

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Nattalie

Middle Name**Last Name**

Alves

Address

5907 nw 23rd Street

City

Lauderhill

State

Florida

Zip Code

33313

Primary Phone

9548395241

Alternate Phone**Email Address**

nattlee89@gmail.com

Salary Requirement

What is your desired salary range?

129,779

Eligibility

Do you have a legal right to work in the U.S.?

Yes

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?

Yes

Have you ever been convicted of a crime excluding misdemeanors and/or summary offenses?

No

If yes, provide the details for all such instances.

Education Information

High School

High School Name

Coral Springs High

Did you graduate?

Yes

City

Coral Springs

State

Florida

College/University

Name of College/University/Other	Start Date	End Date
FAU	5/3/2013	5/7/2013
City	State	
Boca Raton	Florida	
Degree	Major	Did you graduate?
Bachelors	Healthcare Administration	Yes

College/University

Name of College/University/Other	Start Date	End Date
City	State	
Degree	Major	Did you graduate?

College/Graduate School

Name of College/University/Other	Start Date	End Date
City	State	
Degree	Major	Did you graduate?

Vocational/Technical

Name of Vocational/Technical School	Start Date	End Date
City	State	
Degree	Major	Did you graduate?

Additional Education Information

Please list any additional education below.

Employment Information

Beginning with your present or most recent employment, describe ALL periods of employment including self-employment, unemployed periods and military service. Your adult employment MUST be complete. Use the space provided below, if necessary. The City of Margate appreciates the reasons why you might prefer that your current employer not know about this application. Be advised that the City generally does not contact any employer until the latter stages of our hiring process.

Most Recent Employer

Start Date November 2016
End Date present
Full Time Full Time

Position Title
Housing Eligibility Specialist

Employer Broward Regional Health Planning Council
Phone Number 9545679688

Address
200 Oakwood Lane

City Hollywood
State Florida
Zip 33020

Duties

- Review HOPWA Department's applications for rent, mortgage and utilities for eligible clients living with HIV/AIDS, screen client's to determine eligibility and refer applicants
- Collaborate with Enrollment Specialist, HCM's, Coordinators, mortgage companies, utility companies and other housing assistance agencies to facilitate housing stability for the HIV population
- Audit client files for accuracy and concise documentation, conduct financial analysis, prepare payment vouchers

Reason for leaving?

Looking for opportunity for professional growth

May we contact for reference?

Later

Previous Employer

Start Date July 2015
End Date July 2016
Full Time Full Time

Position Title
Lead Targeted Case Manger

Employer Pickett Fences
Phone Number 9544868878

Address
2701 W Oakland Park Blvd

City Fort Lauderdale
State Florida
Zip 33311

Duties

- Assisted client with identification, linkage, access and coordination of services
- Performed and Composed functionality and Activities of Daily Living utilizing the Functional Assessment Rating Sale
- Developed, prepared and implemented a comprehensive Targeted Case Management Service Plan which includes short and long term goals/outcomes based on client, provider and TCM team input.

Reason for leaving?

Change in career path

May we contact for reference?

No

Previous Employer

Start Date
August 2013

End Date
August 2015

Full Time

Position Title
HR Clerk

Employer
Employment Resources

Phone Number
9545977700

Address
8050 N University Dr

City
Tamarac

State
Florida

Zip
33321

Duties

- Conducted employee onboarding and helped plan training & development
- Assisted in talent acquisition and recruitment processes
- Maintained employee files and records in electronic and paper form

Reason for leaving?
Better career opportunity

May we contact for reference?
Yes

Previous Employer

Start Date
December 2013

End Date
December 2014

Full Time

Position Title
Executive Administrative Assistant

Employer
Florida Coast Recovery

Phone Number
9549907101

Address
1060 Sunset Strip

City
Sunrise

State
Florida

Zip
33313

Duties

- Created patient satisfaction survey analyses used in analyzing company performance
- Supported COO in the facilitation of daily operations, maintained office supplies inventory
- Collaborated with CFO to complete basic bookkeeping, created financial/cash flow reports

Reason for leaving?
Laid off due to lack of work

May we contact for reference?
Yes

Previous Employer

Start Date January 2013 **End Date** July 2013 Full Time

Position Title
Service Coordinator

Employer Life Care of Florida **Phone Number** 8667185757

Address
7777 N University Dr

City Tamarac **State** Florida **Zip** 33321

Duties

- Prepared clinical files for offsite storage
- Reviewed client medical charts for regulatory compliance purposes
- Provided service coordination to children and adult clients with serious emotional and mental health disturbances to proactively identify and resolve issues

Reason for leaving?
Assignment ended

May we contact for reference?
No

Previous Employer

Start Date **End Date** Full Time

Position Title

Employer **Phone Number**

Address

City **State** **Zip**

Duties

Reason for leaving?

