

## EMPLOYMENT APPLICATION



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

CHERELUS, CARISE  
01190 VOLUNTEER COMMITTEE / ADVISORY BOARD MEMBER

Received: 6/23/20 2:08 PM  
For Official Use Only:  
QUAL: \_\_\_\_\_  
DNO: \_\_\_\_\_  
☐ Experience  
☐ Training  
☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

|                                                                                                            |                                                   |                                                                                                                  |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| POSITION TITLE:<br>VOLUNTEER COMMITTEE / ADVISORY BOARD MEMBER                                             |                                                   | EXAM ID# :<br>01190                                                                                              |
| NAME: (Last, First, Middle)<br>CHERELUS, CARISE                                                            |                                                   | SOCIAL SECURITY NUMBER:<br>N/A                                                                                   |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code)<br>215 SE 9th Street, Delray Beach, Florida 33483 |                                                   | EMAIL ADDRESS:<br>carisecherelus@gmail.com                                                                       |
| HOME PHONE:<br>(646) 377-5446                                                                              |                                                   | NOTIFICATION PREFERENCE:<br>Email                                                                                |
| DRIVER'S LICENSE:<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                   | DRIVER'S LICENSE:<br>State: FL Number: [REDACTED] | LEGAL RIGHT TO WORK IN THE UNITED STATES?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

## PREFERENCES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| MINIMUM COMPENSATION:<br>\$20.00 per hour; \$40,000.00 per year                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ARE YOU WILLING TO RELOCATE?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe |
| WHAT TYPE OF JOB ARE YOU LOOKING FOR?<br>Regular                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                    |
| TYPES OF WORK YOU WILL ACCEPT:<br>Full Time, Part Time, Per Diem                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                    |
| SHIFTS YOU WILL ACCEPT:<br>Day, Evening, Rotating, Weekends                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                    |
| OBJECTIVE:<br>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

Nothing Entered For This Section

## WORK EXPERIENCE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                      |                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| DATES:<br>From: 1/2016 To: 6/2018                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | EMPLOYER:<br>School Board of Broward County                                                          | POSITION TITLE:<br>Temp/Sub. Teacher                                                                 |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code)<br>Fort Lauderdale, Florida, 33312                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                      |                                                                                                      |
| SUPERVISOR:<br>Vedra Roker - Reading Department Coach                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MAY WE CONTACT THIS EMPLOYER?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                                                                                      |
| HOURS PER WEEK:<br>40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SALARY:<br>\$4,100.00/month                                                                          | # OF EMPLOYEES SUPERVISED:<br>100                                                                    |
| DUTIES:<br>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.<br>Ensure a sustainable relationship with parents, pupils, school personnel and members of the public by communicating in a confidential, professional and refined manner.<br>Conduct small group and individual classroom activities with students based on differentiated learning needs to ensure all students are learning at full potential.<br>Assessed and taught 100 students and work closely with Reading Coach to efficiently plan and coordinate lessons.<br>Participate in continuous professional growth training. |                                                                                                      |                                                                                                      |
| REASON FOR LEAVING:<br>Contract ended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                      |                                                                                                      |
| DATES:<br>From: 9/2013 To: 12/2014                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | EMPLOYER:<br>MLV & Co                                                                                | POSITION TITLE:<br>Communication/Marketing Assistant                                                 |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code)<br>1251 Avenues of the Americas, New York, New York, 10020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                      | COMPANY URL:<br>www.mlvco.com                                                                        |
| PHONE NUMBER:<br>212-548-5880                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | SUPERVISOR:<br>Jenny Kazmar - Chief Administrative Office                                            | MAY WE CONTACT THIS EMPLOYER?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| HOURS PER WEEK:<br>40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | SALARY:<br>\$4,580.00/month                                                                          |                                                                                                      |

**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

|                                                                                              |                                                                                                             |                                            |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| <b>DATES:</b><br>From: 5/2008 To: 10/2008                                                    | <b>EMPLOYER:</b><br>Stephen Miller Siegel Architects                                                        | <b>POSITION TITLE:</b><br>Design Assistant |
| <b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)<br>New York, New York, 10065 |                                                                                                             |                                            |
| <b>SUPERVISOR:</b><br>Ian - Sr. Project Assistant                                            | <b>MAY WE CONTACT THIS EMPLOYER?</b><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                            |
| <b>HOURS PER WEEK:</b><br>40                                                                 | <b>SALARY:</b><br>\$3,750.00/month                                                                          |                                            |

