

01190 - Volunteer Committee / Advisory Board Member

Expires
10/28/2021**Contact Information -- Person ID: 42323686**

Name:	Jacqueline Cabana	Address:	2395 Jaeger Drive 3A Delray Beach, Florida 33444 US
Home Phone:	561-889-2712	Alternate Phone:	
Email:	actiondepot@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	12/01

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?	Associate's Degree

Preferences

Minimum Compensation:	\$0.00 per hour; \$0.00 per year
Are you willing to relocate?	
Types of positions you will accept:	I already live in Delray Beach, Fl Regular , Temporary , Seasonal
Types of work you will accept:	Full Time , Part Time , Per Diem
Types of shifts you will accept:	Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective

To become a volunteer member of the Site Plan Review and Appearance Board for the City of Delray Beach, Fl

Education

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

Work Experience

Past President 1/2014 - 2/2017	Hours worked per week: 40 Monthly Salary: \$0.00 # of Employees Supervised: 5
Town & Country Estates Condo Assoc Delray Beach, Florida 33444 561-889-2712	Name of Supervisor: Jackie Cabana - President May we contact this employer? Yes

Duties

- 3 years

A 37 building -148 unit self-managed condominium complex - Association Office Manager
This involved working closely with accountants and legal council to redefine the \$335,000.00 renovation budget, compile and monitor vendor schedules, and negotiate a \$140,000.00 paint contract. In addition, worked closely with City of Delray Beach building permits, code enforcement, and landscape departments, handled the daily administration of T&CE, wrote bid packages for contracts, and maintained a budget of over \$750,000.00 per year.

Reason for Leaving

Condo Board elected new President

Owner / Director

1/1990 - 1/2012	Hours worked per week: 40 Monthly Salary: \$0.00 # of Employees Supervised: 10
Diversified Product Development.	

Ltd
Tampa Road
Oldsmar, Florida
561-889-2712

Name of Supervisor: Jacqueline Cabana - Owner-Director
May we contact this employer? Yes

Duties

- 20+ years

A multi-functional Industrial-Architectural-Product Design firm under turnkey contracts
Diversified Product Development is a seed concept-consulting firm managed under contracted relationships with client companies on a turnkey basis. Clients ranged from small independent manufacturers to major name brand corporations looking to renovate or rebrand product lines and increase market value ROI. Registered Utilization of Women Owned Small Business (FAR 19.902)

Reason for Leaving

Business Closed

Senior Industrial Designer

1/1982 - 1/1989

Jim Walter Research Corp
Tampa Road
St. Petersburg, Florida

Hours worked per week: 40

Monthly Salary: \$0.00

of Employees Supervised: 0

Name of Supervisor: Jacqueline Cabana - Sr Industrial Designer

May we contact this employer? No

Duties

7 years

Researched, Designed, Developed Building and Architectural Products - div. Jim Walter Corp.
As Senior Industrial Designer, provided original design concepts for product continuity while collaborating with chemists and engineers in translating newly developed processes into consumer friendly products. Products included: exterior hardboard siding, bathroom fixtures, interior acoustical wall covering and ceiling systems, roofing materials, wood & laminate flooring. (Note: Jim Walter Research Corp. was the primary product research and development division for Jim Walter Corporation - a holding company for a large number of well-known building products manufacturers.)

Reason for Leaving

Went to work for Diversified Product Development

Jim Walter Research Closed

Certificates and Licenses

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

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Professional Associations

Site Plan Review & Appearance Board Qualified Volunteer

References**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: 65+

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

A: Senior Industrial Designer

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

A: 17

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- 9.** Q: Employer name and address

A: Diversified Product Development
Tampa Raod

Oldsmar, FL

10. Q: Home Phone

A: 561-889-2712

11. Q: Mobile Phone

A: 561-889-2712

12. Q: Business Phone

A: 561-889-2712

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: no

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: City of Oldsmar Florida Redevelopment Council

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: I have hands-on experience with participating as a member of the Oldsmar City Redevelopment Council and all the duties associated with volunteering on City Boards. Also, I have hands-on experience with being the Condo Community President for Town & Country Estates in Delray and working closely with City Hall, the Planning and Zoning Board - Building Dept and Code Enforcement - and first hand working knowledge with Vendors, Contracts, Commercial Landscaping, Commercial - Residential Construction Renovations, and Community Trends. This is the type of experience I can personally bring to the Site Plan Review & Appearance Board for the City of Delray Beach.

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

A: Vice-Chairman - Oldsmar Downtown Redevelopment - Community Development Council
Chairholder / Board of Directors for Color Marketing Group International - Color & Architectural Trends and Influences
RFP Proposal Writing & Contract Administration-SBA-Department of Defense - Certificate
Utilization of Women-Owned Small Business (FAR 19.902) - DOD / SBA - Certified
Attended Various CAM Courses for Condominium Property Management Certification

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
Planning and Zoning Board
Site Plan Review and Appearance Board

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

A: Fulfilling all required responsibilities for each board selected

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

A: Same as above answers

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

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

A: City of Delray Beach Website/Social Media

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

A:

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

A: I enjoy giving back to the community that I have lived in for many years.

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

A: Listed above

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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: Having served on Community Boards in the past, I am very familiar with all the duties and responsibilities associated with this activity.

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

A: Yes

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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