

EMPLOYMENT APPLICATION



CITY OF DELRAY BEACH
100 NW 1st Avenue
Delray Beach, Florida 33444
561-243-7125
<https://www.delraybeachfl.gov/home>

Byrns, Katherine M
01190 VOLUNTEER COMMITTEE / ADVISORY BOARD MEMBER

Received: 6/28/20 10:26 PM
For Official Use Only:
QUAL: _____
DNO: _____
☐ Experience
☐ Training
☐ Other: _____

PERSONAL INFORMATION

POSITION TITLE: VOLUNTEER COMMITTEE / ADVISORY BOARD MEMBER		EXAM ID# : 01190
NAME: (Last, First, Middle) Byrns, Katherine M		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 2634 webb ave, -, Delray Beach, Florida 33444		EMAIL ADDRESS: ktbyrns@gmail.com
HOME PHONE: (954) 816-7645	ALTERNATE PHONE: 9548167645	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input type="checkbox"/> Yes <input type="checkbox"/> No

PREFERENCES

MINIMUM COMPENSATION: \$0.00 per hour; \$0.00 per year	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Temporary, Seasonal	
TYPES OF WORK YOU WILL ACCEPT: Part Time, Per Diem	
SHIFTS YOU WILL ACCEPT: Day, Weekends	
OBJECTIVE: Put my Master's learning to use, be able to interact with the community, and develop helpful programs.	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

