikkie Belvedere

954 803 7696

Civil Service

APPLICANT INFORMATION

Applicant Name:	Doreen L Chamberlain
Address:	6800 NW 39th Ave. Lot 232 Coconut Creek 33073
Phone Number:	9547981138
Alt Phone Number:	
Specific Exemption:	
Email Address:	rschm9@yahoo.com
Signature:	Doreen Chamberlain
Applied Date:	2/15/2023 11:04:00 AM
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
	21 years	
All	Are you at 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
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 Josh Rydell	
All	Have you ever served on a City Board?	Y
	Served Prior: Mikki Belvedere 2019	
All	Have you graduated from the City`s Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	N
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

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

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:	Donna M DeChant
Address:	3549 Santa Fe Place Coconut Creek 33073
Phone Number:	9544788249
Alt Phone Number:	
Specific Exemption:	
Email Address:	donna.dechant@gmail.com
Signature:	Donna DeChant
Applied Date:	2/17/2023 12:17:00 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
	18	
All	Are you at 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
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	Have you graduated from the City`s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	N
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

Donna M. DeChant

Coconut Creek, FL (954) 478-8249 donnamdechant@gmail.com

<https://www.linkedin.com/in/donnadechant/>

EXECUTIVE SUMMARY

Strategic Human Resources executive with experience in diverse settings. Highly collaborative, innovative and solutions-focused. Trusted advisor for CEO and senior leadership team. Strong results in HR transformation, talent management and development, DEI, employee performance and engagement.

AREAS OF EXPERTISE

Culture & Organizational Effectiveness | Employee Relations & Engagement | Talent Acquisition
New Leader Assimilation | Performance Management | Succession Planning | Employee Communication Total
Rewards | Workforce Planning | DE&I | Leadership Assessment & Coaching
Strength Finder = Strategic | Strategic | Activator | WOO | Command | Communication

PROFESSIONAL EXPERIENCE

Cinch Home Services, Boca Raton, FL

Senior Director Talent Management

Leading provider of home warranty services

July 2022-January 2023

- Led assessment of HR practices, improving HR Business Partner activities to support organizational transformation and growth; managed organizational restructuring efforts.
- Identified 40+ systems configuration issues (HRIS) and led team to resolve, achieved data integrity and implemented new SOPs for 2023.

NV5, Hollywood, FL (Nasdaq: NVEE)

Chief Human Resources Officer

Leading diversified engineering/consulting firm

August 2021- February 2022

- Hired and led a team of 8 direct reports overseeing 40+ field-based HR practitioners across the business. Led the Diversity team, introducing new programs for 2022. Established HR KPIs and metrics.
- Transformed Talent Acquisition to achieve 200%+ boost in applicant flow and 33% reduction in time to fill. Implemented first-gen Corporate Orientation e-Learning program, improved new hire satisfaction scores by 50%.

ShipMonk, Fort Lauderdale, FL

Chief People Officer

Global leader in e-commerce fulfillment/SaaS

December 2019 – June 2022

- Reorganized HR team, created standard processes aligned to business needs.
- Led company-wide response to COVID-19 pandemic, including communication, compliance, and employee safety measures.
- Designed and executed ShipMonk's first Engagement Survey with over 60% participation provided leaders with data on job satisfaction and suggested improvements.
- Participated in \$355M Growth Equity capital raise with executive team and Goldman Sachs (2020).

IPIC Entertainment, Boca Raton, FL

Vice President, Human Resources

Luxury, dine-in theater and restaurant concepts

March 2016-December 2019

- Reorganized HR team to support business operations; established faster, more efficient task management including: standardized people process across the circuit, automation of routine tasks, upgraded applicant tracking and hiring systems.
- Improved new store opening processes achieving 60%+ higher employee retention and job satisfaction; better guest experience scores, repeat visitation, and revenue (up 20-30% per site).
- Acted as executive advisor, facilitating business decisions on marketing campaigns, membership program, pricing, menu changes, and global expansion efforts. Coordinated operational action plans, reported progress to Founder, Executive Team, and the Board of Directors.

Ryder System, Inc. (NYSE: R)*Global leader in transportation and 3P Logistics*

Director, Leadership Development

April 2009 – March 2016

- Executive Team lead consultant on “One Ryder” project. Designed first-gen, robust talent strategy adopted by all business units.
- Designed a broad array of leadership development activities to build organizational capability. Ryder experienced higher retention rates in program participants and a 70% increase in internal promotions to Vice-President level.
- Facilitated the Global Diversity & Inclusion Committee, establishing the Charter, roles, and success criteria. These efforts led to national recognition for military hiring efforts and women in trucking leadership roles.
- Led the creation of Ryder Voice Global engagement survey (with 70% participation) to assess employee engagement, retention risks and leadership effectiveness.

JM Family Enterprises, Deerfield Beach, FL

Listed: 100 Best Company to Work For, 24 years

Organizational Development Manager

Diversified automotive and franchise company

August 2002 – March 2009

- Led completion of 100+ Talent Assessments and coaching engagements for promotions to VP-level; conducted 100’s of 360-degree feedback events for Director-level talent. Designed the Executive Coaching practice, measured increased leader and organizational capability.
- Secured approval for \$2M, 3-year project to redefine JM Family culture and expected behaviors for leaders at all levels. This initiative added “Innovation” and “Accountability” to our core values. This transformation allowed JM Family to expanded service offerings and successfully acquire and manage businesses outside the automotive industry; increasing revenue from \$14B to over \$18B.
- Created and facilitated a 2-year leadership development cohort program for High Potential Associates. This program impacted retention, internal mobility and employee satisfaction during three iterations. Executive leaders were able to launch graduates into business expansion and acquisition roles.

