

**Contact Information -- Person ID: 41943136**

Name: Angel Bruno Address: 105 Tropic Isle  
Nevin 21  
DELRAY BEACH, Florida 33483  
US

Home Phone: 5614450011 Alternate Phone:  
Email: anevin@fau.edu Notification Preference: Email  
Former Last Name: Birth: 10/29

**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? Master's Degree

**Preferences**

Minimum Compensation: \$0.00 per hour; \$0.00 per year  
Are you willing to relocate? No

Types of positions you will accept: Regular  
Types of work you will accept: Part Time  
Types of shifts you will accept: Evening , Night , Weekends , On Call (as needed)

**Objective**

**Education**

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

**Work Experience**

**Advisor-In-Residence; Assistant Director**

7/2016 - Present

Florida Atlantic University  
Boca Raton, Florida

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?

**Duties**

University Advising Services, Get Wise  
Cross-over position in Student Affairs and Academic Affairs  
Manage a residential student success center geared toward first and second year students  
Provide direct oversight and direction for learning center budget  
Supervise numerous full-time advising coordinators and graduate assistants  
Work as a student-centered conduit to residential support initiatives  
Complete yearly program evaluation  
Build coalitions with numerous units on campus to support our population  
Serve as a direct liaison between Academic and Student Affairs initiatives  
Review academic advising 'best-practices' and ensure execution of NACADA supported practices  
Review data and make recommendations to the Assistant Dean

**Assistant Director, Academic Advising and Coaching**

8/2014 - Present

Florida Atlantic University  
Boca Raton, Florida

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?

**Duties**

(University Advising Services & ACCESS)

Manage a residential student late-night success center  
 Oversee student employees, the physical space and all budget issues  
 Supervise full-time coordinators and graduate assistants  
 Provide intrusive academic advising for at-risk students  
 Highlight academic resources for individual success planning  
 Assist in yearly program evaluation  
 Recruit and mentor new student cohorts each semester  
 Find innovative ways to reach students where they are personally, academically and professionally  
 Build coalitions with numerous units on campus to support our population  
 Review advising 'best-practices' and ensure execution of NACADA supported practices  
 Review data and make recommendations to the director

**Instructor, Strategies for Learning Success (SLS 1503)**

6/2009 - Present

Florida Atlantic University  
 Boca Raton, Florida

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer?

**Duties**

Teaching fundamental strategies for success in college  
 Engaging students in interest based learning  
 Utilizing technology as a learning and engagement tool  
 Assisting in the transition from passive to active learning styles  
 Maintaining a high level of student retention through emersion in University programs and offices  
 Encouraging self-reliance in personal and academic endeavors  
 Facilitating discussions on matters of diversity, ethics and values  
 Encouraging respect and understanding of individual differences  
 Maintaining appropriate assessments for overall achievement outcomes  
 Producing students who are prepared for the rigors of a demanding college career  
 Introducing University level research and inquiry by way of a symposium style final poster presentation

**Academic Advisor/Coach, Academic and Career Enhancement**

1/2012 - 8/2014

Florida Atlantic University  
 Boca Raton, Florida

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer?

**Duties**

for Second Year Students (ACCESS)  
 Title III Grant funded program  
 Provide intrusive academic advising for at-risk second year students  
 Highlight academic resources for individual success planning  
 Supervise graduate assistants  
 Assist in yearly evaluation process for DOE  
 Recruit and mentor new student cohorts each semester  
 Find innovative ways to reach students where they are personally, academically and professionally  
 Build coalitions with numerous units on campus to support our population  
 Review advising 'best-practices' and ensure execution of NACADA supported practices  
 Review data and make recommendations to the director

**Coordinator, Center for Learning And Student Success (CLASS)**

6/2009 - 1/2012

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer?

Florida Atlantic University  
Boca Raton, Florida

**Duties**

Overall management for the Tutoring and Supplemental Instruction Program  
Interviewing, hiring, training and supervising 15-60 student employees each term  
Providing training for campus tutoring, learning centers and student support programs as needed  
Cross training for departmental tutoring and student assistants  
Scheduling room usage, session changes and facility suitability  
Point of contact for available tutoring services  
Coordinating trainings, meeting agendas and upcoming budget year documentation  
Helping students acquire personal success through available programs  
Presenting Success Series and Workshops for various University functions and events  
Assisting Director, Associate Director and Coordinators  
Making necessary website changes and updates as needed

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**Consultant, Learning Assistant Program, Mathematics**

**Department**  
3/2010 - 3/2010

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?

Florida International University  
Miami, Florida

**Duties**

Overall review of the Wal-Mart Foundation Grant programming  
Review and critique of current lower level mathematics courses  
Review and critique of current learning assistant program  
Recommendations for future course success rates  
Recommendations for best practices of learning assistants  
Assisting with the retention of first-generation students

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**Master Tutor/Group Leader**

10/2004 - 8/2009

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?

