

**Contact Information -- Person ID: 6243654**

Name:	Maureen G Smith	Address:	968 Dogwood Drive Delray Beach, Florida 33483 US
Home Phone:	(561) 279-4114	Alternate Phone:	(561) 271-8933
Email:	maureengrs@aol.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	04/22

**Personal Information**

Driver's License:	Yes, Florida ,	Class Operator
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:  
Are you willing to relocate?

Types of positions you will accept:	Regular
Types of work you will accept:	
Types of shifts you will accept:	Day , Evening

**Objective**

I have a Bachelors Degree in Architecture and A Masters Degree in Landscape Architecture and I am a registered, practicing landscape architect. I am interested siting on the Planning and Zoning Board. My second choice would be to sit on the Historical preservation Board My third choice would be the Down Town Development Authority (I interned for the DDA at the City of Miami.

**Education**

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

**Work Experience****Assistant Landscape Designer/ Office Support**  
3/1993 - 11/1999

Geomantic Designs, Inc.  
Geomanticdesigns.com  
Miami, Florida 33483  
(305) 665-9688

Hours worked per week: 40  
Monthly Salary: \$3,500.00  
# of Employees Supervised: 2  
Name of Supervisor: Robert  
Parsley - Principal  
May we contact this employer? No

**Duties**

see attached resume

**Reason for Leaving**

Moved to Delray Beach

**Certificates and Licenses**

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

**Skills**

Office Skills

Typing:

Data Entry:

Other Skills

see resume Expert - 35 years and 0 months

Microsoft Word, Powerpoint, Excel, Acad, Photoshop Expert -  
35 years and 0 months

Languages

English - Speak, Read, Write

### Additional Information

### References

Professional

**Well's, Pat**

Horticulturist for Grasshopper's Landscaping & Design  
(561) 239-2025

### Resume

Text Resume

### Attachments

Attachment	File Name	File Type	Created By
RESUME_4.24.2020.pdf	RESUME_4.24.2020.pdf	Resume	Job Seeker

### 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: Landscape Architect

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

A: 20

**9.** Q: Employer name and address

A: Self employed

**10.** Q: Home Phone

A: 561.279.4114

**11.** Q: Mobile Phone

A: 561.271.8933

**12.** Q: Business Phone

A: 561.279.4114

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

A: Business

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

A: Home mailing

**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: Yes

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

A: Bachelor's degree in Architecture  
Master's degree in Landscape Architecture

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: Interned at the City of Miami

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

A: Please see above

- 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 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 want to be of service in the a professional capacity consecrate with my profession which I love.

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

A: All the above

- 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: Review all presentations to the board and apply parameters provided in the rules and bi-laws to assure compliance of submittals.

- 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

# **Maureen Smith**

## **Landscape Architect**

968 Dogwood Drive  
Delray Beach, Florida 33483  
Office: (561) 279-4114  
Cell: (561) 271-8933  
E-mail: [maureengrs@aol.com](mailto:maureengrs@aol.com)  
[www.maureensmithla.com](http://www.maureensmithla.com)

April 2020

### **SPECIALTIES**

- Architectural and Landscape Architectural background
- 17 years experience in all facets of the Design / build & administration process
- Extensive experience in residential, institutional, commercial and hospitality projects
- Contracting for Schematic Design, Design development & Construction documents
- Bidding process coordination
- Construction inspections
- Owner's representative

### **COMPETENCIES**

***AUTOCAD 2004, MICROSOFT WORD, POWERPOINT, EXCEL, HAND  
DRAFTING AND PRESENTATION GRAPHICS, PHOTOSHOP***

### **EMPLOYMENT**

***REGISTERED LANDSCAPE ARCHITECT  
[STATE OF FLORIDA-LICENSE# LA6667056]-  
Delray Beach, Florida***

- Provide full service landscape planning and services for Architects, Civil Engineers, landscape contractors and end users. Coordinating planting design to satisfy the client's needs as well as meeting code requirements with minimal or no revisions. Sign and seal landscape plans for all jobs in various municipalities.
- Contracting for Schematic Design, Design development & Construction Documents.
- Provide "Disposition Plans" showing site inventory and an analysis with evaluations and recommendation's for renovation projects including budgeting using visual imagery to convey design intent.
- Providing color renderings, presentations, sketches & perspectives for visual clarity.
- Provide construction management services such as budgeting, contracting, ordering plant material and deliveries, coordinating installation process, site inspections, laying out projects and supervision of crews during installation.
- Responsible for the design of hardscape and landscape plans for clients with budgets up to \$1,500,000.00.