PREVIOUS CAREER EXPERIENCE

Organizational Development Manager, Spherion Corporation	2000-2002
Florida Human Resources Manager, Tarmac America (now Titan Cement)	1998-2000
Regional Director of Human Resources, HR Manager, Waste Management, Inc.	1994-1998
Sr. HR Generalist, HR Representative; City of Coral Springs, FL	1992-1994
Sr. Benefits Administrator, Barnett Bank	1990-1992

EDUCATION & QUALIFICATIONS

MBA, Organizational Development
Florida Atlantic University, 1997

BA, Psychology
Stetson University, 1989

- Leadership Assessment tools: certified to use Birkman Method, Myers-Briggs Type Indicator, Hogan Personality Assessments, and Korn Ferry VOICES 360 & Leadership Architect
- Certified in Talent Assessment & Coaching, PricewaterhouseCoopers
- Multiple professional coaching programs (Linkage, Crucial Skills, Stephen Covey, Gallup)
- Former Board Member, Stetson University “Disruptive Leadership Program”
- Founding Member Expert’s Council: Hacking HR and Member, Knoetic CPOHQ
- Guest Lecturer: Palm Beach State College, Florida Atlantic University
- Consultant: 2018 Diversity High-Potential Mentoring Program (Confidential Company)
- Strategic Plan Facilitation and Board Retreats: Various non-profit organizations in Broward County

Civil Service

APPLICANT INFORMATION

Applicant Name:	Robens Decius
Address:	4762 Monarch Way Coconut Creek 33073
Phone Number:	9545041315
Alt Phone Number:	
Specific Exemption:	
Email Address:	robensdecius@gmail.com
Signature:	Robens Decius
Applied Date:	4/5/2023 10:07:00 AM
Boards Selected:	Civil Service Parks and Recreation 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
	4	
Parks and Recreation Advisory Planning & Zoning	Are you at 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
	1	
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	Have you graduated from the City`s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	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 and Recreation`s 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
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
Civil Service Parks and Recreation Advisory	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

Robens Decius

Coconut Creek, Florida | 954.504.1315 | robensdecius@gmail.com

Objective: To obtain a challenging role as a City Board Member that leverages my expertise in community development, stakeholder engagement, and policy advocacy to make a positive impact on the city.

Education:

B.A. Sports Management, Lewis University, Romeoville, IL, GPA 3.5/4.0

Work Experience:

Executive Director

Inter Broward, Coconut Creek, FL | August 2021 - Present

- Oversee all operations of a pre-professional soccer academy, including player development, team management, and fundraising.

Soccer Head Coach U18 Boys

Paris Academy, Plantation, FL | June 2020 - May 2022

- Organized and executed all training sessions and competitions.
- Tested, evaluated, and developed each player's individual skills.

Soccer Coach

North Broward Prep, Coconut Creek, FL | August 2020 - June 2022

- Planned and executed all soccer training sessions and competitions.
- Served as a dorm parent and substitute teacher.
- Achieved undefeated season with 16-1-0 record.

Head Soccer Coach

Coral Glades High School, Coral Springs, FL | September 2018 - May 2020

- Planned and executed all training sessions and competitions.
- Planned and executed special events, assemblies, Senior Night, and awards banquet.
- District champions 2019-2020.

Volunteer Experience:

Director of Coaching

Coconut Creek Recreational Soccer, Coconut Creek, FL | January 2022 - Present

- Organize coaching clinics and workshops to improve the overall quality of coaching.

Skills:

Critical thinking and problem-solving

Teamwork and collaboration

Social and emotional intelligence

Leadership

Civil Service

APPLICANT INFORMATION

Applicant Name:	Patricia L Duaybes
Address:	4106 Oxbow Drive Coconut Creek 33073
Phone Number:	9548181550
Alt Phone Number:	
Specific Exemption:	
Email Address:	pduaybes@yahoo.com
Signature:	Patricia L. Duaybes
Applied Date:	4/10/2023 1:32:00 PM
Boards Selected:	Civil Service Parks and Recreation 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
	32 years	
Parks and Recreation Advisory Planning & Zoning	Are you at 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
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	Have you graduated from the City `s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	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 and Recreation `s 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
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
Civil Service Parks and Recreation Advisory Planning & Zoning	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

PATRICIA LOUISE DUAYBES

4106 Oxbow Drive , Coconut Creek, FL 33073 (954) 818-1550
pduaybes@yahoo.com

OBJECTIVE:

Appointment to City of Coconut Creek Board

PAST & PRESENT CIVIC AND COMMUNITY SERVICE ACTIVITIES:

- * American Red Cross 1986-1988
- * Winston Park Elementary PTA 1994-1996
- * Tradewinds Elementary PTA 1996-2000
- * SAC Monarch High School 2003-2008
- * Sierra Club 2004 - Present
- * Broward County Diversity Council 2011-2012 appointed by Broward County
Commissioner Kristin Jacobs
- * Broward County Consumer Protection Board 2015-2016 appointed by Broward County
Commissioner Mark Bogen

WORK HISTORY

PRIME DRONE SERVICE – 2022-PRESENT

Drone Pilot/Flight Instructor: FAA Part 107 Certified Drone Pilot, Certified Drone Night Flight, Certified Small UAS Disaster Training

TEAM DIBS - 2018-2021

App Developer/Project Management

EDUCATION:

MIAMI-DADE COLLEGE - MIAMI, FLORIDA 1989-1991

MAJOR: PRE-LAW

ANGELES UNIVERSITY FOUNDATION - ANGELES CITY, PHILIPPINES 1986-1989

MAJOR: BIOLOGY AND BOTANY

LOWNDES COUNTY HIGH SCHOOL - VALDOSTA, GEORGIA 1982-1986

GRADUATION: Class of 1986

Civil Service

APPLICANT INFORMATION

This address and phone numbers are EXEMPT.