JRA Score at the Top Learning Center  
Boca Raton, Florida

**Duties**

Keeping accurate, timely records of tutoring sessions, student performance, and communications with parents, teachers and other support personnel  
Presenting SSAT, SAT I and II, ACT, and GED guidance in private and group settings  
Presenting and/or teaching helpful material to fellow tutors  
Continuing to learn new ways to present difficult material  
Providing training for new tutors and office personnel  
Recommending and implementing innovative methods of tutoring, training and evaluation of tutors  
Assessing student strengths and weaknesses  
Counseling families on the transitions from high school to college  
Leading weekend workshops concerning success skills for all levels of academic abilities

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**Program Assistant, Testing and Evaluation**

6/2007 - 6/2009

Hours worked per week: 40  
Monthly Salary: \$0.00  
May we contact this employer?

Florida Atlantic University  
Boca Raton, Florida

**Duties**

Answering, researching and correcting any and all leave accrual issues  
Working with vendors, purchasing and the controller's office for departmental orders  
Filing, documenting, and verifying budgetary documents

Coordinating trainings, meeting agendas, and upcoming budget year documentation  
 Proficiency in numerous computer applications including, but not limited to: Banner, CANVAS, Blackboard, PeopleAdmin, e-print, and Workday  
 Working seamlessly between numerous computer programs, such as Microsoft Suite and Adobe  
 Working with our diverse student population at the testing front desk  
 Verifying student documentation, transcripts, and hold information with many computer programs  
 Ordering office supplies and maintaining inventory

**Student Assistant/Seminar Leader**

10/2000 - 6/2007

Palm Beach State College  
 Boca Raton, Florida

Hours worked per week: 40  
 Monthly Salary: \$0.00  
 May we contact this employer?

**Duties**

Reading and assessing writing in a wide range of disciplines  
 Reading critically for content style, and grammar  
 Assessing a given audience and determining the most effective approach for communication  
 Making quick decisions about how to improve student writing  
 Prioritizing writing problems quickly and formulating an efficient plan to address them  
 Gaining knowledge of resources and determining appropriately when to consult them  
 Creating multiple ways of explaining and demonstrating the same concept  
 Presenting seminars on various reading, writing and grammar skills  
 Promoting Learning Center offerings across campus

**Certificates and Licenses****Skills**

Office Skills

Typing:

Data Entry:

**Additional Information**

Professional Associations

Vice- ... Academic Advising Council

Professional Associations

NCLCA/FCLCA

Professional Associations

NACADA/FLACADA

Professional Associations

NASPA

Honors &amp; Awards

NACADA Region 4 Conference, 2018: Award Winner, Certificate of Merit-Get Wise Initiatives

Honors &amp; Awards

NACADA International Conference, 2018: Award Winner, Certificate of Merit-Get Wise Initiatives

Honors &amp; Awards

2015-present: FAU Scholarship Committee member

## References

### Resume

#### Text Resume

#### Attachments

Attachment	File Name	File Type	Created By
Resume.docx	Resume.docx	Resume	Job Seeker

#### 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:

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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: 25-40

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

A: Educational Administration

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

A: 6 months

9. Q: Employer name and address

A: Florida Atlantic University  
777 Glades Rd  
Boca Raton, Florida  
33431

10. Q: Home Phone

A:

11. Q: Mobile Phone

A: 561-445-0011

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: 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:

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: I currently serve on the Education and Youth Advisory Board in Boynton Beach. My term will expire in December. I will also be selling my remaining property within the next month, which will disqualify me from continuing in this role.

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:

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23. Q: Are you a registered voter?

A: Yes

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

A: Yes. My education and skills align perfectly with the options I have selected.

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

A: Please see attached resume

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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.

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### 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: Downtown Development Authority  
Education Board  
Public Arts Advisory Board

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

A: As a new resident to Delary Beach, I can only speak to my previous work with the EYAB in Boynton Beach, where I served as Vice-Chair for the past three years. I have been involved in fundraising and planning.

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

A: I am aware of the importance of being a participating member of the community by working as a Board member.

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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 have selected options that would not conflict.