DATES: From: 6/2017 To: Present	EMPLOYER: Service Finance Company	POSITION TITLE: Account Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 555 s Federal Highway, Boca Raton, Florida, 33432		
PHONE NUMBER: 386-624-2791	SUPERVISOR: Connie Lightner - Department VP	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,500.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: <ul style="list-style-type: none"> -Manage 300+ accounts and build relationships with clients -Ensure confidentiality -Use critical thinking to problem solve -Reach daily call quotas of 50+ -Multitask between 100+ calls and contacts - Work within and across departments as a team -Provide web-based trainings to clientele -Increase expenditures of company by performing onboarding tasks -Use CRM/ SaaS live databases to stay on track of organizations in live time -Use Microsoft and Google Office suites to create material, manage meetings, and time -Manage \$4.5 Million in accounts -Work across different time zones -Ensure completion of finalization of accounts in timely manner -Ensure proper follow-up to accounts -Ensure Compliance with rules and regulations 		
REASON FOR LEAVING: Looking to become part of the public sector to be able to learn methods of action and best implement them to be most beneficial to the community.		
DATES: From: 2/2019 To: 9/2019	EMPLOYER: Florida Voices for Health	POSITION TITLE: Intern
ADDRESS: (Street, City, State/Province, Zip/Postal Code) n/a, Miami, Florida, 33111		
PHONE NUMBER: 850-270-3492	SUPERVISOR: Scott Darius - Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 9	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: -Perform research on current events on healthcare topics through online resources and provided material -Meet due date of creating weekly articles -Perform time-management and decision making of what information to include -Put together information within a disseminable format for target population -Draft, proofread, and edit marketing material -Post social media marketing in relation to public health legislation within Florida		
REASON FOR LEAVING: contract ended		
DATES: From: 11/2016 To: 4/2017	EMPLOYER: Unemployed	POSITION TITLE: unemployed
ADDRESS: (Street, City, State/Province, Zip/Postal Code) n/a, Deerfield Beach, Florida, 33064		
PHONE NUMBER: 9548167645	SUPERVISOR: KATHERINE MEGAN BYRNS - unemployed	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 0	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: time spent looking for work.		
REASON FOR LEAVING: was unemployed		
DATES: From: 4/2016 To: 11/2016	EMPLOYER: Florida Democratic Party	POSITION TITLE: Field Organizer
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 5885 sunset dr, miami, Florida, 33143		
PHONE NUMBER: 773-559-4849	SUPERVISOR: Crystal Ochoa - Campaign Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 45	SALARY: \$2,275.00/month	# OF EMPLOYEES SUPERVISED: 5
DUTIES: -Helped two campaigns win an election -Organize 1-6 volunteers and teach how to approach constituents and convince them to vote for candidate -Call 120 voters weekly and convince them to vote for candidate using online program -Meet individual and increasingly more difficult goals on weekly basis -Organize data in spreadsheets -Attempt to contact 250+ persons at home weekly by walking for 3+ hours at a time -Manage time independently -Inform 100+ constituents about urgency of voting -Handle important and confidential information -Ensure legibility and correctness of information -Reach goals of registering 10 voters and sign up 15 Absentee ballots daily -Educate voters on how, where, and why they should vote mainly in Spanish -Walk for 6 hours straight to reach targeted voters -worked 40+ hours/week		
REASON FOR LEAVING: seasonal position		
DATES: From: 2/2016 To: 2/2016	EMPLOYER: Palm Springs General Hospital	POSITION TITLE: Emergency Room Registrar
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1482 NW 4th st, Hialeah, Florida, 33014		
PHONE NUMBER: 3055582500	SUPERVISOR: Sara Gil - Emergency Room Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$1,400.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Gather and input confidential data quickly and correctly -Register 20 patients daily, mainly in Spanish using computer program -Review and verify data -Collect Payments ranging \$10- \$150 - Review and confirm information is correct -Contact insurance companies to verify member is enrolled -Provide excellent customer service - worked 40 hours/week		
REASON FOR LEAVING: New Ownership		
DATES: From: 9/2015 To: 1/2016	EMPLOYER: Big Lots	POSITION TITLE: Cashier
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 87th ave, Miami, Florida, 33172		
PHONE NUMBER: 305-264-2368	SUPERVISOR: Luis - Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 17	SALARY: \$1,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Provide excellent customer service, clean and organize aisles, handle money.		
REASON FOR LEAVING: looking to get into intended field		
DATES: From: 9/2015 To: 1/2016	EMPLOYER: Bryant Answering Service	POSITION TITLE: Answering Agent
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 13335 sw 124th st , Miami, Florida, 33186		
PHONE NUMBER: 786-293-8434	SUPERVISOR: John Bryant - Regional Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 35	SALARY: \$1,100.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Answer 150-300 calls and questions in short amount of time -Take information in high stress situation -Send out urgent messages in emergency situations using computer system -Ensure thoroughness and correctness -worked 36 hours/week		
REASON FOR LEAVING: New Opportunity within my focus of interest.		
DATES: From: 9/2015 To: 12/2015	EMPLOYER: Catalyst Miami	POSITION TITLE: Intern
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1900 Biscayne Blvd, Miami, Florida, 33132		COMPANY URL: catalystmiami.org
PHONE NUMBER: 786-527-2571	SUPERVISOR: Nina Thompkins - Community Health Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 10	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Gather information on community and organize retrieved data in orderly manner -Contact interested persons and schedule meetings- around 20 persons -Collect information of how health services are being used -Document expiration of services on organized spreadsheet - worked 10 hours/week		
REASON FOR LEAVING: Contract Ended		
DATES: From: 2/2015 To: 8/2015	EMPLOYER: La Vue Apartments	POSITION TITLE: Leasing Specialist
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 3101 Emerald Pointe Dr, Hollywood, Florida, 33021		COMPANY URL: liveatlavue.com
PHONE NUMBER: 9549663101	SUPERVISOR: Kayann Dean - Leasing Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Helping residents, showing apartments, getting files together as well as maintaining them in an orderly fashion on the online server, handling large amounts of money, problem solving.		
REASON FOR LEAVING: position terminated		
DATES: From: 1/2015 To: 2/2015	EMPLOYER: unemployed	POSITION TITLE: Unemployed
ADDRESS: (Street, City, State/Province, Zip/Postal Code) n/a, Deerfield Beach, Florida, 33064		
PHONE NUMBER: 9548167645	SUPERVISOR: KATHERINE MEGAN BYRNS - unemployed	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 0	SALARY: \$0.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Unemployment		
REASON FOR LEAVING: Employment gaps within entire history can be attributed to finding employment or focusing on school.		
DATES: From: 8/2014 To: 1/2015	EMPLOYER: Neebo	POSITION TITLE: Merchandiser
ADDRESS: (Street, City, State/Province, Zip/Postal Code) n/a, Tallahassee, Florida, 32301		
PHONE NUMBER: 8502243178	SUPERVISOR: Nicholas Summers - Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	SALARY: \$1,500.00/month	# OF EMPLOYEES SUPERVISED: 0