Applicant Name:	James (Jim) Finley
Address:	EXEMPT EXEMPT
Phone Number:	EXEMPT
Alt Phone Number:	EXEMPT
Specific Exemption:	
Email Address:	triton318@comcast.net
Signature:	James K Finley
Applied Date:	3/23/2023 2:01:00 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
	22 Years	
All	Are you at 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
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	Have you graduated from the City`s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	N
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

James K. Finley



PERSONAL

Married to Cynthia K. Finley for 35 years
Two children (Nicole, 33 YOA, and Kenneth, 30 YOA)

EDUCATION

1982 Graduate of Deerfield Beach High School, Deerfield Beach, Florida

WORK HISTORY

2014-Present: Senior Code Compliance Specialist, City of Lighthouse Point
1986-2013: Police Officer, City of Delray Beach Police Department
1984-1986: Certified Police Officer Reserve, (P/T), Pompano Beach Police Department

CAREER HISTORY

2014-Present: Senior Code Inspector, assigned to the Code Compliance Department
02/2011-01/2013: Detective, Criminal Investigations Section
01/2000-02/2011: Special Operations Officer, (Special Operations Section)
05/1995-01-2000: Motor Officer, Traffic Unit, Assigned as Traffic Homicide Investigator
11/1991-05/1995: Police Officer, Road Patrol (Assigned as an FTO and Acting Supervisor)
04/1990-11/1991: Agent, Organized Crime Division
07/1986-04/1990: Police Officer, Road Patrol and Tactical Team

POLICE EDUCATION

Over 2,400 hours of documented training, including:

- Event Security Planning for Safety Professionals FDLE Training Certificate
- Benchmark Professionals, Pre-Employment Background Investigations Certificate
- IACP: Executive and Dignitary Protection Training Certificate
- Criminal Law Training Certificate
- SPI Crimes Against Property Training Certificate

AWARDS/COMMENDATIONS

Chiefs Achievement Award (2)
Officer of the Month (6)
Officer of the Year (6)
Citizen Appreciation Letters (74)
Department Commendations (31)
Administrative Excellence Award (1)

Professional Affiliations

Palm Beach County Police Benevolent Association
Fraternal Order of Police
Palm Beach County "Safe-Kids" Coalition Board Member
Kids and Cops Program

Civil Service

APPLICANT INFORMATION

Applicant Name:	Nancy G Fry
Address:	5341 Flamingo Pl. Coconut Creek 33073
Phone Number:	9545406317
Alt Phone Number:	
Specific Exemption:	
Email Address:	nancyfryfl@gmail.com
Signature:	Nancy Fry
Applied Date:	3/25/2023 5:54:00 PM
Boards Selected:	Civil Service Parks and Recreation 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
	Almost 2 years	
Parks and Recreation Advisory Planning & Zoning	Are you at 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
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	Have you graduated from the City `s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	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 and Recreation `s 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
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
Civil Service Parks and Recreation Advisory Planning & Zoning	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

CONTACT

Address
5341 Flamingo Pl,
Coconut Creek, FL 33073

Phone
954-540-6317

Email
nancyfryfl@gmail.com

EDUCATION

2011
UNIVERSITY OF MIAMI
Master of Arts in Arts Presenting

- Teaching Assistant
- Marketing and promotion of original musical LANZA!

2007
UNIVERSITY OF MIAMI
Bachelor of Music

- Major: Music Business & Entertainment Industries
- Minor: Computer Information Systems

COMMUNITY LEADERSHIP

Tradewinds Elementary PTA

- 3rd Vice President & Fundraising Chair, 2022 - Present

Broward County School Board Human Relations Committee

- Vice Chair, 2022 - Present

Broward County Commission on the Status of Women

- Member, 2022 - Present

Broward Young Democrats

- President, 2021 - 2023
- Board Member, 2020
- 2-time Winner - Issue Trailblazer Award

Ruth's List Broward

- Executive Board Member, 2022-2023

Moms Demand Action

- Florida Elections Lead, 2021-2022
- Florida Communications Lead, 2020-2021
- Broward Legislative Lead, 2020-2021
- Local Group Spokesperson, 2019-2022

Plantation Democratic Club

- Board Member; PR/Marketing Committee Chair, 2019-2021
- 2021 Volunteer of the Year

Census Complete Count Committee

- City of Plantation, 2019 - 2020

New Leaders Council

- 2020 Broward Cohort

Women's March

- Director (Broward Chapter), 2019-2020
- Admin Team (Central FL Chapter), 2017

NANCY FRY

EXPERIENCE

CENTER FOR HUMAN CAPITAL INNOVATION

Analyst | Remote, Coconut Creek, FL
November 2022 - Present

- Facilitate weekly client meetings, set agendas, take & distribute minutes
- Prepare reports based on qualitative interview sessions
- Update and revise various client documents and files with adjusted data
- Perform research tasks as assigned

RUBATO STRATEGIES

Founder - Freelance Campaign Consultant | Broward County, FL
November 2019 - March 2021, July 2022 - Present

- Serve in various positions on local campaigns, including successful races for school board & city commissions
- Run & assist with digital campaigning, social media, online events
- Implement communication programs with online content, emails, & press statements
- Aid candidates with fundraising calls, events, donor tracking
- Sort & analyze data and research for campaign strategy
- Manage volunteers, including outreach, scheduling, training, events

CITY OF FORT LAUDERDALE, COMMISSION DISTRICT 2

Chief of Staff to Commissioner Steve Glassman | Fort Lauderdale, FL
March 2021 - July 2022

- Represented the district office when the Commissioner was unavailable
- Served constituents and liaised with city staff
- Maintained the Commissioner's calendar & events schedule
- Oversaw all office needs for District 2, including submitting all ethics & finance reports
- Ensured the Commissioner was prepared for all Commission meetings