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

A: Other

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- 6.** Q: If "other" was selected for question #6, please describe here.  
A: I am aware from previous experiences and wanted to continue in my new home.
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- 7.** Q: Why do you want to serve on this committee, board or commission?  
A: I have a passion for volunteerism and community. I have always been involved and find it rewarding and connecting.
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- 8.** Q: What unique abilities/skillset/perspective would you bring if selected?  
A: I am new to Delray Beach, but not Florida or the surrounding areas. I bring with me knowledge and experience within the Higher Education public school system.
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- 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 am aware of the Sunshine Laws, Roberts Rules of Order, etc.
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- 10.** Q: Have you ever attended a meeting of the board or committee for which you are applying?  
A: No
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- 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

A high energy, focused administrator, educational consultant, leader and out-of-the-box problem solver with excellent organizational, interpersonal, and communication skills. Background encompasses oversight of large-scale events and initiatives, staff and student supervision, empowerment and guidance, organizing group seminars and training sessions relating to a variety of subjects while keeping respect and concern for each individual paramount.

### **SUMMARY OF QUALIFICATIONS**

- Using student development theories coupled with data to deliver successful and relevant initiatives
- Tracking and analyzing data for department activities, projects, events and university wide initiatives
- Analyzing and interpreting departmental budget activity
- Providing and accepting constructive criticism to and from supervisees and supervisors in a professional manner
- Communicating with coworkers, fellow staff members, faculty, students and the community in a manner that exudes respect with an overall goal of satisfaction and unity
- Ability to be faced with a problem and provide multiple solutions in minimal time
- Innovative endeavor creation with learning outcome and assessment plans for review of efficacy
- Expert navigation of the immense amount of technological advances in an educational setting
- Preparing for future projects and initiatives by use of data, theory, institutional mission and culture

### **PROFESSIONAL EXPERIENCE**

#### **Florida Atlantic University      Boca Raton, FL**

##### **07/16-present      Advisor-In-Residence; Assistant Director, University Advising Services, Get Wise**

- Cross-over position in Student Affairs and Academic Affairs
- Manage a residential student success center geared toward first and second year students
- Provide direct oversight and direction for learning center budget
- Supervise numerous full-time advising coordinators and graduate assistants
- Work as a student-centered conduit to residential support initiatives
- Complete yearly program evaluation
- Build coalitions with numerous units on campus to support our population
- Serve as a direct liaison between Academic and Student Affairs initiatives
- Review academic advising 'best-practices' and ensure execution of NACADA supported practices
- Review data and make recommendations to the Assistant Dean

#### **Florida Atlantic University      Boca Raton, FL**

##### **08/14-present      Assistant Director, Academic Advising and Coaching (University Advising Services & ACCESS)**

- Manage a residential student late-night success center
- Oversee student employees, the physical space and all budget issues
- Supervise full-time coordinators and graduate assistants
- Provide intrusive academic advising for at-risk students
- Highlight academic resources for individual success planning
- Assist in yearly program evaluation
- Recruit and mentor new student cohorts each semester
- Find innovative ways to reach students where they are personally, academically and professionally
- Build coalitions with numerous units on campus to support our population
- Review advising 'best-practices' and ensure execution of NACADA supported practices
- Review data and make recommendations to the director

#### **Florida Atlantic University      Boca Raton, FL**

##### **01/12-08/14      Academic Advisor/Coach, Academic and Career Enhancement for Second Year Students (AcCESS)**

- Title III Grant funded program
- Provide intrusive academic advising for at-risk second year students
- Highlight academic resources for individual success planning
- Supervise graduate assistants
- Assist in yearly evaluation process for DOE
- Recruit and mentor new student cohorts each semester
- Find innovative ways to reach students where they are personally, academically and professionally
- Build coalitions with numerous units on campus to support our population
- Review advising 'best-practices' and ensure execution of NACADA supported practices
- Review data and make recommendations to the director

**Florida International University Miami, FL**

**03/10 Consultant, Learning Assistant Program, Mathematics Department**

- Overall review of the Wal-Mart Foundation Grant programming
- Review and critique of current lower level mathematics courses
- Review and critique of current learning assistant program
- Recommendations for future course success rates
- Recommendations for best practices of learning assistants
- Assisting with the retention of first-generation students

**Florida Atlantic University Boca Raton, FL**

**6/09-01/12 Coordinator, Center for Learning And Student Success (CLASS)**

- Overall management for the Tutoring and Supplemental Instruction Program
- Interviewing, hiring, training and supervising 15-60 student employees each term
- Providing training for campus tutoring, learning centers and student support programs as needed
- Cross training for departmental tutoring and student assistants
- Scheduling room usage, session changes and facility suitability
- Point of contact for available tutoring services
- Coordinating trainings, meeting agendas and upcoming budget year documentation
- Helping students acquire personal success through available programs
- Presenting Success Series and Workshops for various University functions and events
- Assisting Director, Associate Director and Coordinators
- Making necessary website changes and updates as needed

