

exp 4/4/21

01190 - Volunteer Committee / Advisory Board Member

Contact Information -- Person ID: 34519785

Name:	LaToya Ratlieff	Address:	755 Dotterel Rd, Apt 1205 Delray Beach, Florida 33444 US
Home Phone:	(321) 439-4185	Alternate Phone:	
Email:	latoya.ratlief@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	12/11

Personal Information

Driver's License:	Yes, Florida ,	Class E
Can you, after employment, submit proof of your legal right to work in the United States?	Yes	
What is your highest level of education?	Associate's Degree	

Preferences

Minimum Compensation:	\$55,000.00 per year
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening , Night , Rotating , Weekends

Objective**Education**

City of Delray Beach has chosen not to collect this information for this job posting.

Work Experience

Program Manager	Hours worked per week: 40
1/2019 - 3/2019	Monthly Salary: \$0.00
	May we contact this employer? Yes
T Leroy Jefferson Medical Society Palm Beach Gardens, Florida 33410	

Duties

- Responsible for the overall planning, management, operations and coordination of all aspects of the TLJMS community service programs, services, events and initiatives; while meeting or exceeding desired outcomes
- Cultivating mutually beneficial alliances with government agencies, social, civic and community organizations and healthcare providers to advance community service programs
- Recruiting and leading the interns and volunteers by establishing staffing requirements, interviewing potential interns and volunteers, planning training and development activities, and creating standard evaluation processes.
- Managing board and committee activities; coordinating events and meetings, and preparing and reviewing performance reports.
- Orchestrating successful fundraising efforts, including grant writing and proposals, management of existing grants, donor cultivation, and redesigning current events to attract new sponsors and community partners

Reason for Leaving

Currently Employed

Contractor

1/2018 - 10/2018

Robert Half

Boca Raton, Florida 33444

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer? Yes

Duties

- Performing a wide range of services for Non-Profit Clients including;
 - Monitoring grant expenses, reconciling fund activity to budget, tracking costs, allocating and monitoring sponsor payments, preparing and maintaining ad hoc spreadsheets and reports, while developing policy and procedure documents. Developing budgets and budget justifications for new proposals.
 - Executing events from start to finish including management of inquiries, proposals, policies and guidelines, contracting, client relations and event logistics.
 - Managing event committees & sub committees ensuring brand message, executing department budget and vendor negotiations.
- Spearheading the volunteer program, ensuring proper trainings, regular communications, enhancement of outreach efforts and scheduling.
- Development of presentations and communication outlining current and future initiatives, progress updates, program metrics, etc.
 - Supports internal and external communication projects and initiatives, with a focus on the implementation of communication plans. Plans, writes, edits, facilitates, distributes and tracks communication materials. Evaluates processes and recommends solutions to increase the effectiveness and efficiency of existing communications products, programs and processes.

Reason for Leaving

Moved on to a New Position

Senior Specialist

7/2015 - 11/2017

Comcast

Boca Raton, Florida 33487
(321) 439-4185

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Derek Cooper - Vice President

May we contact this employer? Yes

Duties

- Tracked and managed over 10 million in cash, foundation and In-Kind budget utilized to foster and build relationships throughout the state of Florida, and southern parts of Georgia, Alabama and the Carolinas with organizations such as Boys & Girls Club, Food Banks, United Way, Big Brothers and Big Sisters, Urban League, Education Foundations, etc.
- Supported the development and execution of corporate-wide internal communications programs and initiatives. Proactively contributed to and maintained the internal communications editorial calendar and production schedules.
- Partnered with Corporate, Division and Regional Leadership to prepare the annual operating budget, monthly research revenue reports and portfolios for the Government Affairs and Community Investment Teams.
- Managed budget projections and preparation; forecasted budget expenses and allocated and monitored sponsorship payments. Reconciled fund activity to budget, prepared financial status reports and closed out funds.
- Reviewed, edited, and submitted grant applications. Conducted correspondence with grantees concerning grant information, agreement processes and adherence to compliance. Reviewed all financial status reports and provided continuous surveillance of all financial and management aspects of grants and program/initiatives status.
- Participated as a representative of Comcast in assigned community meetings, committees, and coalitions to develop and enhance community partnerships.
- Cultivated and maintained relationships with community groups and partner organizations to maximize Comcast's exposure to target populations.
- Managed the Volunteer Ambassador Program by creating events, surveying interest and expected participation, securing employee, leadership and external partner volunteers and increasing year-to-year growth in participation.