BABY K'TAN, LLC

Customer Service/Marketing Assistant | Davie, FL
March 2018 - November 2018

- Managed customer relations via e-mail, phone, social media
- Coordinated donations to & engagement with community organizations
- Researched articles of interest & pitching opportunities for products
- Demonstrated & sold products at consumer trade shows, maintained inventory

MY GYM CHILDREN'S FITNESS CENTER

Office Manager | Orlando, FL
March 2016 - January 2017

- Oversaw customer accounts, handled customer service issues
- Administered customer relationship manager & internal calendar scheduling
- Updated & edited website, drafted & scheduled e-mail blasts to customers
- Cold-called existing customers & event attendees to upsell events & memberships

BROWARD CENTER FOR THE PERFORMING ARTS

Programming Coordinator | Fort Lauderdale, FL
August 2008 - November 2012

- Analyzed, modified, and processed all self-presentation & co-promotion contracts
- Organized licenses, artist payments, department expenses
- Supported special events surrounding performances
- Digitized departmental procedures & established the Center's social media profiles
- Served as customer service & administrator for the summer camp program

ADRIENNE ARSHT CENTER FOR THE PERFORMING ARTS

Programming Assistant | Miami, FL
May 2007 - July 2008

- Promoted from Intern to Assistant to the Programming Manager then to Programming Assistant
- Drafted & routed contracts & budgets
- Trained employees to use database programs Artifax & Tessitura
- Researched performance licenses, copyright law
- Revised departmental templates

SKILLS

Campaign Management, Fundraising, Advanced Excel, Strategic Communications, Community Organizing, Public Speaking, Event Planning, Database Management, Team Building, Office Administration

Civil Service

APPLICANT INFORMATION

This address and phone numbers are EXEMPT.

Applicant Name:	RAYMOND LEBOWITZ
Address:	EXEMPT EXEMPT
Phone Number:	EXEMPT
Alt Phone Number:	EXEMPT
Specific Exemption:	
Email Address:	r1171@aol.com
Signature:	Raymond Lebowitz
Applied Date:	2/22/2023 2:56:00 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
	23 YEARS	
All	Are you at 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
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: Mikie Belverdere 2000	
All	Have you graduated from the City`s Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	N
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

From: [Raymond Lebowitz](#)
To: [Nowak, Danielle](#)
Subject: Resume from Raymond Lebowitz
Date: Wednesday, February 22, 2023 3:55:29 PM

2-22-2023

I have been a resident of Coconut Creek for 24 years. I have served on my Karanda 111 Community Board of Directors for several years. I have served on The City of Coconut Creek Affordable Housing Advisory Committee and The Public Safety Advisory Board. I am presently a Board member of The Township in Coconut Creek. I am a member of the Coconut Creek Ambassador Program. I am a member of the Coconut Creek and Margate C.E.R.T.

Education: B.A. degree in Public Administration, John Jay College of Criminal Justice, CUNY. FDNY Fire Safety Director certificate, New York University.

Work experience: U.S. Army M-48 Tank Gunner/Commander. U.S. Postal clerk, New York City Fire Dept, retired.

Associations, Past President, present Board member, Broward County FDNY retirees. Life member, American Legion, past Chaplain of Coconut Creek Post 170. Director of the "We will never forget 9-11 Association of Florida"

Raymond Lebowitz.

Civil Service

APPLICANT INFORMATION

This address and phone numbers are EXEMPT.

Applicant Name:	Jorge J Mederos
Address:	EXEMPT EXEMPT
Phone Number:	EXEMPT
Alt Phone Number:	EXEMPT
Specific Exemption:	
Email Address:	jorgejmederos@gmail.com
Signature:	Jorge J. Mederos
Applied Date:	2/13/2023 6:58:00 PM
Boards Selected:	Civil Service Planning & Zoning

BOARD NAME	QUESTION	ANSWER
All	Are you at least 18 years of age and a full-time resident of Coconut Creek?	Y
Planning & Zoning	Are you at 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
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	Have you graduated from the City`s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	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
Civil Service Planning & Zoning	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

Jorge J. Mederos


jorgejmederos@gmail.com

EXPERIENCE

City of Fort Lauderdale, FL

1996-Present

Firefighter/EMT, responsible for the protection and preservation of life and property by responding to emergencies and through the performance of firefighting/rescue tasks and providing BLS and ALS emergency medical care; member of the Hazardous Materials Team .

From 1996 to 2007, Fire Inspector I & II, inspect properties for the presence of fire & life safety hazards. Ensure compliance with local, state and federal fire regulations. Review construction drawings and specifications to provide fire & life safety code minimum requirements.

From 1997 to 2003, Community Education Coordinator for the department, which consisted of scheduling, teaching, administering and facilitating all demonstrations and safety programs. Juvenile Firesetter Investigation, Intervention and Education, managed the Community Education budget within the city's budget and reported directly to the Fire Marshal.

Cocomar Water Control District, Advisory Board, FL

2020-Present

Advisory Board Member, Appointed for 2-year terms by the Governing Board of the Cocomar Water Control District (Broward County Commission).

Prepare a proposed budget, review and propose contracts; review and make recommendations concerning proposals for buying, acquiring, selling, owning, using, controlling, operating, improving and leasing all land and personal property as the governing board may deem necessary; do any and all other acts and things authorized or required to be done as an advisory board of the water management district; and do any and all things, whether or not included in the enumerated powers of Chapter 36 of the Broward County Code of Ordinances and Act for the governing board in such matters regarding the district as the governing board may authorize.