DUTIES: Keep merchandise neat and in order, work cash register, provide excellent customer service, receive and send out shipments.		
REASON FOR LEAVING: relocated		
DATES: From: 4/2013 To: 1/2014	EMPLOYER: City of Fort Lauderdale	POSITION TITLE: lifeguard
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Fort Lauderdale, Fort Lauderdale, Florida, 33321		
PHONE NUMBER: 9548285322	SUPERVISOR: Osmin Molina - Supervisor	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 30	SALARY: \$2,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: Cleaning, supervising swimmers, ensure adherence to rules. Watch for safety and be prepared to save a life.		
REASON FOR LEAVING: seasonal position		
DATES: From: 8/2012 To: 5/2013	EMPLOYER: Brueggers Bagels	POSITION TITLE: Bagel Maker
ADDRESS: (Street, City, State/Province, Zip/Postal Code) n monroe, Tallahassee, Florida, 32304		COMPANY URL: Brueggers.com
PHONE NUMBER: (850) 224-1409	SUPERVISOR: Michael Mann - Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 12	SALARY: \$1,000.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: help customers, give best experience possible, cashier, close and clean, make sandwiches		
REASON FOR LEAVING: still employed there. Taking leave of absence during the summer.		
DATES: From: 6/2009 To: 8/2011	EMPLOYER: Brueggers Bagels	POSITION TITLE: Bagel Maker
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Pleasant Valley, Raleigh, North Carolina, 27613		COMPANY URL: Brueggers.com
PHONE NUMBER: (919) 881-2626	SUPERVISOR: Joshua Craddock - Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 15	SALARY: \$550.00/month	# OF EMPLOYEES SUPERVISED: 0
DUTIES: customer service, make sandwiches, close and clean, cashier		
REASON FOR LEAVING: Moved to Tallahassee for school		

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

OFFICE SKILLS:

Typing: 72

Data Entry: 0

OTHER SKILLS:

LANGUAGE(S):

Spanish - ☒ Speak ☒ Read ☒ Write

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Professional	NAME: Jonathan Benamoz	POSITION: VP
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: jdbenamoz@gmail.com		PHONE NUMBER: 716-830-1345
REFERENCE TYPE: Professional	NAME: Connie Lightner	POSITION: VP of Sales
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 555 s federal hwy, Boca Raton, Florida 33432		
EMAIL ADDRESS: ConnieRLightner@gmail.com		PHONE NUMBER: 386-624-2791
REFERENCE TYPE: Professional	NAME: Crystal Ochoa	POSITION: Campaign Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		

EMAIL ADDRESS: cochoa818@gmail.com		PHONE NUMBER: 773-559-4849
REFERENCE TYPE: Professional	NAME: Patrick Oxen	POSITION: Head Lifeguard
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Fort Lauderdale, Florida		
EMAIL ADDRESS: poxen@fortlauderdale.gov		PHONE NUMBER: 9548285322
REFERENCE TYPE: Professional	NAME: Adriana Batista	POSITION: supervisor
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 5885 sunset dr, miami, Florida 33143		
EMAIL ADDRESS: Batista.adriana4@gmail.com		PHONE NUMBER: 7183744183
REFERENCE TYPE: Professional	NAME: Kyle Adams	POSITION: Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Tallahassee, Florida 32301		
EMAIL ADDRESS: kadams@neebo.com		PHONE NUMBER: 8502243178

Agency-Wide Questions

- 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.
1. 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.
2. 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?
- No
3. 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?
- n/a
4. 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.
- Acknowledged
5. I identify my gender as...
6. Age
- 25-40
7. Occupation (If retired, please indicate former occupation or profession.)
- Account Manager
8. How many years have you lived or worked in Delray Beach?
- 6 months
9. Employer name and address
- Service Finance Company 555 s federal hwy Boca Raton FL 33432
10. Home Phone
- 954-816-7645
11. Mobile Phone
- same
12. Business Phone
- 561-571-3865
13. Please contact me at the following phone number
- Home
14. Please contact me at the following address.
- Residential street
15. 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?
- No
16. Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.
- no.
17. Have you previously been employed by the City of Delray Beach?
- No
18. Have you served on the City Commission in the last year?
- No
19. Are you currently serving or have you previously served on any City boards?
- No
20. If yes to above, then please list the boards that you have served on, and your contributions to each?
21. Do you have any relatives employed by the City of Delray Beach?

No

22. 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)

n/a

23. Are you a registered voter?

Yes

24. How does your education or experience compliment the powers and duties of the Board?

I have education regarding what to target in order to achieve change as well as how to employ techniques to make those changes.

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

MPH from Milken Institute of George Washington University.

26. 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.

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. 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.

