

EMPLOYMENT APPLICATION



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

Morin-Kougoucheff, Edmée
01190 VOLUNTEER COMMITTEE / ADVISORY BOARD MEMBER

Received: 8/18/20 10:23 AM
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) Morin-Kougoucheff, Edmée		SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 151 SE 3rd Avenue # 405, Delray Beach, Florida 33483		EMAIL ADDRESS: emorin@rptrealty.com
HOME PHONE: 859-550-0977		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DRIVER'S LICENSE: State: FL Number: [REDACTED]	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" 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 type="checkbox"/> No <input type="checkbox"/> Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Temporary	
TYPES OF WORK YOU WILL ACCEPT: Part Time	
SHIFTS YOU WILL ACCEPT: Day, Evening	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

DATES: From: 2/2019 To: Present	EMPLOYER: RPT Realty	POSITION TITLE: Leasing Associate
ADDRESS: (Street, City, State/Province, Zip/Postal Code) New York, New York		
HOURS PER WEEK: 40		
DUTIES: Leasing 17 outdoor shopping centers in the Miami, Tampa, Jacksonville and Atlanta markets including Marketplace of Delray located at the NW corner of West Atlantic Avenue and Military Trail in Delray Beach.		
DATES: From: 2/2016 To: 2/2019	EMPLOYER: Evert Tennis Academy	POSITION TITLE: Director of Sales & Marketing
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Boca Raton, Florida		
HOURS PER WEEK: 40		
DUTIES: Oversaw sales and business processes while marketing the Evert Tennis Academy - IMG Academies. She worked closely with Chris Evert, John Evert, the coaching and sales staff to promote the Evert Tennis Academy. She also handled the website, digital marketing campaigns and the social networking platforms.		
DATES: From: 10/2015 To: 3/2016	EMPLOYER: Delray Beach Open / Match Point Inc	POSITION TITLE: Ticketing & Administrative Associate
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Delray Beach, Florida		
HOURS PER WEEK: 40		
DUTIES: Tournament relations (players, sponsors, media, public, etc.) and organizing special events: hospitality, catering & charitable functions.		
DATES: From: 8/2015 To: 1/2016	EMPLOYER: Miami Dolphins	POSITION TITLE: Game Day Event Management Intern
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Miami Gardens, Florida		
HOURS PER WEEK: 10		

DUTIES: Assisting with the set-up and management of game events and fan development.		
DATES: From: 9/2015 To: 1/2016	EMPLOYER: Florida Atlantic University	POSITION TITLE: Game Day Guest & Ticket Services Representative
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Boca Raton, Florida		
HOURS PER WEEK: 10		
DUTIES: Ticket sales at the FAU Stadium using TicketMaster Archtics.		
DATES: From: 5/2015 To: 8/2015	EMPLOYER: Beechmont Country Club	POSITION TITLE: Assistant Tennis Professional
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Cleveland, Ohio		
HOURS PER WEEK: 40		
DUTIES: Coaching about 40 players and organizing tournaments, events, and summer camps.		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

Skills
OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS:
LANGUAGE(S): French - <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write English - <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

ADDITIONAL INFORMATION
Professional Associations Committee Member of the South Florida Independent Retailer Awards Professional Associations Committee Member of the ICSC Broward Chapter Honors & Awards Top Individual Performer Award Honors & Awards Dean's list & full athletic scholarship with the varsity UK Women Tennis Team Honors & Awards Honors & Leadership Honors & Awards Committee Member of the South Florida Independent Retailer Awards. 2020-Current Honors & Awards Named to Southeastern Conference Academic Honor Roll. 2012-2015 Honors & Awards Frank G. Ham Society of Character Award. 2014 Honors & Awards Omicron Delta Kappa Honor Society. 2014 Honors & Awards Beta Gamma Sigma Honor Society. 2014 Honors & Awards Named to Athletic Director Honor Roll. 2012-2014

REFERENCES		
REFERENCE TYPE: Professional	NAME: Nicole Fontaine	POSITION: Director of Leasing and Sales
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER: 561 702 7973
REFERENCE TYPE: Professional	NAME: John Butler	POSITION:
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS:		PHONE NUMBER: 561-350-6795