SKILLS

Management/Leadership
Budget Planning
/Development

Grant Writing

Proficient in Learning
Management System,
Microsoft products

Fire and Life Safety Educator

Curriculum Development and
Classroom Management

Enforcement of Florida Fire
Prevention Code as a Certified
Fire Inspector

Fire Building Plans Review as
a Certified Plans Reviewer

CERTIFICATIONS

State of Florida- Firefighter
Minimum Standards (FFII)

State of Florida- Emergency
Medical Technician

State of Florida- Fire Safety
Inspector I

State of Florida- Fire
Instructor II

Fort Lauderdale Executive
Airport Operations Area
certified

Oklahoma State University
Fire Service Training: Public
Fire and Life Safety
Educator I & II

Maritime Professional Training, FL

2016-2022

From 2020 to 2022, Safety Coordinator, Overall management of the the Safety Department, including but not limited to budget, equipment, development, implementation, and supervising instructors in the delivery of program curriculum for approved by USCG and MCA courses in order to facilitate individuals to meet their initial certification and recertification, training needs and goals

From 2020 to Present, Deputy Safety Coordinator, development, implementation, and supervising instructors in the delivery of program curriculum for approved by USCG and MCA courses in order to facilitate individuals to meet their initial certification and recertification, training needs and goals.

From 2017 to present, Instructor responsible for delivering safety courses approved by USCG and MCA in order to facilitate individuals to meet their initial certification and recertification, training needs and goals. Instruct courses in a classroom and hands on training settings.

City of Wilton Manors, FL

2007-2017

Serve on a per diem basis, responsible for the enforcement of the Florida Fire Prevention Code during indoor and outdoor assemblies; conducting fire watches; and pre- and post- fire and life safety inspections for special events.

Fire E-Training Institute, Fort Myers, FL

2011-2015

Responsible for development and implementing CEU's (continuing education units) courses and 40 hr and 60 hr courses for State of Florida approved certificate areas of Fire Safety Inspector I&II, Fire Officer I - V, Fire Service Instructor I, II & III, Fire & Life Safety Educator I & II in order to facilitate individuals to meet their initial certification and recertification, training needs and goals. Instruct and evaluate courses in an online and classroom setting.

AWARDS

Broward County Fire Chief's Association Fire & Life Safety Educator of the Year- 2000

Fire House Magazine's Fire Safety Heroes - 2001

Memorial Hospital Hollywood, EMS Achievement Award Fire and Life Safety Education - 2002

LANGUAGES

Bilingual - English & Spanish

National Fire Protection Association, Quincy, MA

2009-2014

Served as consultant and trainer for the Public Education Division; consulted and trained for NFPA's high risk outreach programs to domestic and international communities; responsible for providing Train the Trainer programs and implementing programs and strategies in communities identified with high fire injuries and deaths.

World Wide Emergency Services Institute, Miami, FL

2009-2011

Served as instructor responsible for development and implementing courses and 40 hr courses for State of Florida approved certificate areas of Fire Safety Inspector I&II, Fire Officer I - V, Fire Service Instructor I, II & III, Fire & Life Safety Educator I & II in order to facilitate individuals to meet their initial certification and recertification, training needs and goals. Instruct and evaluate courses in a classroom setting.

City of Miami Fire Rescue, Miami, FL

1994 -1996

Served as Assistant Grant Resource Teacher planning programs designed for teachers and children to educate them in fire and life safety, injury preventions and basic first aid; conducted fire drill training, fire drills and extinguisher training.

EDUCATION

Emergency Management Technologies, Hollywood, FL —

Hazardous Materials Technician (160-hour course) -2015

Florida State Fire College, Ocala, FL —

Fire Extinguisher Technician Certification- 2010

World Wide Emergency Service Institute, Miami, FL —

Fire Service Course Design, Firefighting Strategies and Tactics I&II, Company Officer, Public Information Officer, 2009-2011

Broward Fire Academy, Davie, FL —

Live Fire Training Instructor I- 2009

Oklahoma State University, Stillwater, OK —

Fire and Life Safety Educator I & II - 1999, 2003

National Fire Academy, Emmitsburg, MD —

Fire Prevention & Public Education Courses- 1997-2003

Broward Fire Academy, Davie, FL —

Certificate of Compliance, Firefighter Minimum Standards (FFII)- 1996

Miami Dade Community College, Miami, FL —

Associates of Science, Fire Science Technology- 1995

Fire Safety Inspector, Certificate Program Courses- 1994

Emergency Medical Technician- 1991

HIGHLIGHTS OF PRESENTATIONS AND PROGRAMS OVER THE YEARS

Remembering When, an NFPA program for fire, burn and fall prevention for older adults, implemented in 5 Independent Living Facilities in Fort Lauderdale 1996-2003

High-Rise Fire Safety and Evacuation Programs, developed and implemented this program for commercial and residential properties in the City of Fort Lauderdale, 1996-2003

Portable Fire Extinguisher Training, developed and implemented this program for commercial and residential properties in the City of Fort Lauderdale, 1996-2003

“Security Bars and Grills Program” – Reaching Compliance using Education, Engineering and Enforcement”:

Mississippi Public Fire and Life Safety Educators Conference, Grenada, Mississippi, 2000;

NFPA World Safety Conference, Anaheim, California, 2001;

NFPA Fall Education Conference, Atlanta, Georgia, 2002

Fire Prevention Week (annual event), launched in all Public and Private Elementary schools in the City of Fort Lauderdale, 1996-2003

RiskWatch, an NFPA program for unintentional injury prevention (ages 7-14), implemented in 3 Broward County Public Schools, 1996-2003

Juvenile Firesetter Program, participated in program in cooperation with Broward Fire Chief’s Association-Public Education Sub-committee, 1996-2003

Fire Service Explorer Program, Fort Lauderdale Fire-Rescue Explorer Post 713, Associate Advisor 1997- 1999, Head Advisor 1999-2003, Post Committee Chairman, 2003-2010

