

01190 - Volunteer Committee / Advisory Board Member

Contact Information -- Person ID: 43810381

Name: Janine Sylvestre Address: 324 NW 15th Street
Delray Beach, Florida 33444 US

Home Phone: (305) 799-5398 Alternate Phone:

Email: jsylve@gmail.com Notification Preference: Email

Former Last Name: Month and Day of Birth: 05/10

Personal Information

Driver's License: Yes, Florida , Class A

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Master's Degree

Preferences

Minimum Compensation: \$0.00 per hour; \$0.00 per year

Are you willing to relocate? No

Types of positions you will accept: Temporary

Types of work you will accept: Part Time

Types of shifts you will accept: Evening

Objective

I am interested in serving on a board capacity to help the City of Delray Beach I call home and love.

Education

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

Work Experience

Hon. Consul of Belize to Florida-Trade Representative Hours worked per week: 40
1/2009 - Present Monthly Salary: \$0.00
Name of Supervisor: N/A
May we contact this employer?

Consulate of Belize, Government of Belize (GOB)
Miami, Florida

Duties

Promote trade, investment and tourism to Belize.
Set up of the Consulate from ground up.
Manage annual budget of \$360,000.00.
Provide Consular Services (Visas, Passports, Emergency Travel Documents and ID's).
Created SOP now utilized by the Ministry of Foreign Affairs and other Embassies and Consulates to train staff.
Designed layout of newsletter and oversee content for monthly distribution.
Liaise with the Belizean Diaspora in Florida.
Provide stellar VIP concierge services to Government Officials travelling through Florida.
Network with State of Florida Officials and Consulates in Florida.
Organize Protocol for GOB officials travelling to Miami.
Supervise Staff.

President

4/2015 - Present Hours worked per week: 40
Monthly Salary: \$0.00
May we contact this employer?

See & Taste Belize Inc
Miami, Florida

Duties

Created a Non-Government Organization to promote Belize's culture, cuisine and art while raising money for the disadvantaged children of Belize (i.e., Inspiration Center, of Belize, the construction of Pediatric and Neonatal Intensive Care Units).
 Garnered support from all financial partners and sponsors.
 Raised over \$250,000.00.
 Planned, coordinated and hosted two events with more than 1000 attendees.

Reason for Leaving

N/A

Sales Associate

7/2019 - Present

Hours worked per week: 40
 Monthly Salary: \$0.00
 May we contact this employer? Yes

Corcoran Real Estate
 901 George Bush Blvd.
 Delray Beach, Florida 33483
 5612780433

Duties

I focus on residential real estate primarily in East Delray Beach.

Pillar Trustees Director

5/2005 - 3/2006

Hours worked per week: 40
 Monthly Salary: \$0.00
 May we contact this employer?

Miami Beach Chamber of Commerce
 Miami Beach, Florida

Duties

Provided the highest paying members of the Chamber with exclusive membership services.
 Worked directly with the CEO, Pillar Chair, Pillar Board members on the financials and organized Pillar Trustee networking events and programs.
 Organized trade show with sold out booths.

Business Development Manage

3/2002 - 2/2005

Hours worked per week: 40
 Monthly Salary: \$0.00
 May we contact this employer?

Roses SW Paper Products
 Albuquerque, New Mexico

Duties

Opened and identified new export markets in the Caribbean.
 Managed sales and marketing for Belize and the Caribbean markets.
 Negotiated and successfully secured a five-year duty-free concession for imported materials.

Free Trade Area of the Americas Secretariat (FTAA)

3/2000 - 10/2002

Hours worked per week: 40
 Monthly Salary: \$0.00
 May we contact this employer? No

Free Trade Area of the Americas
 Panama City, Panama, International

Duties

Panama
 Responsible for all logistical coordination of the FTAA meetings, including the Trade Negotiations Committee (TNC) meetings.
 Reconstructed and implemented new systems and procedures to meet demands of Panama/Mexico transition phase of the negotiations.

Reason for Leaving

Company was relocating to Mexico City.

Counselor

6/1996 - 9/1998

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer? Yes

Embassy of Belize, Government of Belize (GOB)
Washington, District of Columbia

Duties

USA

Appointed as Alternate Delegate on OAS Committees for the Environment and Women's Affairs.
Assisted in the undertaking of activities to promote the expansion of Belize-United States trade and tourism.

Generated Strategic Planning documents for the Ambassador of Belize.

Reason for Leaving

Relocated to Belize.

Foreign Service Officer

2/1992 - 9/1996

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer? Yes

Ministry of Foreign Affairs (GOB)
Belmopan, International

Duties

Belize

Assisted in official Belize delegation meetings during the Belize/Guatemala territorial talks.
Served as Desk Officer of the United States, Mexico, Canada, and South America regarding current affairs of state.

Protocol: Coordinated official visits and received Royal and Government dignitaries.

Research: Charged with compiling relevant data and research for meetings and activity reports for the CEO of Foreign Affairs.

Reason for Leaving

Change in career.

Certificates and Licenses

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

Skills

Office Skills

Typing: 10

Data Entry: 100

Other Skills

Janine Sylvestre Beginner - 25 years and 9 months

Languages

English - Speak, Read, Write

Spanish - Speak, Read, Write

Additional Information

Professional Associations

Rotary Club of Miami Beach to

References

Professional

Hacket, John

Managing Director

901 George Bush Blvd
Delray Beach, Florida 33483
5614148884
john.hackett@corcoran.com

Professional

Gutierrez, Daniel

Ambassador of Belize in Washington, DC
2535 Massachusetts Ave NW
Washington, District of Columbia 20008
2026005149
amb.usa@mfa.bz

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:

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

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

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

A: Female

6. Q: Age

A: 41-64

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

A: Realtor
Honorary Consul of Belize

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

A: 2 years

9. Q: Employer name and address

A: Corcoran Group
901 George Bush Blvd.
Delray Beach, FL
33483

10. Q: Home Phone

A:

11. Q: Mobile Phone

A: 305-799-5398

12. Q: Business Phone

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: no

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: With my varied work experience dealing with Government Officials as well as my real estate experience combined with my passion for Delray Beach and its community make me an asset to serving on a Board.

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

A: Real Estate

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.

27. Q: I understand and agree that: The City of Delray Beach participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A: I understand and agree

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: Downtown Development Authority
Historic Preservation Board
Planning and Zoning Board

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

A: Rotary Club

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

A: My prior employment at the Chamber of Commerce of Miami Beach
Government (foreign and domestic) work
Real Estate

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

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

A: City Commission Member

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 live and work in Delray Beach and I have a passion for the City and would be honored to serve in helping to keep and preserve its beauty and goodness.

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

A: team player
multi tasker
leader
people person

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: It involves regularly attending meetings, providing valuable input and ideas etc.

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

A: No

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