- Worked in partnership with leadership, influencers and elected to secure strategic board and committee leadership opportunities with charitable organizations. Promoted the region's regulatory agenda during public hearings
- Collaborated with schools, school districts and education foundations to successfully promote and execute the Leaders and Achievers Scholarship Program.
- Created department and community events to implement successful employee engagement, employee resource group membership, and employee knowledge of corporate social responsibility and growth of the volunteer ambassador program.
- Coordinated with Division and Corporate teams to vet potential organizations for grant execution, corporate initiatives and events and built strategic relationships with local community and elected officials to further the mission of the Comcast Foundation.

Reason for Leaving

Change in Management and position duties.

Executive Assistant

11/2012 - 7/2015

Comcast
West Palm Beach, Florida 33407

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Derek Cooper - Vice President

May we contact this employer? Yes

Duties

- Supported five Vice Presidents for the Florida Region, with combined leadership of 85% of employee headcount.
- Maintained frequently changing calendars by scheduling meetings and appointments, setting up teleconferences and video conferences, monitoring scheduling conflicts and making executive decisions to ensure seamless daily operations.
- Arranged all domestic and international travel, including securing airfare, hotels, transportation and, directions for convenience while traveling.
- Created, submitted and tracked expense reports. Submitted invoice and accounts payable payments on behalf of the senior leadership team.
- Attended leadership meetings, prepared agenda, recorded meeting minutes, disseminated actions items and follow-up details.
- Prepared presentations, financial reports and SOWs for projects as needed.
- Prepared, edited and distributed local and state franchise notices of price adjustment, channel lineup modifications etc. within agreed terms of notification timelines.
- Ensured regional support of yearly employee campaigns, such as United Way and Comcast Cares Day by providing Government Affairs Team promotional material, area logistics and attendance at the events.
- Planned and executed employee appreciation, vendor and customer events; within budget by securing locations, picking catering vendors, purchasing giveaways, monitoring the invite list, arranging speakers, etc.
- Served as a gatekeeper between customers and vendors for leadership by rerouting calls and correspondence appropriately and delegating tasks to their direct reports as needed.
- Monitored office supply inventory, equipment functionality and cleanliness of the work areas.

Reason for Leaving

Promotion

Financial Analyst

1/2012 - 6/2012

Sikorsky/Comforce
West Palm Beach, Florida

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer? Yes

Duties

- Maintenance, organization, and distribution of technical records and information
- Perform semi-complex analysis, project/process reporting and database/data management
- Process hourly and salary labor transfers to appropriate cost centers and charge code elements

using SAP

- Update weekly and monthly cost reports for Engineer and Manufacturing Program Managers
- Maintain weekly jet fuel consumption file for Sikorsky and Pratt & Whitney test flight summary and flight day's report
- Prepare and submit check requests through SAP to accounts payable for West Palm Beach invoices
- Assist with other projects as needed, including small reports and presentations. Plan and coordinate all area events, such as holiday party, annual golf outing etc.
- Perform month-end journal entries, account reconciliation and forecasting using Hyperion Smart view

Reason for Leaving

6 Month Contract Assignment

Senior Administrator

9/2006 - 9/2011

Raytheon
Orlando, Florida

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Jim Ralph - Senior
Developer and Site Lead

May we contact this employer? Yes

Duties

- Handled multi-line phone systems
- Performed all new hire orientation, onboarding and overview of processes, benefits, HR policies etc.
- Maintained calendars, scheduled appointments and meetings for Program Area Manager and other leaders on the CSS Team
- Ensured consistent communication flow to Managers, off-site employees and parent company in Alexandria (emails, scheduled staff meetings and one-on-one meetings, etc.)
- Coordinated travel arrangements, generated itineraries, booked travel accommodations, arranged lodging and meeting accommodations.
- Completed expense reports, obtained approval signature, submitted r payment / reimbursement requests for team in a timely manner. Prepared and submitted check requests. Processed Orlando CSS expense reports in Costpoint
- Maintained current and accurate records of travel expenses as they were submitted.
- Managed and coordinated meetings, arranged conference room reservations, called and set-up catering service, and related responsibilities. Arranged video conferences and teleconferences (domestic and international) for team members.
- Maintained office supply inventory, overall functionality of office equipment and scheduled maintenance as needed.
- Performed additional projects as needed, including small reports and presentation, visit requests through JPAS Plan and coordinated all area events, such as holiday party, annual golf outing etc.