REFERENCES AVAILABLE UPON REQUEST

Civil Service

APPLICANT INFORMATION

Applicant Name:	Benjamin Nazario
Address:	2505 Antigua Terrace, Apt. F1 Coconut Creek 33066
Phone Number:	9549323156
Alt Phone Number:	9545921856
Specific Exemption:	
Email Address:	benazario@gmail.com
Signature:	Benjamin I. Nazario
Applied Date:	3/27/2023 3:19:00 PM
Boards Selected:	Civil Service Parks and Recreation 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
	2007	
Parks and Recreation Advisory Planning & Zoning	Are you at 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
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 2021	
All	Have you graduated from the City`s Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	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 and Recreation`s 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
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
Civil Service Parks and Recreation Advisory	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

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 Parks & Recreation Advisory Board [2021-22]. Presently, member of American Legion Post 142, Pompano Beach. and Volunteer with AARP Livable and Age Friendly Community Advocacy Team.

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 M 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

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 Smith
Address:	2465 Ginger Ave Coconut Creek 33063
Phone Number:	9546494705
Alt Phone Number:	
Specific Exemption:	
Email Address:	lenis1@comcast.net
Signature:	Alene Smith
Applied Date:	2/18/2023 8:11:00 AM
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
	13 years	
All	Are you at 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
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: Sandra Welch/Mary Blasi 2	
All	Have you graduated from the City`s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	N
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

Alene (“Leni”) Smith

2465 Ginger Avenue • Coconut Creek, Florida 33063 • (954) 649-4705 • Lenis1@comcast.net

OVERVIEW

Resourceful • Results-Oriented Senior-Level Professional • Operations / Logistics / Events / Facilities

Significant non-profit, corporate and private sector experience. Extensive diversified experience with documented successes in operations and logistics. Proven record of executing under pressure and multi-tasking, while achieving strong, sustainable results. Strong background in special events.

STRENGTHS, SKILLS, & VALUES

- Building management
- Budget, finance/expense control
- Proposal review
- Contract negotiation
- Meeting planning
- Troubleshooting
- Project planning/management
- Client/vendor/sponsor relationships
- Operations and administration
- Event production
- Crisis management
- Collaborative business partner
- Logistics
- Travel planning
- Quality assurance
- On-site management
- Research
- Loyal leader

EXECUTIVE SUMMARY

- ***Astute project manager:*** Excels at overseeing projects from conception to completion. Employing a high-energy approach, sets effective priorities, manages multiple tasks and coordinates all aspects of each project.
- ***Strategic thinker and problem solver:*** Initiates and executes short and long-term tactical plans, develops timelines and manages project implementations accomplishing all encompassing results. Utilizes a skillful and organized approach to broaden the focus, all while maintaining a laser focus on the details.
- ***Meticulous planner*** who thrives in the details by masterfully assessing a current situation, determining the needs of the mission, and reorganizing for success, sometimes under the most stressful conditions of time and resources.

PROFESSIONAL EXPERIENCE

Junior Achievement of South Florida (JASF) / JA World Huizenga Center at Broward College **2008-Present**

Junior Achievement of South Florida is a non-profit organization that was founded locally in 1959 by the Fort Lauderdale Rotary Club. Programs now span grades K-12, with age-appropriate curricula designed to teach elementary students about their roles as individuals, workers, and consumers and to prepare middle grade and high school students for key economic and workforce issues they will face. Junior Achievement programs reached over 50,000 Broward and south Palm Beach County students annually.

SR. Director of Operations (2010-present)

Responsible for day to daily operations of a 60,000 sq. ft. specialty purpose building:

- Ensure all systems are maintained and code compliant including fire, plumbing, electrical
- Plan all safety training for staff
- Track and maintain insurance for the building as well as numerous vendors, contractors, and clients

- Event logistics
- Program and maintain HVAC operations
- Developed a special operations emergency plan to assure the safety of all staff and up to 500 students daily
- Negotiated and executed contracts with all vendors and contractors
- Liaison between Broward College (land owner) and Junior Achievement of South Florida
- Responsible for all government inspections
- Site planning for numerous events ranging in size from 10 to over 1,000 attendees
- Managed the maintenance/upkeep of all building components

Owners Representative (2008-2010)

- Liaison between JASF, architect and general contractor
- Researched the needs of JA programs to ensure that the building would meet those needs
- Worked closely with architect and engineers to modify the original design to better fit the needs
- Issued change orders to contractor
- On-site representation from ground breaking through Certificate of Occupancy
- Negotiated with suppliers and sub-contractors in order to purchase direct, saving JASF over \$500,000
- Worked with sponsors, "tenants," architects, designers and sub-contractors for the successful build-out of over 60 storefronts
- Coordinated the completion of punch list items

MDM Group, Ltd. / Pro Series Inc. – Miami Beach Air & Sea Show

2017-2022

Coordinated logistics for Media day and enlistee recruitment ceremony.
Liaison between Air Operations and Coast Guard Air Station

Director of Media Day & Air Operations Support Coast Guard Air Station Opa-Locka

MDM Group, Ltd. / Pro Series Inc. - Fort Lauderdale Air & Sea Show

1996 - 2008

Director of Ground Operations

Coordinated all aspects of this special event which attracted more than 4 million spectators over a three-day period to this free-to-the-public event. Worked closely with all governmental agencies and contractors to build a "Temporary City" in order to produce the event. Designed the site plan for over 5 miles of area to insure functionality and safety in order to execute a successful and safe event.

