

01190 - Volunteer Committee / Advisory Board Member

Contact Information -- Person ID: 29822208

Name:	JULIE JACOBSON	Address:	521 Anchor Point Delray Beach, Florida 33444 US
Home Phone:	561.929.4848	Alternate Phone:	
Email:	juliemodica@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	04/06

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:	\$45,000.00 per year
Are you willing to relocate?	No
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Weekends

Objective**Education**

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

Work Experience

Sr. Marketing/ Event Coordinator 10/2008 - 9/2016	Hours worked per week: 40 Monthly Salary: \$0.00 # of Employees Supervised: 0 Name of Supervisor: Bonnie Montgomery - Owner May we contact this employer? Yes
Elite Travel Concierge www.elitetravelconcierge.com 500 Spanish River Road Boca Raton, Florida 33431 561.447.8869	

Duties

Florida
Planning and coordinating arrangements for special events and management-level meetings
Liaising between Clientele and prospective clientele and CEO
Coordination and Orchestration of all aspects of Domestic and International Travel seamlessly
Responsible for all posting on Social Media Accounts
Organization and filing of all Client information to CRM
Selection, coordination and management of all outside vendors (ie: photographers, venue selection, caterers, rental companies, florists, lighting, audio/visual, etc)
Created copy and distributed detailed event production schedules
Manage high-volume in-person, e-mail telephone inquiries
Managing calendars and schedules for CEO and support staff
Conducted extensive online research
Performing any and all additional duties and errands as needed

Reason for Leaving

Different opportunity

Executive Assistant

7/2005 - 9/2008

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

The Interiors Group

Boca Raton, Florida

Duties

Prepared all on and off-site meetings and model installations

Made extensive travel arrangements for all Designers and CEO

High volume package and blue-print mailings

Drafting composition and preparation of all form letters and materials

Wrote up contracts, proposals and follow-up letters to all new, potential and existing clients

Reviewed and drew up budgets and spreadsheets for model home purchases for Interior Designers

Heavy phone coverage, screening, routing and assisting callers

Maintained personal/business appointment and internal calendars to all designers and officers

Management and preparation of all outgoing e-mail and phone correspondence to the CEO

Executive Assistant

9/2004 - 7/2005

Hours worked per week: 40

Monthly Salary: \$0.00

May we contact this employer?

Ames Design International

Delray Beach, Florida

Duties

Arranged and oversaw professional and personal schedule and appointments for CEO

Provided Customer Service to High-End Clientele

Conducted any internet research needed

Screened all phone calls and e-mails

Drafted and typed correspondence, proposals and other necessary documents

Prepared written and electrical correspondence for CEO

Logged weekly payroll hours for 8 employees

Prepared all outgoing invoices and proposals

Ordered and inventoried all office supplies

Performed any tasks and errands as required

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

Microsoft Office Suite Intermediate - 15 years and 0 months

Adobe Photoshop Intermediate - 4 years and 0 months

Microsoft Publisher Expert - 12 years and 0 months

Additional Information**References**

Professional

Schwartz, Shayna

Marina Manger, Palm Beach Yacht Club

561-352-8173

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: Artist

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

A: 18

9. Q: Employer name and address

A: Self

10. Q: Home Phone

A: 561-929-4848

11. Q: Mobile Phone

A: 561-929-4848

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:

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: N/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: I am a local artist and feel my opinion is worthy of consideration to what is displayed in our community

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

A:

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:

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: Public Arts Advisory Board

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

A: None

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

A: As a local artist, and life- long member of this community, I have watched thus town grow exponentially. I feel that any input, especially coming from natives of this area is very beneficial to preserving the artistic integrity of our town

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 Commission Member

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 am a part of my community and would personally love to be part of its growth and beautification

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

A: I not only see through a creative eye, but also from the viewpoint of a south Florida native who loves her community and is raising a family here

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 understand that the board meets on certain Mondays at 6 pm and my attendance and participation is expected

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