

01190 - Volunteer Committee / Advisory Board Member

Contact Information -- Person ID: 14124723

Name:	Suzanne J Donohue	Address:	10 NE 13th Street Delray Beach, Florida 33444 US
Home Phone:	(954) 815-5480	Alternate Phone:	
Email:	suzannedonohue@yahoo.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	03/06

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 year
Are you willing to relocate?	
Types of positions you will accept:	Depending on the position
Types of work you will accept:	Regular
Types of shifts you will accept:	Full Time
	Day , On
	Call (as needed)

Objective

My career objective is to gain employment from a respectable and sustainable organization in which I am proud to be a part of each day. I strive for increased and continual knowledge as well as forward thinking. I would like to have the opportunity to grow and advance within an organization.

Education

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

Work Experience

Manager National Accounts and Corporate Builder	Hours worked per week: 65
5/2015 - Present	Monthly Salary: \$7,083.00
	# of Employees Supervised: 2
	May we contact this employer? No

PGT Industries, Inc.
www.pgtindustries.com
1070 Technology Drive
N. Venice, Florida 34275

Duties

PGT Industries is a window and door manufacturer. I manage and negotiate all contracts with large track home builders throughout the state of Florida. I work with glazing contractors as well to help them secure and maintain their contracts with said builders. I have skills in reviewing blue prints for windows and doors as well as reviewing specifications. Handle all presentations to present to potential customers and internal management team. Research competitors and their current pricing structure to be competitive in the market place in order to increase market share.

I am a self starter that needs little supervision. I manage two sales representatives as well. I

currently work out of my home and travel throughout the state. I will have no problem working in an office every day. I have been promoted twice in 3.5 years. My budget is over \$72 million but I have secured business to do over \$85 million dollars this year. Besides my salary I get commission ranging from \$5000-\$6000 per month and a quarterly bonus up to \$2000. I realize this position does not pay this much, but I am tired of the constant travel.

Reason for Leaving

Still employed, please do not contact my current employer.

Sales Manager

9/2013 - 4/2015

IWC, Inc.
Boynton Beach, Florida 33426
561-901-0234

Hours worked per week: 45
Monthly Salary: \$5,000.00
Name of Supervisor: Gary Orman - Owner
May we contact this employer? Yes

Duties

- Contract review and negotiations
- Proposal review and negotiations
- Respond to RFQ's on time and per the specifications
- Secure new business
- Responsible for marketing materials (editing and creating new)
- Customer Relations
- Liaison between company and customer
- Review specifications for bidding
- Issue RFI to engineers
- Review products for code compliance
- Confirm and monitor contract conformance to agreed upon terms (including, scheduling, product specifications, deliveries, pricing, warranties, etc.)
- Reviews policies for cost efficiency
- Offers alternates to customers in order to help secure contracts within budget
- Researches contractors and competitors
- Develops Sales reports and spreadsheets to analyze market share
- Administrative duties as required and requested from ownership

Reason for Leaving

This company is out of business. If needed you can contact this former employer.

Director of Sales / Administration

8/2006 - 9/2013

CGS, LLC and General Bronze, LLC (merger)
Hialeah, Florida 33014
(914)924-4500

Hours worked per week: 50
Monthly Salary: \$8,000.00
of Employees Supervised: 5
Name of Supervisor: Mark Leonard - Owner
May we contact this employer? Yes

Duties

- Wrote, reviewed and negotiated contracts
- Managed sales team and estimating department
- Hired, fired and trained new employees
- Handled all aspects of sales staff including salaries, commissions, training and negotiations between management and employees.
- Created/reviewed proposals using strategy/customer knowledge
- Director of Sales
- Developed and maintained customer relations
- Secured new business averaging 6-10 million dollars yearly
- Contract edit and review and origination using AIA
- Interviewed, hired and trained sales staff, estimators and administration
- Attended all sales presentations to customers targeting Condominium Associations, Committee, Board Members, Property Managers and large volume General Contractors and Developers
- Developed all marketing materials
- Spearheaded marketing efforts
- Wrote policies and procedures for sales and estimating team

-Measured and determined product-line for proposals
-Developed sales techniques using creativity and logic to hit target customers including Condominium Associations, Board Members, Property Managers, Builders, General Contractors, Engineers and Public Adjusters

Reason for Leaving

Commute of 60 miles each way. Found a position closer to home.

Please contact Supervisor (he is no longer with the company) only if being considered for hire.

Certificates and Licenses

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

Skills

Office Skills

Typing: 60

Data Entry: 0

Other Skills

Various computer programs Expert - 24 years and 0 months

Additional Information

Volunteer Experience

Appointed member of the Neighborhood Advisory Council for City of Delray Beach - Former

Former member of Code Enforcement Board - City of Delray Beach

Volunteer for Horses that Help

References

Personal

Kronen, Stephanie

Deerfield Beach, Florida

(954) 655-7666

stepkronen@gmail.com

Professional

Jones, Andrea

Business Associate and friend

Tampa, Florida

(941) 587-2140

adjonesfl@gmail.com

Professional

Orman, Gary

Former Employer / Owner

Boynton Beach, Florida

5613463649

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.

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- 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

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- 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:

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- 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

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

A: female

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- 6. Q:** Age

A: 41-64

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

A: Sales manager

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

A: 15

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- 9. Q:** Employer name and address

A: PGT Industries
1070 Technology Drive
N. Venice, FL 34275
(I work remotely)

-
- 10. Q:** Home Phone

A: 561-908-2590

11. Q: Mobile Phone

A: 954-815-5480

12. Q: Business Phone

A: 561-465-9578

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

A: Mobile

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

A: Home mailing

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: n/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: Yes

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

A: Neighborhood Advisory and Code Enforcement

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: It depends on the board.

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

A: Real Estate License (active, but not practicing at this time)

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
Board of Trustees for the Firefighters Retirement System
Community Redevelopment Agency
Delray Beach Housing Authority
Downtown Development Authority
Green Implementation Advisory Board
Historic Preservation Board
Kids & Cops Committee
Parking Management Advisory Board
Police Advisory Board
Public Arts Advisory Board
Planning and Zoning Board
Site Plan Review and Appearance Board

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

A: Was on the Neighborhood advisory board and code enforcement in the past.

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

A: Business acumen

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: I work remotely (out of my house) and can generally make my own schedule. I am not able to take off more than 2 hours at a time. So the position would have to fit into that timeframe or be at night?

Code enforcement could last 4 hours in the middle of the day, so I had to resign my position.

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

A: City of Delray Beach Website/Social Media
Other

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: Be involved in city activities.

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

A: Business

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: I don't know which board has a vacancy; unable to answer

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