**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.

|                                                                                                                             |                                                              |                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>DATES:</b><br>From: 10/2007 To: 5/2008                                                                                   | <b>EMPLOYER:</b><br>American Book Company                    | <b>POSITION TITLE:</b><br>Showroom Sales Assistant                                                          |
| <b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)<br>230 Fifth Avenue, Suite 11100, New York, New York, 10021 |                                                              |                                                                                                             |
| <b>PHONE NUMBER:</b><br>212-684-4100                                                                                        | <b>SUPERVISOR:</b><br>John Herring - VP of Sales & Marketing | <b>MAY WE CONTACT THIS EMPLOYER?</b><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>HOURS PER WEEK:</b><br>25                                                                                                | <b>SALARY:</b><br>\$3,500.00/month                           |                                                                                                             |

**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.

|                                                                                              |                                                                                                             |                                           |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| <b>DATES:</b><br>From: 5/2007 To: 10/2007                                                    | <b>EMPLOYER:</b><br>An American Craftsman Gallery                                                           | <b>POSITION TITLE:</b><br>Sales Associate |
| <b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)<br>New York, New York, 10021 |                                                                                                             |                                           |
| <b>SUPERVISOR:</b><br>Joanna - Owner                                                         | <b>MAY WE CONTACT THIS EMPLOYER?</b><br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                                           |
| <b>HOURS PER WEEK:</b><br>35                                                                 | <b>SALARY:</b><br>\$2,500.00/month                                                                          |                                           |

**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.

|                                                                                                  |                                           |                                                 |
|--------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------|
| <b>DATES:</b><br>From: 10/2005 To: 3/2007                                                        | <b>EMPLOYER:</b><br>Ind. Brand Ambassador | <b>POSITION TITLE:</b><br>Ind. Brand Ambassador |
| <b>ADDRESS:</b> (Street, City, State/Province, Zip/Postal Code)<br>W. Palm Beach, Florida, 33445 |                                           |                                                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------|--|
| SUPERVISOR:<br>Laura Di Bella - Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | MAY WE CONTACT THIS EMPLOYER?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| HOURS PER WEEK:<br>40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | SALARY:<br>\$2,500.00/month                                                                          |  |
| DUTIES:<br>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:<br>I relocate to another city.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                      |  |
| DATES:<br>From: 10/2002 To: 6/2005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | EMPLOYER:<br>Nova Southeastern University                                                            |  |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code)<br>Ft. Lauderdale, Florida, 33312                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | POSITION TITLE:<br>Business Office Assistant                                                         |  |
| SUPERVISOR:<br>Doreen Gaines - Office Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | MAY WE CONTACT THIS EMPLOYER?<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |  |
| HOURS PER WEEK:<br>40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | SALARY:<br>\$1,000.00/month                                                                          |  |
| DUTIES:<br>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:<br>I relocate to another city.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                      |  |

#### CERTIFICATES AND LICENSES

Nothing Entered For This Section

#### Skills

##### OFFICE SKILLS:

Typing:  
Data Entry:

##### OTHER SKILLS:

MS Office Suite - Intermediate - 5 years and 0 months

##### LANGUAGE(S):

French - ☒ Speak ☐ Read ☐ Write  
Haitian Creole - ☒ Speak ☒ Read ☐ Write

#### 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

|                                                                                                                    |                       |                                        |
|--------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------------------------|
| REFERENCE TYPE:<br>Professional                                                                                    | NAME:<br>John Herring | POSITION:<br>VP of Sales and Marketing |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code)<br>230 Fifth Avenue, Suite 1100, New York, New York 10021 |                       |                                        |
| EMAIL ADDRESS:<br>jherring@americanbookco.com                                                                      |                       | PHONE NUMBER:<br>865-806-0807          |
| REFERENCE TYPE:<br>Professional                                                                                    | NAME:<br>Lamine Diene | POSITION:<br>Operation Manager         |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code)<br>132 Strawberry Square, Harrisburg, Pennsylvania 17101  |                       |                                        |
| EMAIL ADDRESS:<br>dienelamine@gmail.com                                                                            |                       | PHONE NUMBER:<br>717-3434327           |
| REFERENCE TYPE:<br>Professional                                                                                    | NAME:<br>April Tam    | POSITION:<br>Executive Director        |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code)<br>1585 Broadway , New York, New York 10036               |                       |                                        |
| EMAIL ADDRESS:<br>april.tam@morganstanley.com                                                                      |                       | PHONE NUMBER:<br>917-359-6553          |
| REFERENCE TYPE:<br>Professional                                                                                    | NAME:<br>Vedra Roker  | POSITION:<br>Interim Principal         |

