

01190 - Volunteer Committee / Advisory Board Member

Contact Information -- Person ID: 33397971

Name:	Elena Sefer	Address:	5250 Las Verdes Circle #114 Delray Beach, Florida 33484 US
Home Phone:	5614055559	Alternate Phone:	
Email:	elenasefer61@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	

Personal Information

Driver's License:	Yes, Florida , Class E
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Minimum Compensation:	\$0.00 per hour;
Are you willing to relocate?	Maybe
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time , Part Time
Types of shifts you will accept:	Day , Evening , Rotating , Weekends

Objective**Education**

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

Work Experience**Tax Preparer Professional**
11/2018 - 4/2020

H&R Block
7259 W Atlantic Ave
Delray Beach, Florida 33446
5616386089

Hours worked per week: 30
Monthly Salary: \$0.00
Name of Supervisor: Lloyd Strauss -
Office Manager
May we contact this employer? Yes

Duties

Customer service, appointments, tax preparation, electronic filing, tax support for the clients, official documents recovery, inquiries with the official institutions for client's tax problems.

Reason for Leaving

Seasonal job, during the tax season.

Bookkeeper and Assistant Manager
8/2015 - 3/2020

VANBERT Corporation
www.vanbertdesign.com
Delray Beach, Florida
561-945-5856

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Constantin Chiriac
- Owner
May we contact this employer? Yes

Duties

Assist the manager in organizing, planning and implementing the financial strategy

Monitor operating costs, budgets and resources
 Develops system to account for financial transactions by establishing a chart of accounts;
 Defining bookkeeping policies and procedures.
 Daily registering all the financial activities using computer software
 Maintain and update on a daily basis the customers and vendors accounts
 Maintains historical records by filing documents.
 Issue invoices to customers
 Ensure that receivables are collected promptly
 Record cash receipts and make bank deposits
 Provide information to the external accountant who creates the company's financial statements
 Maintain an orderly accounting filing system
 Provide clerical and administrative support to management as requested

Reason for Leaving

No activity due to Corona Virus.

Precision Mechanics Specialist (watchmaker) and Store Manager

3/1979 - 9/2001

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

Arta si Precizie
 Bucharest, International

Duties

Repairing watches, clocks
 Managing a team of 3-7 members in the shop and train them
 Coordinating the store activities and employees
 Generate monthly activity reports (attendance sheets, stock items, customer records and papers)
 Managing cash-flow
 Run weekly reports : expenses, receivables and payables.

Certificates and Licenses

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

Skills

Office Skills

Typing:

Data Entry:

Other Skills

Computer skills Expert - 20 years and 0 months

Detail oriented Expert - 40 years and 0 months

Technical skills Intermediate - 35 years and 0 months

Languages

Rumanian - Speak, Read, Write

English - Speak, Read, Write

Additional Information

Volunteer Experience

Owner and Founder at "CRIDES"- Non Profit Association (helping children, gov. Foster Houses and families with low income)

References

Professional

Chiriac, Constantin

Owner

1700 Dover Rd. 201A
Delray Beach, Florida 33445
561945856
vanbertcorporation@gmail.com

Personal
Colos, Simona

Friend
3779 Island Club Cir E
Lake Worth, Florida 33462
5619017736
simona.colos@gmail.com

Resume

Text Resume

Attachments

Agency-Wide Questions

1. Q: The Board application MUST be completed whether you submit a resume or not. It is important that your application show all the relevant experience and skills you possess that would assist you in serving on this committee or board. Applications must be received no later than ten (10) business days prior to the first City Commission meeting where the nomination for appointment to the board will be considered. Applications may be rejected if incomplete. Resumes alone WILL be rejected. PLEASE NOTE: A) ONCE YOU SUBMIT YOUR APPLICATION, YOU WON'T BE ABLE TO ADD OR CHANGE ANYTHING and you will NOT be able to reapply for the same position(s) during that posting period. B) The City of Delray Beach is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. Therefore, please be advised that all applications are public record and subject to the disclosure provisions of Chapter 119 of the Florida Statutes. In addition, please be advised that applications will remain on file in the City Clerk's Office for a period of two (2) years from the date submitted. It is the applicant's responsibility to ensure that the application on file is current.

