

City Clerk Board Application

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MAR 23 2017

CITY CLERK

Application Element	Comments
Advisory Board Questionnaire	
How long have you lived in the city? (Where applicable)	Over 1 year
How does your education or experience complement the powers and duties of the board/commission?	I am a higher education professional. I see students after they have complete K-12.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	No I have not serve on any city boards.
What direction would you like to see this board/commission go?. What suggestions do you have?	The Board is doing great work in the community already. I would like to a part of the team to continue to explore and take advantage of opportunities in helping students better prepare for post-secondary education.
Have you ever attended a meeting of this board/commission?	Yes, I have attended city meetings.
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	Yes, I am aware. I believe that your vision and goals are quite clear. They spell out the context in which the City operates and provide meaning on the things that the City would like to do to help its community grow.
Why are you interested in this board?	I live in Delray Beach now and I would like to more engaged in the community to help our next generation of students understand the importance of education.
Board Member Application	
Are you a registered voter?. If so, where are you registered?	Yes, I am a registered voter.
List any related professional certifications and licenses which you hold:	No Certifications
What Board(s) are you interested in serving?. Please list in order of preference:	Education Board Housing Authority
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Florida International University - Assistant Director for Academic Services
List all City Boards on which you are currently serving or have previously served:(Please include dates)	None Arts Garage Board
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	Professional experience in higher education focusing on student support services, and student achievement initiatives Experienced communicator collaborating with a diverse group of faculty, staff, and students
Educational qualifications:	No Certifications Masters degree in Public Administration Doctorate in Education
SIGNATURE	Penny Butler
Personal Information	
Last Name:	Butler
First Name:	Penny
M.I.	F
Date of Birth	

Home Address:

City (Home Address)

Delray Beach

State (Home Address)

FL

Zip Code (Home Address)

33483

Legal Residence:

City (Legal Residence:)

State (Legal Residence:)

Zip Code (Legal Residence:)

Principal Business Address:

City (Principal Business Address)

Delray Beach

State (Principal Business Address)

FL

Zip Code (Principal Business Address)

33483

Home Phone:

Business Phone:

Fax:

Cell Phone:

E-Mail Address:

Resume

Resume

Penny Butler-Schillinger, Ed.D.

DELRAY BEACH, FLORIDA 33483

QUALIFICATIONS

- Doctorate in Education focusing specifically on instructional technologies for students with learning challenges
- Twenty years of professional experience in higher education focusing on student support services, and student achievement initiatives
- Ten years of leadership and management of staff who provide and support educational services
- An effective communicator, who enjoys collaborative work with a diverse group of faculty, staff, and students
- Led projects, policy implementation, and process improvement to help achieve goals and improve customer service
- Planned, managed, directed, communicated, and reported on the delivery of services in a diverse environment and with multiple stakeholders
- Planned and implemented courses, syllabus, grading rubrics, and grading policies
- Delivered course content and monitored student performance using online and face-to-face formats
- Designed online and face-to-face courses for faculty
- Designed departmental training programs for faculty and staff development
- Trained faculty, staff, and students to use technology applications

EMPLOYMENT

Assistant Director of Academic Resources and Services

2007 - present

Florida International University (FIU), Miami, Florida

In charge of the Division of Information Technology (DOIT) employees and operations on the Biscayne Bay Campus (BBC) which has a student body of over 7,500 and more than 200 faculty and staff. Provide leadership, guidance and serve as the primary point of contact for the Office of the Chief Information Officer (CIO) to ensure the BBC team is executing on departmental goals, objectives, and key performance indicators.

Accomplishments:

- Led the desktop, computer lab, application training, and media support teams on the campus
- Partnered with the CIO and developed, implemented, and communicated policies and procedures
- Ensured the efficient management of academic resources including desktop and computer lab services
- Overhauled and introduced new operating procedures which improved customer service and reduced customer waiting by more than 50%.
- Improved customer service by providing leadership and guidance in the daily operations and planning of the department's tasks
- Improved collaboration efforts by working with the campus deans to work on the department's process improvement
- Worked as a project manager for campus IT projects
- Leveraged the delivery of educational services to enhance the student experience
- Delivered reports to the BBC leadership team about the DOIT campus activities, success, and opportunities
- Increased student satisfaction of services by collaborating with the BBC leadership team to help develop and implement initiatives and projects
- Developed relationships with department administrators and faculty which helped to evaluate learning strategies and best practices

Instructor

1999 - 2013

FIU, Miami, Florida

Traditional and online instructor for Undergraduate Education, College of Arts and Sciences, and Public Administration. Taught First Year Experience (SLS), Microcomputer Applications (CGS), Introduction to Public Administration, Management Principles (PAD) and Leadership in Public Organizations. Awarded above satisfactory course evaluations based on the criteria established by the school or college

Accomplishments:

- Tracked, advised, and monitored students' academic and attendance progress
- Provided students with the learning support tools which helped them develop skills to understand course content
- Introduced approved instruction materials and taught strategies to promote students' academic success
- Worked with the department Chair to stay abreast of student issues and resolution strategies
- Delivered to students a hands-on study of computer-based management support applications such as operating systems, word processing, database design and spreadsheets, specifically Microsoft Office suites
- Delivered fully online and hybrid (blended) courses via Moodle and Blackboard to teach course concepts
- Coached and helped students understand course concepts to accomplish course objectives
- Ensured student's conceptual understanding of employability skills
- Assessed student's achievement and ensure accuracy of all student records
- Developed the first on-line Public Administration Management course for the School of Public Administration now part of FIU On-Line University

Applications Trainer & Instructional Designer, Media Technology Services,

2007 - 2012

FIU, Miami, Florida

Worked with the Director of Media Technology Services (MTS) to develop and implement faculty development services and applications training, online course design, and workshops, to promote learning-centered design and andragogy to align with the University's goals.