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?
Yes
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?
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...
Female
6. Age
25-40
7. Occupation (If retired, please indicate former occupation or profession.)
Commercial real estate leasing agent
8. How many years have you lived or worked in Delray Beach?
1
9. Employer name and address
RPT Realty - 5061 West Atlantic Avenue, Delray Beach, FL, 33484
10. Home Phone
8595500977
11. Mobile Phone
8595500977
12. Business Phone
8595500977
13. Please contact me at the following phone number
Mobile
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)
23. Are you a registered voter?
Yes
24. How does your education or experience compliment the powers and duties of the Board?
My company owns Marketplace of Delray Shopping Center at the NW corner of West Atlantic Avenue and Military Trail and I do the retail leasing for this asset. I also live downtown Delray Beach. I am in constant contact with businesses and developers who operate in Delray Beach.
25. Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.
Real Estate License. MBA from FAU.
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,Downtown Development Authority,Planning and Zoning Board
 2. Please list any community activities that relate to this position.
The company I work for owns commercial real estate.
 3. List any experience that would assist you in serving on this committee, board, commission, or authority
I understand the way that real estate can add value to a community or take away from it.
 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?
City of Delray Beach Website/Social Media
 6. If "other" was selected for question # 6, please describe here.
 7. Why do you want to serve on this committee, board or commission?
I love the city of Delray Beach and understand the real estate business.
 8. What unique abilities/skillset/perspective would you bring if selected?
I am a young female originally from France who is now an American Citizen.It would be a different perspective.
 9. Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?
I understand that I would have to be available for all the meetings and I will serve to the best of my abilities.
 10. Have you ever attended a meeting of the board or committee for which you are applying?
Yes
 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 Edmée Morin-Kougoucheff on 8/18/20 10: 23 AM

Edmée Morin-Kougoucheff

151 SE 3rd Avenue #405 • Delray Beach, FL, 33483 • 859-550-0977 • edmee.morin@outlook.com

Retail Commercial Leasing ~ Asset Management ~ Tenant Prospecting

Experienced commercial real estate leasing agent with business to business sales experience, while successfully working with departmental teams within a publicly traded company. Primarily focused on retail leasing, prospecting, marketing and budgeting with career highlights and experience in:

- | | | |
|---|--|--|
| <input type="checkbox"/> Asset Management | <input type="checkbox"/> Market Research | <input type="checkbox"/> Financial Forecasting |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Contract Negotiations | <input type="checkbox"/> Budget Management |
| <input type="checkbox"/> Tenant Prospecting | <input type="checkbox"/> Strategic Asset Marketing | <input type="checkbox"/> Reporting & Analysis |

Experience

RPT Realty – Leasing Associate

Feb. 2019 – Current

- Leased 14 assets in the Miami, Tampa and Jacksonville markets under the assigned Director of Leasing until November 2019.
- Promoted to independently lease 5 assets in the Tampa and Atlanta markets within 9 months of employment.
- Developed and executed the marketing and leasing strategy for assigned properties.
- Hiring and managing third-party brokers as needed for assigned properties.
- Successfully maintain property visibility with national tenants and tenant brokerage firms.
- Consistently canvass local, regional and national tenants to maximize property exposure in the marketplace.
- Actively research comparable properties, to gain knowledge of pricing and competitive characteristics, to maximize occupancy and financial performance of assigned properties relative to the competition.
- Supportive team member with Leasing, Legal, Development, Construction, and Property Management departments to help expedite the space planning and tenant improvement process to efficiently
- Experienced in negotiating leases, renewals and expansions.
- Collaborate with legal counsel to prepare lease documents.
- Skilled VTS user to communicate with the leasing department and third-party brokers.
- Experienced in creating proforma analysis for new development and existing retail centers.