- Included all site-plan design and implementation for the infrastructure
- Planned and coordinate: electrical needs, plumbing needs, offices, security plan, signage, fencing, sanitary, communications, credentials, cleaning services, sound and staging, tenting, transportation and parking, road closures, VIP seating, Food & Beverage to both the private areas as well as the general public
- Ground logistics for two Air & Sea Shows in Oswego, NY
- Planned and implemented all corporate and personal meetings including travel and hotel negotiations and bookings

Personal Confidential Assistant to President

- Planned and coordinated: All business and family travel: Hired and oversaw all construction renovation for both commercial and residential properties: Planned and implemented parties for personal and military guests
- Responsible for provisioning and maintaining the residence and corporate yacht

Junior Achievement of South Florida (JASF)

1994 to 1996

Director of Special Events

- Responsible for coordinating and executing numerous fundraising events, always exceeding the financial goals
- Mini "Formula" Cart Races, Golf Tournament, Gala, Bowl-A-Thon
- Networking to continually recruit supporters and donations
- Responsible for recruiting all volunteers needed to successfully staff events

COMMUNITY INVOLVEMENT / SPECIAL INTERESTS

- Currently enrolled in City of Coconut Creek Citizens Academy
- City of Coconut Creek Ambassador
- City of Coconut Creek Safety Advisory Board
- Tamarind Village HOA – Arbitration Committee
- City of Coconut Creek Civil Service Board
- Parachute Jump with the Army Golden Knights
- Rappelled off 12 story hotel to raise money for Gilda's Club
- Hiked five continuous days on the Appalachian Trail
- Whitewater rafted on seven rivers
- US Army Golden Knight Baton Recipient
- Architectural Review Chair for Homeowners Association
- Blockbuster & Carquest Bowl - Social Chairwoman
- Broward Economic Development Council - Member
- Contemporaries of the Museum of Art - Social chairwoman
- Cystic Fibrosis Foundation - Volunteer
- Honda Golf Classic - Volunteer
- Junior League - Member
- Lipton Championship Tennis - Volunteer
- Super Bowl - Volunteer

ADDITIONAL SKILLS / TRAINING / CERTIFICATIONS

- MS Office, MS Teams, Outlook, ACT, Raiser's Edge, Quicken, I-VUE, Internet
- State of Florida Licensed Real Estate Broker (Former Commercial Appraisal Designation)
- CPR / First Aid
- Safety and Active Shooter Training
- USCG Operators License
- "Safe Driver" license status
- State of Florida Notary

Civil Service

APPLICANT INFORMATION

Applicant Name:	Diane Smith
Address:	4575 Cedarhill Road Coconut Creek 33066
Phone Number:	9548255225
Alt Phone Number:	
Specific Exemption:	
Email Address:	diane1182@aol.com
Signature:	Diane Smith
Applied Date:	3/10/2023 11:39:00 AM
Boards Selected:	Civil Service Parks and Recreation 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
	50 years	
Parks and Recreation Advisory Planning & Zoning	Are you at 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
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: Becky Tooley 1	
All	Have you graduated from the City`s Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	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 and Recreation`s special events, volunteer activities, or fitness membership?	N
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?	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
Civil Service Parks and Recreation Advisory	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

Diane Smith

4575 Cedarhill Road, Coconut Creek Florida 33066 Cell: 954-825-5225

Re: City Advisory Boards

3/13/2023

Dear Ms. Nowak,

I am writing to you to let you know how I feel about our beautiful city. As I get closer to retirement, I am finding myself wanting to be more involved and feel I can be a great addition to being a board member. I have been an alternate on the Environmental Board and am ready to step up again.

I have attended Commissioner meetings, Citizens Academy, CERT, and am CPR Certified. I am also an Ambassador.

I am a long-time resident, my family moved to South Creek in 1970 and I reside in that same house I grew up in.

As an active member of my church in Coral Springs for 34 years and being with the Broward county school board for 26 years, I am wanting to serve.

I want to be of service in our community.

Kind Regards,



Diane Smith

References:

Becky Tooley

John Dicintio

Mike Zombek

Anthony Mancuso

From: [Diane](#)
To: [CityClerk](#)
Subject: Re: Confirmation of City Board/Committee Application.
Date: Friday, March 10, 2023 1:56:01 PM

Good Afternoon,

I'd like to be on the Parks and Recreation Advisory Board (my 1st choice).
But...wherever you decide is fine with me. I want to be involved.

Kind Regards,

Diane Smith

-----Original Message-----

From: cityclerk@coconutcreek.net
To: diane1182@aol.com
Sent: Fri, Mar 10, 2023 11:38 am
Subject: Confirmation of City Board/Committee Application.

Dear Applicant,

Thank you for your application to serve on a City board/committee. This email confirms receipt of your application.

[vision 2030 inclusive, innovative, progressive]

Under Florida law, most e-mail messages to or from Coconut Creek employees or officials are public records, available to any person upon request, absent an exemption. Therefore, any e-mail message to or from the City, inclusive of e-mail addresses contained therein, may be subject to public disclosure.

Civil Service

APPLICANT INFORMATION

Applicant Name:	Lynn Swanson
Address:	4743 NW 57th Place Coconut Creek 33073
Phone Number:	9548293791
Alt Phone Number:	
Specific Exemption:	
Email Address:	lswanson1002@gmail.com
Signature:	Lynn Swanson
Applied Date:	2/17/2023 1:20:00 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
	20 years	
All	Are you at 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
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	Have you graduated from the City`s Citizen Academy?	N
All	Will you be away from the City for extended periods of time?	N
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

LYNN SWANSON

4743 NW 57th Place, Coconut Creek, FL 33073 · 954-829-3791

Lswanson1002@gmail.com

To perform skilled, analytical and highly responsible paralegal and administrative work in the legal field and to serve as liaison to other departments and to the general public.