**Florida Atlantic University Boca Raton, FL**

**6/09-present Instructor, Strategies for Learning Success (SLS 1503)**

- Teaching fundamental strategies for success in college
- Engaging students in interest based learning
- Utilizing technology as a learning and engagement tool
- Assisting in the transition from passive to active learning styles
- Maintaining a high level of student retention through emersion in University programs and offices
- Encouraging self-reliance in personal and academic endeavors
- Facilitating discussions on matters of diversity, ethics and values
- Encouraging respect and understanding of individual differences
- Maintaining appropriate assessments for overall achievement outcomes
- Producing students who are prepared for the rigors of a demanding college career
- Introducing University level research and inquiry by way of a symposium style final poster presentation

**Florida Atlantic University Boca Raton, FL**

**6/07-6/09 Program Assistant, Testing and Evaluation**

- Answering, researching and correcting any and all leave accrual issues
- Working with vendors, purchasing and the controller's office for departmental orders
- Filing, documenting, and verifying budgetary documents
- Coordinating trainings, meeting agendas, and upcoming budget year documentation
- Proficiency in numerous computer applications including, but not limited to: Banner, CANVAS, Blackboard, PeopleAdmin, e-print, and Workday
- Working seamlessly between numerous computer programs, such as Microsoft Suite and Adobe
- Working with our diverse student population at the testing front desk
- Verifying student documentation, transcripts, and hold information with many computer programs
- Ordering office supplies and maintaining inventory

**JRA Score at the Top Learning Center Boca Raton, FL**

**10/04-08/09 Master Tutor/Group Leader**

- Keeping accurate, timely records of tutoring sessions, student performance, and communications with parents, teachers and other support personnel
- Presenting SSAT, SAT I and II, ACT, and GED guidance in private and group settings
- Presenting and/or teaching helpful material to fellow tutors
- Continuing to learn new ways to present difficult material
- Providing training for new tutors and office personnel
- Recommending and implementing innovative methods of tutoring, training and evaluation of tutors
- Assessing student strengths and weaknesses
- Counseling families on the transitions from high school to college
- Leading weekend workshops concerning success skills for all levels of academic abilities

- Reading and assessing writing in a wide range of disciplines
- Reading critically for content style, and grammar
- Assessing a given audience and determining the most effective approach for communication
- Making quick decisions about how to improve student writing
- Prioritizing writing problems quickly and formulating an efficient plan to address them
- Gaining knowledge of resources and determining appropriately when to consult them
- Creating multiple ways of explaining and demonstrating the same concept
- Presenting seminars on various reading, writing and grammar skills
- Promoting Learning Center offerings across campus

### **EDUCATION**

- Florida Atlantic University, 2010
  - Master's Degree, Educational Leadership: Higher Education
- Florida Atlantic University, 2005
  - Bachelor of Art, Psychology
  - Minor in Sociology
- Palm Beach Community College, 2003
  - Associates of Arts

### **PROFESSIONAL PRESENTATIONS**

- Passport to Student Success Conference, 2009-2014: Test Taking Strategies That Make a Difference; Transfer Student Preparation
- ACUHO-I LLP Conference, 2011: iCare: An Exploration of Social Justice & Global Citizenship through Movies & Music
- The First Year Experience Conference, 2013: It Takes a Village to Create Successful Students: Academic and Career Enhancement for Student Success
- National College Learning Center Association Conference, 2014: Reaching New Academic Heights by Scaffolding High Impact Educational Practices
- Florida College Learning Center Association Annual Conference, 2015: 'Get Wise': Academic and Student Affairs Live in Harmony; Development of an On-campus Satellite Support Center
- NACADA Region 4 Conference, 2018: Meeting Students Where They Are- Parking Garage Advising through the innovative Get Wise: on the Go Initiative
- NACADA Region 4 Conference, 2018: Award Winner, Certificate of Merit-Get Wise Initiatives
- NACADA International Conference, 2018: Award Winner, Certificate of Merit-Get Wise Initiatives

### **FUNDING INITIATIVES**

- 2010: Technology Fee Appropriation (Upgrade S.I. workroom) \$6,800 (funded)
- 2011: Technology Fee Appropriation (AcCESS technology support) \$9,810 (funded)
- 2014: Technology Fee Appropriation, co-author (Optimization of Student Advising/Tablet tech) \$22,800 (funded)
- 2015: Technology Fee Appropriation (Residential Success Center Technology Support), \$32,288 (funded)
- 2015-present: FAU Scholarship Committee member

### **ORGANIZATION AFFILIATIONS**

- Vice-Chair: Academic Advising Council (2016-2018)
- Co-Chair: Appreciative Advising Institute (2018-present)
- Appreciative Advising Certification Reviewer
- NCLCA/FCLCA Member
- NACADA/FLACADA Member
- NASPA Member
- Vice-Chair: Education and Youth Advisor Board, City Commission of Boynton Beach (2015-present)