

## EMPLOYMENT APPLICATION



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

Nesi, Erwin G  
01190 VOLUNTEER COMMITTEE / ADVISORY BOARD MEMBER

Received: 3/21/20 12:37 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) Nesi, Erwin G	SOCIAL SECURITY NUMBER: N/A
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 561 NW 48th Ave, Delray Beach, Florida 33445	EMAIL ADDRESS: erwinnesi@gmail.com
HOME PHONE: 5617028887	NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## PREFERENCES

Nothing Entered For This Section

## EDUCATION

Nothing Entered For This Section

## WORK EXPERIENCE

DATES: From: 4/2019 To: Present	EMPLOYER: Florida Legislature	POSITION TITLE: District Secretary
ADDRESS: (Street, City, State/Province, Zip/Postal Code) Tallahassee , Florida		
PHONE NUMBER: 561-840-0177	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
HOURS PER WEEK: 40		
DUTIES: Performing varied secretarial, administrative and office management duties conducts bill analysis, draft policy, monitor appropriations, budget analysis take meetings on behalf the Representative with lobbyists constituents and advocates; maintaining supervisor's calendar and arranging appointments; arranging travel plans and preparing travel requests and reimbursement vouchers; receiving and screening all incoming calls and visitors; receiving, reading, distributing or handling incoming mail; composing and preparing routine correspondence and reports; maintaining office files, physical and computer; updating mailing lists, constituent lists and other information as necessary; operating and maintaining office equipment; assist in managing the district office expense account and preparing related reports, and assisting in handling constituent requests.		
DATES: From: 8/2009 To: 1/2019	EMPLOYER: Walgreens	POSITION TITLE: Assistant Store Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 3003 Yamato Road State , Boca Raton, Florida		
PHONE NUMBER: 561-241-1105	SUPERVISOR: Gerry - Foster	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40		
DUTIES: Coaching team leaders on their work ethics and how to better themselves in their skills within their work area Allocates daily task that has been past down from the store manager Oversee inventory throughout the store, and warehouse Handled vendor orders and low supplies on the shelf Central point of contact for outside vendors needing to gain access to the store. Managed daily office operations, incoming mails, sent faxes and maintain cleanliness of the store Resolve customers' issues through telephone or in-person Greets and provides information to customers that have called or comes in the store Present a safe environment for the customers and the employees		

## CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

OFFICE SKILLS: Typing: Data Entry:
OTHER SKILLS: Microsoft Office - Expert - 20 years and 4 months Leagis - Intermediate - 1 years and 2 months
LANGUAGE(S): French - <input checked="" type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

ADDITIONAL INFORMATION
Nothing Entered For This Section

REFERENCES		
REFERENCE TYPE: Professional	NAME: Kersti Myles	POSITION: Attorney
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: kerstimyles@gmail.com		PHONE NUMBER: 954-464-1475
REFERENCE TYPE: Professional	NAME: Al Jacquet	POSITION: State Representative
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: al.jacquet@myfloridahouse.gov		PHONE NUMBER: 561-414-5677
REFERENCE TYPE: Professional	NAME: Jean Francique	POSITION: President of RainberryWoods HOA
ADDRESS: (Street, City, State/Province, Zip/Postal Code)		
EMAIL ADDRESS: jeanfrancique@yahoo.com		PHONE NUMBER: 561-929-2770