Accomplishments:

- Delivered training courses to faculty and staff on university supported applications, specifically Microsoft Office, Outlook, SharePoint, SPSS, and Adobe products
- Worked with faculty to enhance classroom teaching by advising on how to use technology tools
- Served as a resource to faculty and helped design online courses as it relates to Quality Matters criteria
- Aided faculty in designing course content for fully online and hybrid courses on Blackboard and Moodle
- Supported the Director to facilitate events, including quality improvement workshops and seminars
- Helped to enhance instructional support for the faculty to promote teaching excellence and good learning practices
- Established relationships with faculty and staff to identify their training needs which helped with the selection and use of technology for teaching and learning
- Assisted the Director who worked on pedagogical and curricular initiatives in partnership with departments, programs, and schools/colleges

Billing Coordinator, Service Management,

2005 - 2007

FIU, Miami, Florida

Transitioned an outdated and in-house billing system to an online billing system. The billing system's security, reliability, and efficiency improved while the Division's revenue increased by approximately 3%.

Accomplishments:

- Managed the billing system and trained staff and customers how to use the Pinnacle Billing system
- Invoiced over \$4 million of annual DOIT revenue collection to the University community
- Maintained reliability and accuracy of the DOIT billed services
- Maintained budget and tracked expenditures for the department
- Managed administrative IT billing for voice, data, planning & design services, computer operations, and minor projects

Project Manager, Service Management, FIU

2003 - 2005

FIU, Miami, Florida

Managed the service management functions for the Telecommunications Department at BBC and played an instrumental role in the implementation of the multi-million dollar VOIP project at BBC. Continuously received at least 90% customer satisfaction based on the criteria established by upper management.

Accomplishments:

- Managed the cellular phones transition project for the University, and completed all related tasks on schedule with less than 10% customer complaints.
- Established project plans, including identifying project tasks, resources, timelines, and milestones
- Prepared reports for project stakeholders

- Designed and managed technology infrastructure projects including implementation, and transition to operations
- Developed and implemented a cross-training program for the support and technical staff
- Monitored field and lab technicians tasks via help desk application for quality control

EDUCATION

Doctorate in Education, Ed.D.

August 2015

Nova Southeastern University, Davie, Florida

Instructional Technology and Distance Education and minor in Curriculum Development, Dissertation title "Examining the use of Assistive Technology to Help College Students with Learning Disabilities Overcome Achievement Barriers"

Master of Public Administration, MPA

August 1999

Florida International University

Bachelor of Business Administration, BA

December 1994

Florida International University, Management Information Systems

Information Technology Infrastructure Library (ITIL) Foundation Certification

Pink Elephant

November 2015

Instructional Designer Certification

September 2016

Lynda.com

Educational Leadership Enhancement Program

June 2010

Florida International University

Noel M. Tichy Leadership Judgment Program

November 2010

University of Michigan Ross School of Business

Memberships/Special Projects

Commencement Committee, Member

Information Technology Administrators Committee, Member

United Way Committee, Member

Biscayne Bay Campus Leadership Committee, Member

Black Employees Association, Member

Faculty Convocation Committee, Past Member

Communities Helping Adolescents Mentor Program, Mentor

Association for Educational Communications and Technology (AECT), Member

Arts Garage Delray Beach, Board of Directors

League of Women Voters Palm Beach County, Member

Palm Beach County Planning Congress, Member

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CITY CLERK

Application Element	Comments
Advisory Board Questionnaire	
How long have you lived in the city? (Where applicable)	Two years.
How does your education or experience complement the powers and duties of the board/commission?	Being able to serve on a board or commission is not a duty that should be taken lightly. Many of the skills I possess are essential to serving our constituents such as clear communication, attentive listening, and managing conflict. My career and educational experiences have afforded me opportunities that prepared me well.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	None.
What direction would you like to see this board/commission go?. What suggestions do you have?	Given the unusually high number of boards listed, I could summarize my desires to this: to inform, to educate, and to engage.
Have you ever attended a meeting of this board/commission?	I have only attended City Commission meetings.
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	Yes, and I have attended Always Delray meetings to contribute to the conversation. There are plenty of opportunities to strengthen and improve our infrastructure while maintaining our invaluable history. We can implement new advances in technology and sustainability. We have the opportunity to set an example for towns and cities nationwide on how to unify our community and create a work-life balance.
Why are you interested in this board?	I am interested in serving on these boards as I believe that they align with my experiences and dedication to service. I have a vision that aligns with many leaders in our city, so being able to share in that leadership would be an honor.
Board Member Application	
Are you a registered voter?. If so, where are you registered?	Yes, I am registered in Palm Beach County.
List any related professional certifications and licenses which you hold:	I currently do not hold any such certifications or licenses.
What Board(s) are you interested in serving?. Please list in order of preference:	Site Plan Review and Appearance Board (SPRAB), Green Implementation Advancement Board, Downtown Development Authority Board, Education Board, Parking Management Advisory Board, Police Advisory Board, Civil Service Board
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	I am currently employed with WMPH Vacations, Inc. in Delray Beach as its IT Support Specialist.
List all City Boards on which you are currently serving or have previously served:(Please include dates)	Neither have I served nor am I currently serving on any city boards or committees.
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	My wide array of careers and life experiences, which are listed in the attached resume, exemplify my preparedness to serve our city. No matter to which board I am appointed, I will uphold the rights and responsibilities bestowed upon me.
Educational qualifications:	I possess a Bachelor of Science degree and have previously