Evert Tennis Academy – IMG Academies – Director of Sales & Marketing

Feb. 2016 – Feb. 2019

- Overseeing weekly camp sales while marketing the business.
- Achieved a 7.5% and 14% increase in sales for our summer camp 2017 and 2018 respectively through the development and implementation of effective sales and marketing initiatives.
- Exceeded \$ 1.3 million and \$1.5 million in sales for our summer camp in 2017 and 2018 respectively.
- Promoted from Sales Manager to Director of Sales in record of 10 months of employment.
- Promoted from Director of Sales to Director of Sales & Marketing within 15 months.
- Led business development functions, which resulted in expanded customer base.
- Training and overseeing three sales associates while guiding them through sales and marketing tactics.
- Promoting and selling camps daily via email, live chat, phone calls and face-to-face.
- Communicating with tennis directors and over 20 coaches to stimulate sales and retention.
- Overseeing our agents and sales representatives worldwide.
- Managing website content, live chat, email blast campaigns, newsletters and social media.
- Responsible for customer relations and branding to maintain retention.
- Designing promotional materials and ads.

- Data management.
- Overseeing digital marketing and print marketing budgets.
- Communicating weekly with IMG Academies marketing and sales departments for insights.
- Organizing yearly college showcases, USTA, UTR and ITF tournaments.
- Growing the Jimmy Evert Merit Fund with the USTA Foundation to help underprivileged junior players.

Delray Beach Open / Match Point Inc. – Ticketing & Administrative Associate Oct. 2015 - Mar. 2016

- Top Individual Performer Award.
- Managing outgoing calls to previous ticket holders and qualified leads.
- Managing incoming calls in response to a marketing campaign.
- Database management using TicketMaster Archtics.
- Tournament relations (players, sponsors, media, public, etc.).
- Organizing special events: hospitality, catering & charitable functions.
- Website design, functions and maintenance.
- Social media and email blast marketing campaigns.

Florida Atlantic University – Game Day Guest & Ticket Services Representative Sept. 2015 - Jan. 2016

- Ticket sales at the FAU Stadium using TicketMaster Archtics.
- Must adhere to NCAA, Conference USA, and Florida Atlantic University policies.

Miami Dolphins – Game Day Event Management Intern Aug. 2015 - Jan. 2016

- Assisting with the set-up and management of game events and fan development.

Beechmont Country Club, Cleveland, Ohio – Assistant Tennis Professional May 2015 - Aug. 2015

- Coaching about 40 players.
- Organizing tournaments, events, and summer camps.
- Summer camps sales increased by 20%.

Education

Florida Atlantic University, Boca Raton, FL August 2017

Master in Business Administration with option in Sport Management

GPA: 3.8 – AACSB Accredited

University of Kentucky, Lexington, KY May 2015

BBA in Finance

GPA: 3.9

Dean's list & full athletic scholarship with the varsity UK Women Tennis Team.

Honors & Leadership

- Committee Member of the South Florida Independent Retailer Awards. 2020-Current
- Committee Member of the ICSC Broward Chapter. 2019-Current
- Named to Southeastern Conference Academic Honor Roll. 2012-2015
- Frank G. Ham Society of Character Award. 2014
- Omicron Delta Kappa Honor Society. 2014
- Beta Gamma Sigma Honor Society. 2014
- Named to Athletic Director Honor Roll. 2012-2014
- Named to Southeastern Conference Community Service Team. 2013
- Co-Captain University of Kentucky Women's Tennis Team. 2012-2013
- Named to the Southeastern Conference All-Freshman Team. 2012

Speaking Engagements

- “How to be Successful in the Sports Management Industry,” Florida Atlantic University - College of Business, December 2018.
- “Winning Digital Marketing Strategies to Grow Your Business,” The Racquet & Paddle Sports Conference – Orlando TOM Conference, January 2019.

Languages

- Bilingual in French and English.
- Basic proficiency in Spanish.

Skills

- Ranked as high as #708 WTA (professional tennis ranking).
- Microsoft Office Certification (Word, Excel and Power Point).
- Digital Marketing Professional Certificate – Shaw Academy.
- Real Estate Florida Sales Associate License.
- Consulting for companies in the tennis, event and music industries.
- Proficient in the following programs:
 - VTS
 - Propidex
 - Filestar
 - WordPress
 - Salesforce
 - QuickBooks
 - POS systems
 - CMS systems
 - InDesign
 - PhotoShop
 - Radius
 - TicketMaster Archtics
 - Olark Chat
 - MyUTR platform