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.
- 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.
- 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?
1. No
  2. 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
  3. 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
  4. I identify my gender as...  
Male
  5. Age  
25-40
  6. Occupation (If retired, please indicate former occupation or profession.)  
District Secretary/Aide for the Florida Legislature
  7. How many years have you lived or worked in Delray Beach?  
20
  8. Employer name and address  
Florida House Representatives  
1755 East Tiffany Drive  
Mangonia Park, 33407
  9. Home Phone  
N/A
  10. Mobile Phone  
(561)702-8887
  11. Business Phone  
561-840-0177
  12. Please contact me at the following phone number  
Mobile
  13. Please contact me at the following address.  
Home mailing
  14. 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
  15. Do you anticipate any involvement of this kind in the future? If yes, please describe the relationship.  
No
  16. Have you previously been employed by the City of Delray Beach?  
No
  17. Have you served on the City Commission in the last year?  
No
  18. 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?  
I have a wealth of experience and knowledge through my role as the District Secretary/ Aide with the Florida Legislature. In this role I do bill analysis, scheduling, event planning, assist in the drafting of policy, analyze appropriations and budget on a state-wide and local level which translates to the analytical skills needed to review complex issues presented to the board. I also meet with lobbyists, constituents, and various stakeholders which are also similar groups whom we will meet while on the advisory board.
25. Please list any professional certifications, licenses or certificates that you possess that relate to the board for which you are applying.
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, Code Enforcement Board, Parking Management Advisory Board, Planning and Zoning Board
2. Please list any community activities that relate to this position.  
I currently serve as the Vice-President of the Rainberry Wood Home Owners Association. In this capacity I create and enforce HOA bylaws, review and edit HOA contracts, organize and conduct HOA monthly meetings and host community-wide events. I also served as the Treasurer of the Rainberry HOA. In this capacity I managed all HOA accounts, set HOA fees and fines, set the budget and collected all associated HOA fees.
3. List any experience that would assist you in serving on this committee, board, commission, or authority  
I am interested in serving on the Code Enforcement, Affordable Housing, Planning and Zoning or Parking Management Boards. My analytical and interpersonal organizational skills from the Florida Legislature and my leadership roles with the Rainberry HOA would successfully translate to the work of the advisory boards. My strong passion for the community and City of Delray Beach would also be an asset to the advisory board.
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.  
No conflicts exist at this time.
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.  
N/A
7. Why do you want to serve on this committee, board or commission?  
I have a strong passion for preserving the culture and beauty of our neighborhoods while encouraging more neighborhood friendly and affordable development. With more development and focus on Delray Beach as a family friendly and retirement friendly place to live, more infrastructure, parking, environment and traffic issues will occur. I would like to be apart of the decision making that goes into making our city grow.
8. What unique abilities/skillset/perspective would you bring if selected?  
I have lived in Delray for over 20 years and I have seen it grow into the All - American City it is. I have a pulse to the community that provides me with a unique perspective. I am an active life long learner and I feel I could grow in this position as well as bring a unique perspective to the board.
9. Please describe your understanding of the functions and capacity of the board(s), committee(s), or commission to which you are applying?  
Code enforcement attempts to preserve the beauty of the city by regulating and enforcing violations that do not adhere to the laws and standards set by the city.  
Affordable housing provides safe and affordable housing measures and resources to the community.  
Planning and zoning makes sure we closely follow a well rounded approach to the city plan for development and redevelopment of the city.  
Parking Management advises on policies and procedures related to parking, parking enforcement, and facilities.
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

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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 Erwin G Nesi on 3/21/20 12:37 AM

# Erwin Gerard Nesi

561 NW 48<sup>th</sup> Ave • Delray Beach, FL 33445  
Phone: (561)702-8887 •E-Mail: erwinnesi@gmail.com



## Objective

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Highly dedicated and focused individual aiming for growth within my career path. With many years in a retail environment experience, provided accountability and consistency within my leadership skills and the desire to have growth and progression throughout my strength in my abilities.

## Experience

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### **District Secretary II (The Florida Legislature)**

**04/2019- Present**

Performing varied secretarial, administrative and office management duties conducts bill analysis, draft policy, monitor appropriations, budget analysis take meetings on behalf of the Representative with lobbyists constituents and advocates; maintaining supervisor's calendar and arranging appointments; arranging travel plans and preparing travel requests and reimbursement vouchers; receiving and screening all incoming calls and visitors; receiving, reading, distributing or handling incoming mail; composing and preparing routine correspondence and reports; maintaining office files, physical and computer; updating mailing lists, constituent lists and other information as necessary; operating and maintaining office equipment; assist in managing the district office expense account and preparing related reports, and assisting in handling constituent requests.

### **Rainberry Woods Homeowners Association Vice President Present**

**05/2019 -**

### **Rainberry Woods Homeowners Association Board Member 05/2019**

**05/2017 -**

### **Assistant Store Manager (Walgreens)**

**08/2015 - 04/2019**

Coaching team leaders on their work ethics and how to better themselves in their skills within their work area  
Allocates daily task that has been past down from the store manager  
Oversee inventory throughout the store, and warehouse  
Handled vendor orders and low supplies on the shelf  
Central point of contact for outside vendors needing to gain access to the store.  
Managed daily office operations, incoming mails, sent faxes and maintain cleanliness of the store  
Resolve customers' issues through telephone or in person  
Greet and provides information to customers that has called or comes in the store  
Present a safe environment for the customers and the employees

### **Head photo specialist (Walgreens)**

**08/2009 – 08/2015**

Provided photo finishing services to customers,  
Specialized in latest digital trends  
Operated the photo lab equipment while working with cutting edge technology  
Provided accurate and useful information in regards to customers' photo processing needs  
Trained new and incoming photo specialist on their duties within the position



## Education

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**Broward College**

Associate in Business

08/2018 – Present

**Registered Pharmacy Technician**

Certified

08/2017 – Present

## Skills

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Proficient in Microsoft office

Bilingual- French, Creole, English

Leagis

Cash registers,

Proficient in computers: Apple Macintosh, Windows PC

Management skills

Pharmacy technician

Reference available upon request