been certified as a Florida Educator, Firefighter, and EMT.

SIGNATURE

Eric Camacho

Personal Information

Last Name:

Camacho

First Name:

Eric

M.I.

A

Date of Birth

Home Address:

City (Home Address)

Delray Beach

State (Home Address)

FL

Zip Code (Home Address)

33483

Legal Residence:

City (Legal Residence:)

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Principal Business Address:

City (Principal Business Address)

State (Principal Business Address)

Zip Code (Principal Business Address)

Home Phone:

Business Phone:

Fax:

Cell Phone:

E-Mail Address:

Resume

Resume

Eric A. Camacho

, Delray Beach, FL 33483 /

Dynamic, results-driven leader with a 23-year career of achievement and demonstrated success utilizing technology while providing visionary leadership in key strategic roles. Possess a solid record of providing accurate, timely, and integral information for enterprise solutions and ongoing training. Promoted into roles of increased responsibility based on proven results in executing business strategies, pipeline growth, process improvement, and customer relationship management. Exceptional ability to develop and educate people through coaching, mentoring and extensive leadership skills.

KEY SKILLS

- Clear, Concise Communication
- Listens Attentively
- Openly Expresses Ideas
- Team Player
- Able to Forecast Outcomes
- Thorough Researcher
- Effective Multitasker
- Quick, Adept Learner
- Policy Enforcer
- Social Media Management
- Drive Engagement and Leads

KEY STRENGTHS

- Strategic Planning and Analysis
- Process Design & Improvement
- Event Planning and Logistics
- Team Leadership
- Conflict Management
- Performance Metrics
- Relationship Management
- Critical Thinking
- Time Management & Efficiency
- Technology Integration
- Website and Graphic Design
- Creative Questioning

AWARDS

- Miami Herald Silver Knight Award Nominee (1995)
- Alpha Phi Omega Service Award, Alpha Delta Tau Chapter (1999)
- Fire Chief's Award for Excellence, BCC Fire Academy, Class 120 (2008)

PROFESSIONAL EXPERIENCE

WMPH VACATIONS • DELRAY BEACH, FL **IT Support Specialist • 2017 to present**

Provides technical support for all employees in a help desk environment. Diagnoses and resolves company-wide technology problems. Maintains inventory of all hardware and software solutions. Assists in performing quality assurance tests of company-owned websites and mobile apps. Manages local and web-based user accounts for all essential job functions.

MOTIONPOINT CORPORATION • COCONUT CREEK, FL **Success Team Engineer • 2012 to 2016** **Support Team Analyst • 2011 – 2012**

Identified and resolved functionality defects on client websites. Provided pertinent technical information to developers for high-level issues. Analyzed client tickets to ensure all matters were resolved effectively and efficiently. Maintained the CMS database across multiple platforms to ensure accurate communications between the company and its clients.

APPLE STORE • FORT LAUDERDALE, FL **Back of House Specialist • 2012 – 2013** **Red Zone Specialist • 2011 – 2012**

Created unique solutions for our customers based on their technology needs. Educated people by presenting consumer workshops for a wide array of products and services. Managed customers and their Genius Bar reservations in the Family Room. Controlled store inventory daily using several internal applications.

NORTH BROWARD PREPARATORY SCHOOL • COCONUT CREEK, FL **Upper Level Mathematics Teacher • 2010 – 2011**

Taught Algebra I and II to students in grades 9-12. Implemented technology into stimulating lesson plans to capture students' attention and interest. Utilized discussion-based lessons in order to promote a deep understanding of the concepts. Developed unit-based projects centered on real-world situations to demonstrate the importance of mathematics in everyday life.

(continued) ►

BROOKSTONE • BROWARD COUNTY, FL

Assistant Store Manager ▪ 2004 – 2006, 2008 – 2009

Sales Associate ▪ 2003 – 2004

Trained and supervised staff in all daily store operations. Completed any tasks as assigned by store manager or district manager. Responsible for daily sales objectives, including gross margin, as well as payroll control. Participated in year-end inventory management and cycle counts. Aided in floor moves, merchandising, display maintenance, and housekeeping.

BREVARD COUNTY SCHOOLS • BREVARD COUNTY, FL

Substitute Teacher ▪ 2007 – 2008

Middle School Mathematics Teacher ▪ 2006 – 2007

Taught three mathematics sections including Math 2, Math 2 Advanced, and Math 3. Designed and presented comprehensive lesson plans ensuring comprehension and retention. Created and administered daily quizzes and monthly tests to track student progress. Incorporated new, innovative technologies to improve academic success. Collaborated with colleagues to integrate new activities and allocate effective resources.