***SENIOR LANDSCAPE DESIGNER- GEOMANTIC DESIGNS, INC.  
South Miami, FL***

- Responsible for the day to day operations of a medium sized landscape architectural design/build firm, including serving as the primary client contact person in the office, selling the companies services, developing conceptual sketches, design and drafting (hand and electronic media) of hard / softscapes, layout plans, landscape plans, ordering and tagging specimen material for residential, commercial and institutional clients.
- Prioritized and provided coordination of tasks for each project.
- Prepared cost estimates and the budgeting of projects.
- Managed office and provided all administrative support for the firm such as accounts payable & receivables, invoicing, payroll, insurance and safety meetings.
- Provided field inventory and "as built" inspections.
- Laid out projects in the field and aided in the coordination of the installation process.
- Expedited plans through the design review board approvals and permitting process of various municipalities.
- Assisted with the staff, inspired and mentored junior employees.
- Always strove to perform work according to the Geomantic Design's high quality standards.

***ACAD OPERATOR- WOLFBERG/ALVAREZ & ASSOCIATES - South Miami, FL***

- Responsible for all ACAD drafted drawings for the Structural Engineering Department. Aided the Mechanical, Plumbing, Electrical and Civil Departments as well to meet deadlines. Clients included but not limited to The Department of Justice, Corps of engineers, the US army and Muniz Air National Guard.
- Provided landscape plans for federal government agency projects. Also responsible for landscaping inspections thus summarizing conclusions and recommendations for the architects.

***CADD OPERATOR- PEGGY NYE & ASSOCIATES, INC. - Miami, FL***

- Responsible for working drawings which included furnishings, lighting, reflective ceiling plans, interior elevations, electrical layouts, schedules, color renderings, the preparation of presentation boards.

***DOWN TOWN DEVELOPMENT AUTHORITY. - Miami, FL***

- Worked on mapping analysis booklet .

**EDUCATION**

**Masters of Landscape Architecture**  
Department of Engineering  
Florida International University  
Dean's List

**Bachelor of Arts**  
Architectural Technology  
Florida International University

**Associate of Arts**  
General Degree  
Miami-Dade Community college-South Campus

## **LICENSES**

State of Florida Registered Landscape Architect  
Department of Business and Professional Regulation  
Board of Landscape Architecture- License#- LA6667056

## **REPRESENTATIVE PROJECTS**

### **Metro Zoo, Miami, Florida**

Design involvement for the tree planting program post Hurricane Andrew, entry road and Donor Plaza, "Walls of the Wild", Donor Brick Program, Komodo Dragon Exhibit, paving renovations.

### **University of Miami, Main Campus, Coral Gables, Florida**

Involvement in the redesign of five (5) main entry points, the "Quadrangle" and the "Green", the planting program post hurricane Andrew, School of Business, Lowe Museum, Wellness Center, Keys Arboretum, Gifford Palmetum and numerous small projects which included patio and paving design.

### **Sylvester Cancer Center, Miami, Florida**

Involvement with the design of the entry and courtyard with seating walls, fountain and paving.

### **Dade County Public School Board, Miami, Florida**

New and existing campus landscape planning.

### **United States Postal Service, Miami Florida**

New and existing site landscape planning

### **The Delano Hotel, Miami Beach, Florida**

Involvement with the design of the new boutique hotel landscaping.

### **The National Hotel, Miami Beach, Florida**

Involvement with the design of the new boutique hotel landscaping.

### **Avalon Development, Cayman Islands**

Landscape plans for the Sovereign and Crescent Point Condominiums

### **Ocean Steps, Miami Beach, Florida**

Involvement with the new condominium landscaping

### **Tower's of Key Biscayne Condominium, Key Biscayne Florida**

New waterfall feature and landscape design for existing entrance fountain & pond



**Mirasol, Palm Beach Gardens, Florida**

Landscape renovation plan for the entrance of Terralinda

**Two George's Restaurant, Deerfield Beach, Florida**

Existing parking lot renovation landscape plan

**Villa Lago Condominium, Deerfield Beach, Florida**

Landscape plan for the renovation of the intracoastal condominium

**Ibis, Palm Beach Gardens, Florida**

Model home landscaping & new home landscape plans

**The Oaks, Boca Raton, Florida**

Model Home landscaping & new home landscape plans

**CenterPark Office Park, West Palm Beach, Florida**

Landscape Plan for entrance walls

**Lano residence, Hypoluxo Island, Florida**

New drive way & guest parking / patio to fit into large wooded lot

**Bride of Christ Tabernacle, Boynton Beach, Florida**

Landscape planning for new church and parking lot.

**Journey Church, Boynton Beach, Florida**

In permit processing now. New parishioner court yard

**Broken Sound Clint Moore Road Entrance, Boca Raton, Florida**

Main entrance into community, Out for bid at this time

**Oak Run, Broken Sound, Boca Raton, Florida**

Main entrance into Oak Run Village, Out for Bid at this time

**Sixth Car Rental, Miami, Florida**

Landscaping

**Atricle**

[www.hgtv.com/landscaping/creating-a-professional-backyard-landscape/pictures/index.html](http://www.hgtv.com/landscaping/creating-a-professional-backyard-landscape/pictures/index.html)

**"Luxe Interiors & Design" Magazine, Palm Beach / Broward**

November / December 2017

**"Boca Life" Magazine, March 2019**

**Many residential projects**