

## 01190 - Volunteer Committee / Advisory Board Member

**Contact Information -- Person ID: 23224944**

Name:	CARISE CHERELUS	Address:	215 SE 9th Street Delray Beach, Florida 33483 US
Home Phone:	(646) 377-5446	Alternate Phone:	
Email:	carisecherelus@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	04/01

**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?	Bachelor's Degree

**Preferences**

Minimum Compensation:	\$20.00 per hour; \$40,000.00 per year
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular Full Time , Part Time , Per Diem
Types of work you will accept:	Day , Evening , Rotating , Weekends
Types of shifts you will accept:	

**Objective**

An energetic team leader, able to communicate effectively with people of all ages and backgrounds, to work collaboratively to resolve problems, and to motivate team members to achieve personal and organizational objectives. I have over eight years of experience working in private industry, consumer services and public relations, and possess an extensive portfolio of charitable / non – profit work. I am capable of exercising independent judgment, or operating within the frame work of a team.

**Education**

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

**Work Experience**

<b>Temp/Sub. Teacher</b> 1/2016 - 6/2018	Hours worked per week: 40 Monthly Salary: \$4,100.00 # of Employees Supervised: 100 Name of Supervisor: Vedra Roker - Reading Department Coach May we contact this employer? Yes
School Board of Broward County Fort Lauderdale, Florida 33312	

**Duties**

Direct the learning procedure in the direction of accomplishing curriculum objectives and goals as implied in the lesson plans for projects, lessons or units assigned. Adhere to all procedures, guidelines, and policies followed by regular teachers in line with recommended teaching procedure.  
Ensure a sustainable relationship with parents, pupils, school personnel and members of the

public by communicating in a confidential, professional and refined manner.  
 Conduct small group and individual classroom activities with students based on differentiated learning needs to ensure all students are learning at full potential.  
 Assessed and taught 100 students and work closely with Reading Coach to efficiently plan and coordinate lessons.  
 Participate in continuous professional growth training.

### Reason for Leaving

Contract ended.

### Communication/Marketing Assistant

9/2013 - 12/2014

MLV & Co  
 www.mlvco.com  
 1251 Avenues of the Americas  
 New York, New York 10020  
 212-548-5880

Hours worked per week: 40  
 Monthly Salary: \$4,580.00  
 Name of Supervisor: Jenny Kazmar - Chief  
 Administrative Office  
 May we contact this employer? Yes

### Duties

Performed general office duties including ordering supplies, mail distribution, troubleshooting of printers & pantry appliances, answering phone, and forwarding presage; enter guest names for security clearance; create/update excel spread sheet for database, write memos, update employee directory/phone list, PR appearance Excel Log and file form; create and manage contacts distribution lists for analyst.  
 Managed Blue Matrix / Ipreo Database, research distribution folder, new hire / terminated employee database with appropriate package forwarding, and Research Coverage List.  
 Managed calendar invites for executive; Kept track of Analyst PR Appearance, Managed/tracked company event or project, organize, or assist in planning, carrying through the details.  
 Coordinated and assisted with the organization of non-deal roadshow itineraries, and the handling of all catering and transportation related issues for company events.

### Reason for Leaving

Downsizing

### Design Assistant

5/2008 - 10/2008

Stephen Miller Siegel Architects  
 New York, New York 10065

Hours worked per week: 40  
 Monthly Salary: \$3,750.00  
 Name of Supervisor: Ian - Sr. Project Assistant  
 May we contact this employer? Yes

### Duties

Maintained and updated project status report; prepared presentation boards; created and prepared tear sheet for clients, invoices and purchase orders.  
 Managed projects including attending client meetings and on-site supervision activities.  
 Worked closely with designer on design projects; shopping, vendor contacts, ordering and follow-up of store inventory, including order tracking and receipt verification.  
 Coordinated the supportive services between departments through organized weekly meetings and managed calendar; Reported developments to Principal using spreadsheet reports.  
 Resolved issues and disputes involving all employees and reported to HR manager.  
 Researched vendors for pricing, equipment availability and staffing.  
 Responsible for managing the financial cycle including bidding and proposals, purchase orders, and review and approval of vendor invoices; project budget ranging from \$300,000 up to \$2,000,000.  
 Identified and worked to remove barriers to successful completion of the overall project, with emphasis on resolving issues with subcontractors.  
 Facilitated and coordinated the work of multiple project teams engaged in the establishment and implementation of new projects to support the Project Manager.  
 Created and tracked purchase orders submissions and complete project close-out manuals.  
 Maintained and updated company database.

**Reason for Leaving**

The firm closed due to the recession.

**Showroom Sales Assistant**

10/2007 - 5/2008

American Book Company  
www.americanbookco.com  
230 Fifth Avenue, Suite 11100  
New York, New York 10021  
212-684-4100

Hours worked per week: 25

Monthly Salary: \$3,500.00

Name of Supervisor: John Herring - VP of Sales & Marketing

May we contact this employer? Yes

**Duties**

Performed general office duties such as answering phone, filling, ordering supplies, and performing various errands; verified order accuracy; maintained and updated showroom appearance; prepared bid templates in excel for the buyer and attended sales appointment. Provided sales staff support, assisted in sample prep presentation, & liaised between sales reps & clients.

**Reason for Leaving**

Part-time.