Reason for Leaving

Company-wide Layoffs

Certificates and Licenses

Type: Six Sigma

Number:

Issued by:

Date Issued: 3 /2011 Date Expires: 1 /2028

Type: Public Notary

Number: FF243528

Issued by: State of Florida

Date Issued: 2 /2008 Date Expires: 7 /2019

Skills

Office Skills

Typing: 60

Data Entry: 0

Other Skills

Microsoft Office Expert - 14 years and 0 months

Volunteer Management Intermediate - 5 years and 2 months

Languages

English - Speak, Read, Write

Additional Information

Volunteer Experience

Office Depot Foundation, United Way, Big Brothers Big Sisters, Boys & Girls Club, Sunfest, Little Smiles, Tortuga, Literacy Coalition, Education Foundation

Professional Associations

Women in Cable & Telecommunications

References

Professional

Meister, Joy

6344 SW 52nd Terrace

Palm City, Delaware 34990

(954) 821-2622

JoyMeister@yahoo.com

Professional

Coker, Michael

1100 Northpoint Parkway, Suite 100

West Palm Beach, Florida 33407

(646) 588-8841

Mr.mcoker@gmail.com

Personal

Robinson, Zwynika

5537 SW 6th Court

Margate, Florida 33068

(561) 396-5356

Zwynika@hotmail.com

Resume

Text Resume

Attachments

Agency-Wide Questions

1. Q: The Board application MUST be completed whether you submit a resume or not. It is important that your application show all the relevant experience and skills you possess

that would assist you in serving on this committee or board. Applications must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered. Applications may be rejected if incomplete. Resumes alone WILL be rejected. PLEASE NOTE: A) ONCE YOU SUBMIT YOUR APPLICATION, YOU WON'T BE ABLE TO ADD OR CHANGE ANYTHING and you will NOT be able to reapply for the same position(s) during that posting period. B) The City of Delray Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Therefore, please be advised that all applications are public record and subject to the disclosure provisions of Chapter 119 of the Florida Statutes. In addition, please be advised that applications will remain on file in the City Clerk's Office for a period of two (2) years from the date submitted. It is the applicant's responsibility to ensure that the application on file is current.

A: Acknowledged, I entered all my experience and information in this application. I understand that my application may be rejected if incomplete. Also, I understand that my application needs to be completed whether I submit a resume or not and I understand that resumes alone will be rejected. I have checked my application before submitting and I understand that I won't be able to change or add anything once the application is submitted. I also understand that my application is considered a public record and will remain on file in the City Clerk's Office for a period of two (2) years from the date it was submitted.

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2. Q: Declaration of Personal Information Exemption Personal Information provided in this application is public information unless the applicant qualifies for an exemption pursuant to Florida Statutes. You are encouraged to thoroughly read the applicable sub-sections of F.S. 119.071. If you qualify for an exemption, your address and phone number are protected information. If you have any questions, please contact the Clerk's Office at 561-243-7056. Do you qualify for a statutory exemption from public disclosure based upon F.S. 119.071?

A: No

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3. Q: If you stated yes to the above, please list under which sub-section of F.S. 119.971 do you qualify for a statutory exemption from public disclosure?

A:

-
4. Q: The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

A: Acknowledged

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5. Q: I identify my gender as...

A: Female

-
6. Q: Age

A: 25-40

-
7. Q: Occupation (If retired, please indicate former occupation or profession.)

A: Program Manager for a Non-Profit

-
8. Q: How many years have you lived or worked in Delray Beach?