BROWARD COUNTY SCHOOLS • BROWARD COUNTY, FL

High School Mathematics Teacher ▪ 2004 – 2006

Substitute Teacher ▪ 2004

Instructed Algebra I and Algebra I Honors to 9-12 grade students. Utilized numerous resources to assist with introducing new concepts and enhancing students' skills. Provided clear and concise directions to keep class focused and on track. Cultivated a fun and interesting learning environment. Participated in various extracurricular activities. Attended all staff meetings and professional development workshops.

VOLUNTEER EXPERIENCE**MULTIPLE ORGANIZATIONS • BROWARD AND PALM BEACH COUNTIES, FL**

Student Volunteer ▪ 1991 – 2003

HERE'S HELP, INC. • OPA LOCKA, FL

Volunteer Coordinator, Footy's Y-100 Wing Ding ▪ 1996 – 2005

CODE 3 EVENTS, INC. • DELRAY BEACH, FL

Volunteer Coordinator, 49th Annual Delray Beach St. Patrick's Day Parade ▪ 2017

EDUCATION**BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**

College of Information Systems & Technology, University of Phoenix, 2003

HIGH SCHOOL DIPLOMA

South Plantation (FL) High School, 1995

TRAINING AND DEVELOPMENT

- Academy of South Florida
- Florida Medical Training Institute (EMT)
- Florida Department of Education
- Brevard Community College Fire Academy
- Kennedy Space Center
- Community Youth Sports Coach

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APR 17 2017

CITY CLERK

City Clerk Board Application

Application Element	Comments
Advisory Board Questionnaire	
How long have you lived in the city? (Where applicable)	4 1/2 years.
How does your education or experience complement the powers and duties of the board/commission?	My current career has me working in the political arena with a primary focus on the environment while also working with colleges & high schools nationwide.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	As a contributor to Progress For All, I've helped play a role in many initiatives, including help organize the events surrounding the March For Science & Single-Payer healthcare most recently.
What direction would you like to see this board/commission go?. What suggestions do you have?	I believe Delray Beach can become a beacon of "Green Energy" and "Economic Opportunity" for the entire state of Florida. I would make a concerted effort to push for a robust solar initiative to become our primary source of energy throughout the city. No excuse not to be when we're known as the Sunshine State.
Have you ever attended a meeting of this board/commission?	I have not, but am very excited to get involved.
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	In accordance with Delray Beach's goal for a sustainable future & growth, I believe protecting our environment from the adverse effects of climate change and as well as improving the quality of education are the two most essential components to achieving that long-term vision.
Why are you interested in this board?	My friend Rob Long currently serves on the Green Implementation Board and his insight has sparked my interest significantly.
Board Member Application	
Are you a registered voter?. If so, where are you registered?	Yes, I vote in CD-22 and FL House District 91.
List any related professional certifications and licenses which you hold:	Sales Training, Game Face, 2006 (When hired by the New York Mets right out of college, was required to go through a rigorous month long sales training certification before hitting the ground running.)
What Board(s) are you interested in serving?. Please list in order of preference:	Green Implementation Education
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Owner, Campaign Sports, LLC
List all City Boards on which you are currently serving or have previously served:(Please include dates)	Progress For All, (Hollywood, FL) 2016-Present (Progressive Political Action Committee with a primary focus on environmental issues)
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	I currently run a fundraising company for college & high school sports teams nationwide which has allowed me to further develop my skills & knowledge of (sales, marketing, advertising, communications, budgeting & cross-promotion).
Educational qualifications:	Bachelor's Degree, Political Science, Rutgers University, Class of '06
SIGNATURE	Peter Hager

Personal Information

Last Name: Hager
First Name: Peter
M.I.:
Date of Birth:
Home Address:
City (Home Address) Delray Beach
State (Home Address) FL
Zip Code (Home Address) 33484
Legal Residence:
City (Legal Residence):
State (Legal Residence):
Zip Code (Legal Residence):
Principal Business Address:
City (Principal Business Address) Delray Beach
State (Principal Business Address) FL
Zip Code (Principal Business Address) 33484
Home Phone:
Business Phone:
Fax:
Cell Phone:
E-Mail Address:

Resume

Resume

Peter Hager

Delray Beach, FL 33484

Small Business Owner with over 5+ years experience in business management, sales, marketing, fundraising & networking

Professional Experience:

Campaign Sports LLC, Delray Beach, FL

Owner, January 2011-Present

- Make sales calls to prospective coaches at the college & high school sports level nationwide about using a state-of-the-art sponsorship brochure fundraising system for their annual financial needs
- Oversee back office operation to ensure flawless execution of each campaign in order to achieve highest donation response rate & profit margin.
- Maintain the highest level of customer service & satisfaction for long-term sustainability.