A: 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. Q: Declaration of Personal Information Exemption Personal Information provided in this application is public information unless the applicant qualifies for an exemption pursuant to Florida Statutes. You are encouraged to thoroughly read the applicable sub-sections of F.S. 119.071. If you qualify for an exemption, your address and phone number are protected information. If you have any questions, please contact the Clerk's Office at 561-243-7056. Do you qualify for a statutory exemption from public disclosure based upon F.S. 119.071?

A: No

3. Q: If you stated yes to the above, please list under which sub-section of F.S. 119.971 do you qualify for a statutory exemption from public disclosure?

A:

4. Q: The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

A: Acknowledged

5. Q: I identify my gender as...

A: Female

6. Q: Age

A: 41-64

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

A: Professional Tax Preparer, Bookkeeper, Assistant Manager- in businesses related to the construction field.

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

A: 5

9. Q: Employer name and address

A: Vanbert Corporation
1700 Dover Rd 201A, Delray Beach, FL 33445

10. Q: Home Phone

A:

11. Q: Mobile Phone

A: 561 405 5559

12. Q: Business Phone

A:

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

A: Mobile

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

A: Residential street

15. Q: Do you or any of your family members work for or serve on the board of directors of any organization which has contracted with or applied for funding from the City of Delray Beach?

A: No

16. Q: Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.

A:

17. Q: Have you previously been employed by the City of Delray Beach?

A: No

18. Q: Have you served on the City Commission in the last year?

A: No

19. Q: Are you currently serving or have you previously served on any City boards?

A: No

20. Q: If yes to above, then please list the boards that you have served on, and your contributions to each?

A:

21. Q: Do you have any relatives employed by the City of Delray Beach?

A: No

22. Q: EXPLANATION: If you entered yes for the question above, what is the name of the relative and your relationship. (Please indicate N/A if not applicable)

A:

23. Q: Are you a registered voter?

A: Yes

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

A: My Bachelor Degree is in Public Administration (In Romania). I will like to apply my knowledge in the United States, my new home, while I'll also familiarize myself with the specifics for the city where I live.

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

A: Tax Preparer Annual Certificates

26. Q: **Valid e-mail address is necessary to be able to receive notifications from City Clerk's department including but not limited to notices to schedule an interview, application received or rejected notices, etc. Most correspondence will be done through e-mail notifications. Please ensure that valid e-mail address shows on your application and that you remember your login information.**

A: Acknowledged. It is my responsibility to provide a valid e-mail address for correspondence and e-mail notifications. I understand that if I don't check my e-mails or forget my login information, I might miss important messages regarding the position I applied for, and/or any tests or pre-requisites that might be required of me, which could result in missing the opportunity to be considered for the position.

27. Q: I understand and agree that: The City of Delray Beach participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A: I understand and agree

Supplemental Questions

1. Q: I am interested in serving on the following committees, boards, groups or authorities. (Select up to 3 committees from the list below:)

A: Affordable Housing Advisory Committee
Delray Beach Housing Authority
Downtown Development Authority

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

A: I own an apartment in Delray Beach. I am interested in development related to housing communities.

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

A: Administrative experience

4. Q: Please indicate any activities you are involved with that may present a conflict of interest with the committee, board, commission, or authority you are applying for.

A: None

5. Q: How did you hear about the vacancy on this committee, board, commission, or authority?

A: City of Delray Beach Website/Social Media

6. Q: If "other" was selected for question #6, please describe here.

A:

7. Q: Why do you want to serve on this committee, board or commission?

A: I own an apartment in Delray Beach. I am interested in development related to housing communities. I also want to use my knowledge in public administration.

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

A: I have administrative experience.

9. Q: Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?

A: There are specific functions for each board. They are found in the CODE OF ORDINANCES City of DELRAY BEACH, FLORIDA
CHAPTER 32. - DEPARTMENTS, BOARDS AND COMMISSIONS

10. Q: Have you ever attended a meeting of the board or committee for which you are applying?

A: No

11. Q: I understand that by applying to this committee, board, commission, or authority, I am offering a reasonable portion of my time to the City of Delray Beach and the requirements that accompany this position, including, but not limited to, routine meetings, hearings and responsiveness to the public.

A: Yes, I understand