|                                                                                                                 |                              |                                 |
|-----------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------|
| ADDRESS: (Street, City, State/Province, Zip/Postal Code)<br>3775 SW 16th Street, Fort Lauderdale, Florida 33312 |                              |                                 |
| EMAIL ADDRESS:<br>vedra.roker@browardschools.com                                                                |                              | PHONE NUMBER:<br>754-423-9503   |
| REFERENCE TYPE:<br>Professional                                                                                 | NAME:<br>Kayla Taylor-Hilton | POSITION:<br>Educator - Reading |
| ADDRESS: (Street, City, State/Province, Zip/Postal Code)<br>3551 NE 3rd Avenue, Pompano Beach, Florida 33064    |                              |                                 |
| EMAIL ADDRESS:                                                                                                  |                              | PHONE NUMBER:<br>954-826-4954   |

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. 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...  
Woman
  6. Age  
41-64
  7. Occupation (If retired, please indicate former occupation or profession.)  
Educator
  8. How many years have you lived or worked in Delray Beach?  
I have lived in Delray Beach for 2 years.
  9. Employer name and address  
Palm County Public School Board
  10. Home Phone  
215 SE 9th Street  
Delray Beach, FL 33483
  11. Mobile Phone  
646-377-5446
  12. Business Phone
  13. Please contact me at the following phone number  
Mobile
  14. Please contact me at the following address.  
Home mailing
  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.  
N/A
  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?  
N/A
  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?

Yes

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

N/A

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, 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. Please list any community activities that relate to this position.  
I'm a volunteer for a local organization called Volunteer Association.
  3. List any experience that would assist you in serving on this committee, board, commission, or authority  
I'm a volunteer for a local organization called Volunteer Association.
  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.  
N/A
  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 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. What unique abilities/skillset/perspective would you bring if selected?  
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. Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?  
N/A
  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 CARISE CHERELUS on 6/23/20 2:08 PM

# CARISE CHERELUS

---

• [carisecherelus@gmail.com](mailto:carisecherelus@gmail.com) • (646) 377-5446 • [www.linkedin.com/in/carise-cherelus-70221313/](http://www.linkedin.com/in/carise-cherelus-70221313/)

---

EDUCATION: **Certificate in Executive Project Management, Florida Atlantic University, Boca Raton, FL**  
**Bachelor of Science in Business Administration, Nova Southeastern University, Ft Lauderdale, FL**

## RELEVANT EXECUTIVE ASSISTANT EXPERIENCE:

### **Communication/Marketing Assistant, MLV & Co., New York, NY**

09/13 – 12/14

- 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.
- 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.
- Resolved issues and disputes involving all employees and reported to *HR manager*.
- Coordinated the supportive services between departments through organized weekly meetings.

### **Design Assistant, Stephen Miller Siegel Architects, New York, N.Y.**

06/08 – 10/08

- 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.
- Reported developments to *Principal* using *spreadsheet reports*.
- 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 project status report; company database; prepared presentation boards; created and prepared tear sheet for clients, *invoices* and *purchase orders*.

## PROFESSIONAL EXPERIENCE:

### **Substitute Teacher & Educator, BCSB, Fort. Laud. PBCSB, FL, NYCDOE, New York, NY,**

01/16-Current

- 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.
- Participate in continuous professional growth training.
- 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.
- Assessed and *taught 100 students* and work closely with Reading Coach to efficiently plan and coordinate lessons.

### **Temp. Staff, Randstad Staffing, Fort Laud., FL**

05/2015-01/2016

- Worked on various assignment as Receptionist, Administrative Assistant and Data Entry.
- Managed and overseen various project from start to finish.

**SKILLS:** *Computer:* Microsoft Project and **Microsoft Office Suite**, QuickBooks  
*Languages:* English and Conversational French