Education:

RUTGERS UNIVERSITY, New Brunswick, NJ

Bachelor of Science in Political Science, May 2006

- Understudied in Media Journalism

Additional Skills:

- Proficient in Microsoft Office

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CITY CLERK

Application Element	Comments
Advisory Board Questionnaire	
How long have you lived in the city? (Where applicable)	I was born and raised in Delray
How does your education or experience complement the powers and duties of the board/commission?	I know what it takes to work hard, engage team members, solve problems, and get things done. I credit my extremely challenging undergraduate and graduate universities for helping me build these skills.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	I have been on the board for Big Brother and Big Sisters of Greater Houston as well as Equine Assisted Therapies for South Florida. I led the United Way Campaign for Phillips 66 and currently sit on the alumna board for my high school and undergrad
What direction would you like to see this board/commission go?. What suggestions do you have?	I think all boards should serve as an extension of the people it serves. With the recent City Commission election the residents of Delray Beach made it clear the direction they hope to go in. I want to help my fellow residents continue to be proud of the village (by the sea) they live in.
Have you ever attended a meeting of this board/commission?	no, I have not.
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	With the recent City Commission election the residents of Delray Beach made it clear the direction they hope to go in. I want to help my fellow residents continue to be proud of the village they live in. I think there needs to be a balance between development and preservation. The residents of Delray and the men and women who lead us need to work together.
Why are you interested in this board?	I want to be a part of the future of Delray. I truly love my home and want to help guide the village/city to its greatest potential!

Board Member Application	
Are you a registered voter?. If so, where are you registered?	YES IN DELRAY BEACH
List any related professional certifications and licenses which you hold:	Undergrad degree in business/finance from NYU. Masters in accounting from University of Texas - Austin
What Board(s) are you interested in serving?. Please list in order of preference:	Planning and Zoning Board Civil Service Board Education Board Parking Mgmt Advisory Board
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	YouFit Health Clubs --> no current locations in Delray but always looking for the right location for a new club.
List all City Boards on which you are currently serving or have previously served:(Please include dates)	I have not. I only recently learned, from Jim Chard, that I could attend.
Describe experiences, skills or knowledge which	I am extremely knowledgeable in finance, business

qualify you to serve on this board: (Please attach a brief resume)

development, cash management, customer service, city planning (took certification courses at Columbia University), customer/resident behavior analysis and engagement, and public speaking.

Educational qualifications:

Undergrad degree in business/finance from NYU.
Masters in accounting from University of Texas - Austin

SIGNATURE

Caroline Osherow

Personal Information

Last Name:

OSHEROW

First Name:

CAROLINE

M.I.

A

Date of Birth

Home Address:

City (Home Address)

DELRAY BEACH

State (Home Address)

FL

Zip Code (Home Address)

33444

Legal Residence:

City (Legal Residence:)

State (Legal Residence:)

Zip Code (Legal Residence:)

Principal Business Address:

City (Principal Business Address)

State (Principal Business Address)

Zip Code (Principal Business Address)

Home Phone:

Business Phone:

Fax:

Cell Phone:

E-Mail Address:

Resume

Resume

Caroline Osherow

Financial Planning & Analysis Manager at Youfit Health Clubs

Summary

I graduated The University of Texas at Austin with Masters of Professional Accounting and received my undergraduate degree at NYU

Specialities: XBRL, Project Management, Customer Management, Critical Variable Analysis, Financial Analysis, Research and Presentations, Accounting, Public Speaking, Variance Analysis, Long Range Planning (budgeting), Excel, SAP, Essbase, BEx Analyzer, Cognos

Experience

Financial Planning & Analysis Manager at Youfit Health Clubs

September 2016 - Present (7 months)

Professional Services Manager at Workiva

November 2015 - September 2016 (11 months)

- End-to-end hands on partner to my clients during SEC filing.
- In depth knowledge of financial reporting and financial statements
- Working to develop and present sales strategy and field team training for new data solution
- Manage over 15 customer accounts/projects
- Identify potential organic growth opportunities from my customers and present use cases.
- Work closely internally with Sales, Product Support, Product Management, and Customer Success and externally with Financial Reporting Managers, Directors, and Controllers of public companies.
- Account Management
- Project management
- XBRL data modeling, mapping, tagging and review of customer XBRL projects.
- Maintain management responsibility for multiple XBRL professional service engagements
- Review financial statements to gain an understanding of the accounting policies to map, model, and tag clients statements for XBRL
- Maintain thorough knowledge of taxonomies, SEC regulations, and US GAAP changes
- Provide client training on XBRL and Wdesk application

Coordinator: Special Projects - Spectrum Integration at Phillips 66

February 2015 - July 2015 (6 months)

In June 2014 Phillips 66 acquired specialty lubricants manufacturer, Spectrum Corporation. I am coordinating the Finance integration of this company into Phillips 66

Business Improvement and Projects Analyst at Phillips 66

May 2014 - February 2015 (10 months)

As a business improvement and projects analyst I work to make the processes in Phillips 66's Commercial business more efficient. From working with traders, to schedulers, to back office accounting groups; Our projects are focused on improving efficiency and adding value to the company.