I understand and agree

Job Specific Supplemental Questions

1. I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:
Affordable Housing Advisory Committee, Education Board, Police Advisory Board
 2. Please list any community activities that relate to this position.
N/a
 3. List any experience that would assist you in serving on this committee, board, commission, or authority
I have had education experience
 4. 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.
None.
 5. How did you hear about the vacancy on this committee, board, commission, or authority?
Other
 6. If "other" was selected for question # 6, please describe here.
Job posting board.
 7. Why do you want to serve on this committee, board or commission?
To be able to build experience, learn about my community, and try to make a difference.
 8. What unique abilities/skillset/perspective would you bring if selected?
I have the perspective of someone with a fresh education hoping to use it and a dedication to do what it takes to be successful.
 9. Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?
Jobs may include but are not limited to planning meetings, discussing ways to impact the community, raise awareness, fund raise, spending money, and possible regulation proposals.
 10. Have you ever attended a meeting of the board or committee for which you are applying?
No
 11. 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.
Yes, I understand
-

The following terms were accepted by the applicant upon submitting the online application:

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of the City of Delray Beach and will not be returned. I understand the City of Delray Beach may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

This application was submitted by Katherine M Byrns on 6/28/20 10:26 PM

Katherine Byrns

2634 Webb Ave Delray Beach, FL 33444

954-816-7645
Ktbyrns@gwu.edu

Professional Summary-Completed Master's degree in Public Health with experience reaching out to constituents and delivering pertinent information, proficient usage of Microsoft Office Suite, Google office Suite,

disseminating legal and political documents, motivated to meet deadlines, comfortable using complex databases to perform research, ability to work across time zones, manage large accounts

EDUCATION

The George Washington University, Milken Institute School of Public Health, Washington, DC- Online

Master of Public Health: July 2017- September 2019

Related Coursework: Principles and Practice of Epidemiology, Public Health Special Topics, Biostatistics, Biologic Basics of Public Health, Environmental/ Occupational Health, Management and Policy Approaches to Public Health, Introduction to Health Services Delivery, Data Management and Analysis for Public Health, Community Engagement and Advocacy, Program Planning and Implementation

Florida State University - Tallahassee, FL

Bachelors in Political Science, Minor in Spanish, December 2014

Related Coursework:

Public Administration in Society, Political Science Research, Introduction to Public Policy, Public, Health and Emergency Planning, Florida Ethics and Open Government, Leadership and Communication in Emergency Situations, Health Services Policy and Organization

Relevant Experience

Service Finance Company

Title: Account Manager

May 1, 2017- Present

Schedule: M-W, F- 1:30 pm-10:00 pm est; Sat- 9-5:30 pm est

Hours: 40/ week

- Manage 300+ accounts and build relationships with clients
- Ensure confidentiality
- Use critical thinking to problem solve

- Reach daily call quotas of 50+
- Multitask between 100+ calls and contacts
- Work within and across departments as a team
- Provide web-based trainings to clientele
- Increase expenditures of company by performing onboarding tasks
- Use CRM/ SaaS live databases to stay on track of organizations in live time
- Use Microsoft and Google Office suites to create material, manage meetings, and time
- Manage \$4.5 Million in accounts
- Work across different time zones
- Ensure completion of finalization of accounts in timely manner
- Ensure proper follow-up to accounts
- Ensure Compliance with rules and regulations

Florida Voices For Health

Title: Intern

February 1, 2019- September 15, 2019

Schedule: Free lance, 9 hours/ week

- Perform research on current events on healthcare topics through online resources and provided material
- Meet due date of creating weekly articles
- Perform time-management and decision making of what information to include
- Put together information within a disseminable format for target population
- Draft, proofread, and edit marketing material
- Post social media marketing in relation to public health legislation within Florida

Florida Democratic Party

Title: Field Organizer

April 13, 2016- November 8, 2016

Schedule: M-SU 9:00 am-7:00 pm est

Hours: 40+/ week

- Assisted two local level campaigns win an election
- Take responsibility for organizing 1-6 volunteers and teach how to market candidates
- Meet individual and increasingly more difficult goals on weekly basis
- Input and manage data in spreadsheets tracking progress using Microsoft Excel
- Contact 100+ persons at home daily by walking for 3+ hours at a time
- Register 10+ persons daily
- Manage time independently
- Engage and educate community in voting
- Communicate mainly in Spanish
- Handle important and confidential information

- Ensure legibility and correctness of information
- Distribute information and resources to voters
- Attend public meetings and pass on information to relevant parties

Catalyst Miami

Title: Intern

September 15, 2015-November 18, 2015

Schedule: T/TH- 9-2 pm est

Hours- 10/week

- Research available community resources to community from online listings
- Organize retrieved data into community guide
- Reach out to enrollees and engage usage through phone survey
- Collect information of how health services are being used
- Organize spreadsheet of expiration of services of enrollees
- Schedule meetings to reenroll persons through google suite

Professional Organizations-

League of Women Voters of Broward County

Florida Democrats of Broward County