A: 3

-
9. Q: Employer name and address

A: T Leroy Jefferson Medical Society
4595 Northlake Blvd, Suite 109
Palm Beach Gardens, FL 33418

10. Q: Home Phone

A: N/A

11. Q: Mobile Phone

A: (321) 439-4185

12. Q: Business Phone

A: N/A

13. Q: Please contact me at the following phone number

A: Mobile

14. Q: Please contact me at the following address.

A: Residential street

15. Q: Do you or any of your family members work for or serve on the board of directors of any organization which has contracted with or applied for funding from the City of Delray Beach?

A: No

16. Q: Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.

A:

17. Q: Have you previously been employed by the City of Delray Beach?

A: No

18. Q: Have you served on the City Commission in the last year?

A: No

19. Q: Are you currently serving or have you previously served on any City boards?

A: No

20. Q: If yes to above, then please list the boards that you have served on, and your contributions to each?

A:

21. Q: Do you have any relatives employed by the City of Delray Beach?

A: No

22. Q: EXPLANATION: If you entered yes for the question above, what is the name of the relative and your relationship. (Please indicate N/A if not applicable)

A:

23. Q: Are you a registered voter?

A: Yes

24. Q: How does your education or experience compliment the powers and duties of the

Board?

A: I've worked for almost 7 years involved directly with community relations and youth development. I believe that my knowledge of the community, corporate and influencer relationships could be beneficial in the execution of community youth initiatives and programs. I also have experience with public relations, grant writing, social media and CSR.

25. Q: Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.

A: Florida Notary, Six Sigma and Volunteer Management

26. Q: **Valid e-mail address is necessary to be able to receive notifications from City Clerk's department including but not limited to notices to schedule an interview, application received or rejected notices, etc. Most correspondence will be done through e-mail notifications. Please ensure that valid e-mail address shows on your application and that you remember your login information.**

A: Acknowledged. It is my responsibility to provide a valid e-mail address for correspondence and e-mail notifications. I understand that if I don't check my e-mails or forget my login information, I might miss important messages regarding the position I applied for, and/or any tests or pre-requisites that might be required of me, which could result in missing the opportunity to be considered for the position.

Supplemental Questions

1. Q: I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:)

A: Community Redevelopment Agency
Kids & Cops Committee
Police Advisory Board

2. Q: Please list any community activities that relate to this position.

A: I have and currently volunteer with several youth specific organizations including BBBS SFL chapters, Wellness in the Schools, Boys & Girls Clubs SFL, and Crisis Text Line. In my current role, I lead all of our youth outreach programs targeted at educating and providing resources for youth in underserved communities. And, I also lead a mentorship program.

3. Q: List any experience that would assist you in serving on this committee, board, commission, or authority

A: In my current and previous roles, I was not only responsible for being in the field performing outreach and community development. But I was also a part of the research efforts; locating underrepresented communities and aligning programs and initiatives to meet needs of those communities. I am also a 30 year resident of South Florida and involved with many different non-profits.

4. Q: Please indicate any activities you are involved with that may present a conflict of interest with the committee, board, commission, or authority you are applying for.

A: None at the current time.

5. Q: How did you hear about the vacancy on this committee, board, commission, or authority?

A: City of Delray Beach Website/Social Media

6. Q: If "other" was selected for question #6, please describe here.

A:

7. Q: Why do you want to serve on this committee, board or commission?

A: I'm interested in serving on this committee because relationships between the youth and cops is important, especially now. Being a part of a committee that creates programs that nourishes and strengthens hat relationships, would not only help the youth but community as a whole.

8. Q: What unique abilities/skillset/perspective would you bring if selected?

A: Public Relations, Volunteer Management, Grant Writing, Social Media, and my willingness to put in as much effort as possible to reach goals and enrich the youth and community.

9. Q: Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?

A: I understand that this would require me to dedicate a specific amount of time weekly or monthly to fulfill my commitments. And, that it would also prevent or limit me from joining or participating in other committees that present a conflict of interest.

10. Q: Have you ever attended a meeting of the board or committee for which you are applying?

A: Yes

11. Q: I understand that by applying to this committee, board, commission, or authority, I am offering a reasonable portion of my time to the City of Delray Beach and the requirements that accompany this position, including, but not limited to, routine meetings, hearings and responsiveness to the public.

A: Yes, I understand