EXPERIENCE

MARCH 2020 – PRESENT

LEGAL SERVICES ADMINISTRATOR, CITY OF BOYNTON BEACH

Prepare agenda items, Resolutions and Ordinances; coordinates daily activities of the office; assigns, directs and supervises the work of assigned clerical staff; performs paralegal, administrative and support duties for the City Attorney and Assistant City Attorneys on contract with the City.

SEPTEMBER 2004 – MARCH 2020

LEGAL ASSISTANT/PARALEGAL, CITY OF BOYNTON BEACH

Provide support for city attorney and assistant city attorneys by scheduling appointments, preparing correspondence and legal documents, taking and transcribing dictation and maintaining office files and records.

MARCH 1989 – SEPTEMBER 2004

LEGAL ASSISTANT/PARALEGAL, GOREN, CHEROF, DOODY & EZROL, P.A.

Provide support for partner and associate attorneys by scheduling appointments, preparing correspondence and legal documents, taking and transcribing dictation and maintaining office files and records.

EDUCATION

1986

PARALEGAL PROGRAM, FLORIDA ATLANTIC UNIVERSITY

SKILLS

- Detail oriented
- Situational reasoning

Civil Service

APPLICANT INFORMATION

Applicant Name:	Nikki-Ann Thomson-Parkinson
Address:	4383 NW 42 Ct coconut creek 33073
Phone Number:	9548543054
Alt Phone Number:	
Specific Exemption:	
Email Address:	nikkianthomson@gmail.com
Signature:	Nikki-Ann Thomson-Parkinson
Applied Date:	3/13/2023 11:56:00 AM
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? since 2007	Y
All	Are you at 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
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: n/a	
All	Have you ever served on a City Board?	Y
	Served Prior: Civil Service 4	
All	Have you graduated from the City`s Citizen Academy?	Y
All	Will you be away from the City for extended periods of time?	N
Civil Service	Do you demonstrate or possess a strong and sincere commitment, or possess an outstanding reputation, for civic activity and interest, integrity, and responsibility?	Y

Nikki-Ann Thomson

3302 Orange Blossom Court, Palm Beach, FL 33410 United States

nikkiannthomson@gmail.com

954-854-3054

Professional Summary

Accomplished Professional bringing proven expertise in Claims, Compliance and Construction project management. Excellent interpersonal and team leadership abilities. Significant experience with property and casualty insurance, ranging from underwriting to claims.

Experience

Insurance Risk Analyst

Aug 2021 - Pres

Pride Rock Capital Partners

Palm Beach Gardens, FL

- Insurance, Risk, Compliance Manager handling a portfolio that is comprised of 70 Commercial Residential Properties Nationwide.
- Experience Recognition Program Student-FSU Aug 2022 to Dec 2022
 - Learning asset and property management
 - Interface with Accounting and Vendor programs

All Lines Independent Insurance Adjuster

May 2019 - Aug 2021

All Lines Adjuster LLC

Hollywood, FL

- Worked as an independent contractor in handling a wide array of assignments including doing residential and commercial property re-inspections with public adjusters, field adjusters, contractors, plumbers, electricians, engineers, mitigation teams, etc.
- Ascertaining cause of loss and delineating damages in order to make equitable compensation for damages attributable to the reported claim.
- Conducted underwriting review of the application, underwriting file, declarations page, policy, mitigation credits, and other public records to determine activity at property.
- Reviewed claims previously investigated by insurance adjusters to add new level of review and make final determination about payment authorizations.
- Effectively resolved complex claims with severe exposure levels by using exceptional file handling abilities.
- Effective and experienced manager with proven ability to lead, motivate, empower, guide and organize diverse staff to provide innovative, effective and efficient coordination of processes and implementing such.
- Employed meditation techniques to improve the level of communication between disputants and increase their understanding of each other's issues.
- Applied the relevant laws, regulations and policies, combined with related precedents and personal expertise, to reach fair and equitable conclusions.

Senior Claims Adjuster

Jul 2017 - Mar 2019

Heritage Insurance Company

Sunrise, FL

- Investigates, evaluates, and finalizes claims resulting from property and casualty losses.
- Maintained accurate documentation to retain claim file integrity.
- Investigated claims using technical knowledge of the insurance company's requirements and the industry's standards.
- Negotiated settlements for each claim and assisted with litigation when settlements could not be reached.
- Effectively resolved complex claims with severe exposure levels by using exceptional file handling abilities.
- Round tabled data analytics to executive team and principals, to make recommendations re: policy and claim management.
- Actively communicated with construction and other vendors to ensure timely and comprehensive completion of projects.

Compliance and Underwriting Manager

Dec 2011 - Mar 2016

IWS Acquisition Corporation

Boca Raton, FL

- Worked with public or private sector procurement processes, including services to vendors or vendor support
- Collaborated with business unit managers to discern and address service needs of specific customer classes.
- Designed cross-functional financial policies to reduce redundancies and expedite customer application processing.
- Oversaw group-wide compliance with underwriting and sales goals, addressing any deficits in collaboration with appropriate personnel.
- Monitored credit quality of return customers to prevent high-risk loan disbursements.
- Analyzed high-volume loan requests for important business customers, aligning financial responses with internal financial goals.
- Determined the appropriate premiums and amounts of coverage, preventing both under- and over-insured consumers.
- Kept fair mix of risk and mitigation, helping company maintain robust revenue stream without taking on too much risk.
- Made the final determination to either approve or deny the request for insurance.
- Carefully evaluated insurance applications to check the risk level of insuring the client.

Education

Master of Science: Disaster and Emergency Management

Dec 2021

Nova Southeastern University

Ft. Lauderdale, FL

Master of Business Administration: Organizational Management

Sep 2006

University of Phoenix

Ft. Lauderdale, FL

Bachelor of Arts: English

Aug 2004

Florida State University

Tallahassee, FL

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 NCAGroup, 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.