Global Marketing Finance and Performance Analyst - Reseller COT at Phillips 66

April 2013 - May 2014 (1 year 2 months)

- Report and analyze short and long term volume and financial performance
- Collaborate with management to influence, coordinate, and create the budget and present to the leadership board
- Automated 4 monthly reports resulting in increased efficiency and analysis
- Redesigned and led monthly financial review meetings with COT leadership to focus on variable critical analysis
- Prepare financial and volume forecasts with highest accuracy in 5+ years
- Analyze and serve in the functional review process for proposals pertaining to new business, increasing efficiency of the proposal process by an average of 5 days
- Create complex financial models for new business ventures and structures
- United Way campaign treasurer
- Junior Achievement volunteer teacher

External Reporting Intern-Office of the Controller at Phillips 66

May 2012 - August 2012 (4 months)

Reported to both the Director of External Reporting and Assistant Controller. My summer culminated with two 45 minute presentations to executive leadership and internship board.

Project 1: Researched, devised, and executed a plan to allow Phillips 66's to regain control of its SEC reporting destiny. I eliminated the need for a 3rd party provider by bringing the XBRL tagging and EDGARization processes "in-house". My work resulted in substantially improved efficiency as well as a major reduction of cost. Combined with normal research methods, I utilized LinkedIn, creating message boards, reaching out to reporting managers at peer and other major corporations, and reading through preexisting threads, to not only research vendors but to also hear first hand what current customers (major Fortune 500 companies) were experiencing with their chosen solutions. I then coordinated in house demos, conference calls with reporting managers at some of our peer companies, acted as the point person for IT and procurement, and submitted my final conclusions to the CFO (as well as make my 2 presentations)

Project 2: Assisted with the 10Q. Performed the test of significance to determine PSX's consolidated subsidiaries and ensured my findings were reflected in the income statement and corresponding footnotes. Determining P66's earnings to fixed charges ratio and updated the coinciding tables.

Finance and Business Development Intern at Concierge New York, LLC

January 2011 - May 2011 (5 months)

Accounting Intern at IMG

January 2010 - June 2010 (6 months)

- Analyzed client income, spending, and expense trends resulting in presentations of optimization of income suggestions to client representation
- Utilized SAP to enter vendor invoices, reconcile accounts, and determine data entry errors creating a more organized and systemized input process
- Prepared tax returns for clients and identified methods to increase "write-off's"

Financial Analysis Intern at Osherow & Associates

May 2009 - August 2009 (4 months)

- Analyzed financial statements, annual reports, current events, and conference calls to recommend investments resulting in a 1% increase in return
- Managed portfolios with Thompson and E-Trade Executive software gaining a confidence and ability to successfully navigate these programs

Intern at Washington Wizards

September 2006 - June 2007 (10 months)

Senate Intern at U.S Senator Daniel Inouye (D-HI)

September 2005 - June 2006 (10 months)

Answered and noted constituent opinion phone calls. Performed general administrative work, including research, faxing, mailing, copying, giving congressional tours, welcoming visitors, and coordinating tours of The White House.

Teacher's Assistant at Easter Seals of Washington DC

September 2004 - June 2005 (10 months)

Aided the teacher in working with physically and mentally challenged children whom ranged in age between 3-6 years old. Helped teach serve lunch, deal with disciplinary issues, and handle recess time.

Volunteer Experience

Teacher at Junior Achievement of Southeast Texas

January 2014 - Present

Publications

Advances in SEC Reporting Process: 40-Year Retrospective

Financial Executive April 2013

Authors: Caroline Osherow, Nadine Bonney

The article discusses the impact of technological innovations on the reporting standards of the U.S. Securities and Exchange Commission (SEC) from 1972 to 2012, presenting forecasts for potential future modifications to SEC standards. Topics include the influence of equipment and services such as fax machines, personal computers, browsers, electronic mail, and overnight delivery services. The Sarbanes-Oxley Act of 2002 is mentioned. The potential impact of cloud computing on SEC standards is considered.

Skills & Expertise

Financial Analysis

Microsoft Excel

Accounting

Management

Auditing

Financial Reporting

Finance

Research

SEC filings

Social Media

Budgets

SAP

Financial Modeling

Social Networking

Sports Management

Time Management

Tax

Cognos

Data Analysis

Analysis

Investments

Statistical Data Analysis

Essbase

Long Range Planning

Variance Analysis

Networking

Interviews

Conducting Interviews

Business Meetings

Presentations

Microsoft Office
Public Speaking
Leadership
PowerPoint
Business Process Improvement
Project Management
Project Planning
Project Coordination
Team Leadership
Team Management
SEC Filings
SAP Products

Education

The University of Texas at Austin - Red McCombs School of Business

Masters of Professional Accounting, Accounting, 2011 - 2012

New York University

Bachelor of Science (B.S.), 2007 - 2011

Activities and Societies: Sports Business Society, Roosevelt Institute

The Madeira School

High School Diploma, 2003 - 2007

Activities and Societies: Junior Statement of America: Vice President (2005-2007) Varsity Equestrian Team:
2003-2007 Math Team: 2003-2007, captain 2006-2006