**Sales Associate**

5/2007 - 10/2007

An American Craftsman Gallery  
New York, New York 10021

Hours worked per week: 35

Monthly Salary: \$2,500.00

Name of Supervisor: Joanna - Owner

May we contact this employer? Yes

**Duties**

Managed customer orders; determined print/ship logistics; managed fulfillment of orders; developed work-flow process and documentation; ordered, tracked and verified inventory; supervised gallery maintenance; worked closely with owners in spearheading providing employee training / morale boosting.

Oversaw the daily operation of the gallery ensuring customer satisfaction by communicating with clients, handling inquiries, and managing all operational functions, including artwork displays.

**Reason for Leaving**

Gallery closed.

**Ind. Brand Ambassador**

10/2005 - 3/2007

Ind. Brand Ambassador  
W. Palm Beach, Florida 33445

Hours worked per week: 40

Monthly Salary: \$2,500.00

Name of Supervisor: Laura Di Bella - Coordinator

May we contact this employer? Yes

**Duties**

Facilitated and maintained customer relation services, using soft-selling techniques, along with questionnaires to encourage sales; implemented Guerilla marketing, using word-of-mouth / personal canvassing; acted as spokesperson for products and services featuring Saab, Cadillac, and Hummer; evaluated and produced promotional results at the conclusion of events.

Promoted and marketed major brands such as, GM, Cingular, Staples, Maybelline, and Neutrogena by choosing venues, planning strategies, and implementing events.

**Reason for Leaving**

I relocate to another city.

**Business Office Assistant**

10/2002 - 6/2005

Hours worked per week: 40

Monthly Salary: \$1,000.00

Name of Supervisor: Doreen Gaines - Office

Nova Southeastern University  
Ft. Lauderdale, Florida 33312

Manager  
May we contact this employer? Yes

**Duties**

Completed clients' profile using the QRS system after intake and facilitated new charts; updated clients' records to reflect enrollments status for states contracts and bids; Planned and administered schedules for psychiatrist and therapist; Prepared financial assessments of all clients and determined fees for services.

Provided confidential customer support in response to inquiries from public and 3rd. parties.

**Reason for Leaving**

I relocate to another city.

**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

MS Office Suite Intermediate - 5 years and  
0 months

Languages

Haitian Creole - Speak, Read

French - Speak

**Additional Information**

Additional Information

Nine years of experience working with private industry, coupled with continuing college education. A solid history of excellent working relationships, both with public and internal personnel at all organizational levels. High in initiative and energy with strong ability to exercise independent judgment. Productive and efficient work habits without supervision. Self-motivator and detail oriented. .Poses great Organization, coordination and communication kills; knowledgeable in all five process group of project management.

**PROFESSIONAL SKILLS**

Proficient in the use of computers: Microsoft office Suite/Windows, ACT, Macromedia, QuickBooks, Adobe Photoshop. But more importantly, can take on major projects and handle from initiation and planning through to implementation and follow-up.

**References**

Professional

**Herring, John**

VP of Sales and Marketing

230 Fifth Avenue, Suite 1100

New York, New York 10021

865-806-0807

[jherring@americanbookco.com](mailto:jherring@americanbookco.com)

Professional

**Diene, Lamine**

Operation Manager

132 Strawberry Square

Harrisburg, Pennsylvania 17101

717-3434327

[dienelamine@gmail.com](mailto:dienelamine@gmail.com)

Professional  
**Tam, April**  
Executive Director  
1585 Broadway  
New York, New York 10036  
917-359-6553  
[april.tam@morganstanley.com](mailto:april.tam@morganstanley.com)

Professional  
**Roker, Vedra**  
Interim Principal  
3775 SW 16th Street  
Fort Lauderdale, Florida 33312  
754-423-9503  
[vedra.roker@browardschools.com](mailto:vedra.roker@browardschools.com)

Professional  
**Taylor-Hilton, Kayla**  
Educator - Reading  
3551 NE 3rd Avenue  
Pompano Beach, Florida 33064  
954-826-4954

#### Resume

#### Text Resume

#### Attachments

Attachment	File Name	File Type	Created By
C. Cherelus Resume 6-6-19.doc	C. Cherelus Resume 6-6-19.doc	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: N/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: Woman

**6.** Q: Age

A: 41-64

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

A: Educator

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

A: I have lived in Delray Beach for 2 years.

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

A: Palm County Public School Board

**10.** Q: Home Phone

A: 215 SE 9th Street  
Delray Beach, FL 33483

**11.** Q: Mobile Phone

A: 646-377-5446

**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: 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: N/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: N/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: N/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: N/A

**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: Affordable Housing Advisory Committee  
Community Redevelopment Agency  
Delray Beach Housing Authority  
Education Board  
Kids & Cops Committee

Police Advisory Board  
Planning and Zoning Board  
Site Plan Review and Appearance Board

---

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

A: I'm a volunteer for a local organization called Volunteer Association.

---

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

A: I'm a volunteer for a local organization called Volunteer Association.

---

**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: N/A

---

**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 get get involve in my community by serving on the above selected committee board. I'm passionate about my community and want to be part of the solution..

---

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

A: I'm a people person who enjoy working with others to collaborate on finding solutions to the many challenges that we are facing in Delray. I speak Creole and English which is an assets to the city, since there are many creole speaking residents. I love the City of Delray.

---

**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: N/A

---

**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