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CITY CLERK

Application Element	Comments
What Board(s) are you interested in serving?. Please list in order of preference:	1. Community Redevelopment Agency 2. Historic Preservation Board 3. Education
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Broker Associate, Nestler Poletto Sotheby's International Realty. Offices located in both Delray Beach (East Atlantic Avenue) and in East Boca Raton.
List all City Boards on which you are currently serving or have previously served:(Please include dates)	I have not currently served on a board yet.
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	I am extremely involved in the Delray Beach community, and as a Residential Real Estate Broker, I am interested and invested in the both the redevelopment and preservation of our amazing city. I have served in numerous leadership positions described and would love to bring my knowledge, expertise and passion to the table to help benefit Delray in any way that I can. I am also a mother of a 5 year daughter attending a Choice gifted program, and feel very strongly about educating our youth, providing access to solid education and partnering with the city and other organizations to ensure our schools and programs are top notch.
Educational qualifications:	Graduate of Dartmouth College BA 1998. Graduate of Pratt Institute MFA 2001. Graduate of Leadership Delray 2015 and the Realtors Association of the Palm Beaches Leadership Academy 2016. Numerous designations, certifications and leadership roles described.
SIGNATURE	Jessica Rosato
Personal Information	
Last Name:	Rosato
First Name:	Jessica
M.I.	M
Date of Birth:	
Home Address:	
City (Home Address)	Delray Beach
State (Home Address)	FL
Zip Code (Home Address)	33484
Legal Residence:	
City (Legal Residence:)	
State (Legal Residence:)	
Zip Code (Legal Residence:)	
Principal Business Address:	
City (Principal Business Address)	Delray Beach
State (Principal Business Address)	FL

Application Element	Comments
Zip Code (Principal Business Address)	33483
Home Phone:	
Business Phone:	
Fax:	
Cell Phone:	
E-Mail Address:	
Resume	
Resume	

City Clerk Board Application

Application Element	Comments
Advisory Board Questionnaire	
How long have you lived in the city? (Where applicable)	14 years
How does your education or experience complement the powers and duties of the board/commission?	My profession as a realtor keeps me directly involved in the development of Delray Beach from new projects to new businesses coming to the area, etc. I am always current on what is happening in Delray Beach and its surrounding neighbors, and my sincere interest and involvement in our city fuels my passion and will hopefully benefit a board I'm chosen to serve on.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	No, I have not currently served on a board. I have served in other community and leadership positions, but not on a Delray Beach board.
What direction would you like to see this board/commission go?. What suggestions do you have?	I honestly don't know enough to make strong suggestions, but I do hope to learn as much as I can as I serve to help move Delray in a positive direction.
Have you ever attended a meeting of this board/commission?	Yes, I have had the pleasure of attending meetings.
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	With recent implemented changes, I am a little unclear as to the precise direction Delray plans to take. I see a lot of new development, new construction, new projects (Ipic, Atlantic Crossing, West Delray west of Swinton, All Aboard, etc) and it excites me. I also see changes being made with past festivals and events (Seafood Festival, Garlic Fest) and I'm interested in learning more about the pros and cons. I love Delray and wouldn't live anywhere else. My family lives here as well. To be more directly involved in our future would be an honor.
Why are you interested in this board?	I am extremely involved in the Delray Beach community, and as a Residential Real Estate Broker, I am interested and invested in the both the redevelopment and preservation of our amazing city. I have served in numerous leadership positions described and would love to bring my knowledge, expertise and passion to the table to help benefit Delray in any way that I can. I am also a mother of a 5 year daughter attending a Choice gifted program, and feel very strongly about educating our youth, providing access to solid education and partnering with the city and other organizations to ensure our schools and programs are top notch.
Board Member Application	
Are you a registered voter?. If so, where are you registered?	Yes, Delray Beach
List any related professional certifications and licenses which you hold:	Real Estate Sales Specialist, Performance Management Network Designation, Blue Diamond Circle Elite, Blue Diamond Circle Platinum, Certified Luxury Home Marketing Specialist (CLHMS), Million Dollar Guild, Chair of Delray Business Partners, Delray Beach Chamber Ambassador, 2016 Women's Council of Realtors

City Clerk Board Application

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JUL 17 2017

CITY CLERK

Application Element	Comments
Advisory Board Questionnaire	
How long have you lived in the city? (Where applicable)	Three years.
How does your education or experience complement the powers and duties of the board/commission?	My education and experience complement the duties of the board since I've worked with students and faculty in higher education in libraries.
Have you served on board(s) previously?. If so, what were your contribution(s) to the board(s)?	I have not served on city boards previously; but have served on library committees locally and nationally.
What direction would you like to see this board/commission go?. What suggestions do you have?	The direction I would like to see the board go in would be more self promotion and outreach to the community especially parents, students, and teachers. An assessment or survey could be conducted to find out What the community would like to see the board accomplish.
Have you ever attended a meeting of this board/commission?	No I have not attended a board meeting.
Are you aware of the City's adopted vision and goals for the future?. If so, what is your opinion of the vision and goals?	No I could not find the City's adopted vision and goals for the future.
Why are you interested in this board?	I'm interested in the Education board because my I'm hoping to connect with students, parents, and teachers to make positive difference in schools.
Board Member Application	
Are you a registered voter?. If so, where are you registered?	Yes registered to vote in Delray Beach.
List any related professional certifications and licenses which you hold:	Library professional certifications such as academic library budgets, fundamentals of acquisitions, and fundamentals of electronic resource acquisitions. Passed the Japanese Language Proficiency Test level N4 in 2012 and passed level N5 in 2011.
What Board(s) are you interested in serving?. Please list in order of preference:	Education Board and Parking Management Advisory Board.
Give your present, or most recent employer and position: In addition, are you or your company a vendor with the City	Florida Atlantic University, Assistant Serials Acquisitions Librarian. To the best of my knowledge FAU is not a vendor with the city.
List all City Boards on which you are currently serving or have previously served:(Please include dates)	Have never served on city boards. Served on library committees at work and through a national library organization.
Describe experiences, skills or knowledge which qualify you to serve on this board: (Please attach a brief resume)	Work in Education with students and faculty. Offer skills in Excel and Word; basic budgeting and knowledge in educational resources.
Educational qualifications:	Masters in Library Science; Bachelor of Arts; Associate of Arts.
SIGNATURE	Jessica O'Neil
Personal Information	

Last Name:	Jessica
First Name:	O'Neil
M.I.	L
Date of Birth	
Home Address:	
City (Home Address)	Delray Beach
State (Home Address)	FL
Zip Code (Home Address)	33444
Legal Residence:	
City (Legal Residence:)	
State (Legal Residence:)	
Zip Code (Legal Residence:)	
Principal Business Address:	
City (Principal Business Address)	
State (Principal Business Address)	
Zip Code (Principal Business Address)	
Home Phone:	
Business Phone:	
Fax:	
Cell Phone:	
E-Mail Address:	
Resume	
Resume	

Jessica O'Neil

Delray Beach, FL 33444

Employment History:

Assistant Serials Acquisitions Librarian, Full-Time, 40 hours

July 21, 2014 - present

Florida Atlantic University Library, Boca Raton, FL 33431

- Report serials unit activities completed monthly to Assistant Dean of Technical Services.
- Work closely with Head of Serials Acquisitions and Assistant Serials Coordinator on electronic journal package renewals and tracking resources.
- Submit cataloging requests to E-Resources Access Management Librarian for new and transferring journal titles.

Head Librarian, Full-Time, 40 hours

November 19, 2012 – July 18, 2014

Northwood University Library, West Palm Beach, FL 33409

- Manage library administration and library operations.
- Manage eight part-time library student assistants and one part-time assistant librarian.
- Assist students and faculty at circulation desk and with reference help.

Assistant Librarian, Technical Services, Part-Time, 15 hours

April 1, 2012 – November 16, 2012

Northwood University Library, West Palm Beach, FL 33409

- Catalog and process new books and items.
- Handle any technical issues with the Integrated Library System.
- Assist students and faculty at circulation desk.

Library Page, Technical Services Department, Part-Time, 20 hours

March 24, 2009 – November 16, 2012

Mandel Public Library of West Palm Beach, West Palm Beach, FL 33401

- Process and release new media.
- Repair and replacement of media.
- Copy catalog MARC records.

Executive Assistant, Part-Time, 20 hours

February 11, 2008 - March 15, 2009

AHN Media Corporation, Wellington, FL 33414

- Type letters, fax documents, deposit checks, check mail, e-mail master schedule, and events calendar weekly.
- Coordinate schedule as needed for the CEO and Lead Editor of company. Keep office supplies organized and stocked.
- Maintain company documentation.

Pet Sitter, Part-Time, 20 hours

September 10, 2007 – October 28, 2008

The Petweekender, LLC, West Palm Beach, FL 33413

- Responsible for care, health, and happiness of pet until client returns.
- Lock up and secure house.
- Talk with clients personally to keep them up to date on the status of their pet.
- Trained co-worker pet sitters on company procedures at job site.

Assistant English Teacher, Full-Time, 30 hours

August 31, 2006 – August 30, 2007

City of Takamatsu/Takamatsu Daiichi Senior High School, Takamatsu, Japan

- Planning lessons for Beginner to Intermediate level English students on oral communication and grammar.
- Teach students English with interactive games and lessons.

Education:

University of South Florida, School of Information, Tampa, FL

August 2009 – August 2011

- Masters of Library Science

Eckerd College, Saint Petersburg, FL

September 2004 - May 2006

- Bachelor's of Arts in Creative Writing
- Selected out of Graduating Class to go to Takamatsu, Japan for Sister City Exchange.

Palm Beach State College, Lake Worth, FL

September 2002 - August 2004

- Associates of Arts Degree.
- Dual Enrollment High School Student at PBSC with 3.0 average.

Interests:

Fitness is important to me and I exercise at the gym or outside at least three times a week.

**Personal
Achievements:**

Volunteer at the Morikami Museum Library at once a month since August 2015-2016 until the library closed; began volunteering as Membership Desk Assistant 2017- present. Volunteered two nights a week at Bethesda Memorial Hospital in Medical Records Department in 2009. Cultural Ambassador Sister City Exchange Takamatsu, Japan; activities included cultural outreach lectures in English to elderly and free English lessons to elementary children. Monthly English speaker on International Relations television program "Ikki Ikki Navi" for citizens of Takamatsu to learn how to guide foreign visitors around Takamatsu while speaking English. Worked at Sarasota Manatee Association for Riding Therapy (SMART) in 2005/2006 helping kids with special needs riding on horses. Volunteered at the Morikami Museum and Japanese Gardens over the summer of 2005 in the museum store and the Obon festival. Studied the Japanese language 2007 to 2012 such as: grammar and the writing systems hiragana, katakana, and kanji. Passed the Japanese Language Proficiency Test level N4 in 2012 and passed level N5 in 2011.

Jessica O'Neil

Delray Beach, FL 33444