May we contact for reference?

By my signature below, I authorize any federal, state, county or municipal governmental agency, any municipal corporation or political subdivision of this state, or any other state agency, department or division thereof, or any other public or private agency, person, firm, or corporation holding records concerning, that are considered confidential, to supply such information to the City of Margate.

By my signature below, I acknowledge that PRIOR to making a conditional offer of employment to me, the City of Margate may request information which may include, but not limited to, a history of my educational records, a history of my vocational and/or training records, criminal history, any documentation of previous or current on-the-job performance records or history, any reason, excluding any reason based on a medical condition or disability, for termination of any previous employment, any reason, excluding for discharge from military service, or any other personal information that is not medical, health, or disability related in nature which may not otherwise be obtained without prior agreement.

By my signature below, I acknowledge that SUBSEQUENT to making a conditional offer of employment to me, the City of Margate may request not only the information stated above, but also any information of what-so-ever nature regarding both my past or current job related or non-related medical/health condition(s) or disability(ies).

By my signature below, I acknowledge that any such information received by the City of Margate shall become public record pursuant to Chapter 119 of the Florida Statutes.

I Agree

Yes

Signature

Nattalie Alves

Date Signed: 5/7/2019 11:43 AM

Date Submitted: 5/7/2019 11:44 AM

IP Address: 50.224.31.142

Agency Wide Questions

Do you have any relatives working for the City of Margate? If you have relatives working for the City of Margate, please enter their name and department in the space below.

No

N/A

Did you provide at least ten (10) years of relevant work history in the Work Experience section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Work Experience section? If not, please return to the Work Experience section to complete this information.

Did you provide at least three (3) professional work-related references? If not, please return to this section and add additional professional work-related references.

Yes

Yes

Where did you hear about the job opportunity you are applying to?

Please provide at least three (3) professional work-related references. Please include the following information: reference name, phone number, email address, position title. (Please note: professional work-related references are people who can speak to us about your job performance and are usually people who directly supervise you. For students, or those with limited work history: professional references may include internship/volunteer supervisors or academic teachers/professors).

Indeed.com

Dina Morris: (954)288-2429
Utilization Manager/Rn
Morris.dina@ymail.com

Dr. Lisa Merconchini: (954)415-5343
CEO
lmerconchini@gmail.com

Christina Casimir: (954)684-4062
Program Coordinator
alvescm85@yahoo.com

Pursuant to Florida State Statute 119, all applications and materials attached are subject to public records request. Please use the space below to indicate whether or not you have any exemptions under FSS 119. If you do not have any exemptions, please write "N/A".

N/A

Assistant City Manager Qualifications

Do you possess a Bachelor Degree from an accredited college or university, with major coursework in Administration, Management, or closely related field?

Yes

Please use the space below to explain what field your Bachelor's Degree is in. If you do not have a Bachelor's Degree, please type "N/A".

I have a Bachelor's in Healthcare services with a concentration in Healthcare Administration

Do you possess a Master's Degree?

No

Please use the space below to explain what field your Master's Degree is in. If you do not have a Master's Degree, please type "N/A".

N/A

Do you have at least seven (7) years of successful management experience in municipal/county management?

Please use the space below to detail your relevant experience in municipal/county management. Please include where you obtained the experience, what capacity you worked in, how many years of experience you have, and any professional accomplishments.

No

N/A

Do you have municipal government experience?

Please use the space below to describe your municipal government experience. Please include where you obtained the experience, what capacity you worked in, and the total number of years of experience.

Yes

N/A

Do you possess a DD214 for military service?

Do you have your ICMA Credentialed Manager Certification?

No

No

Nattalie Alves

5907 NW 23rd Street, Lauderhill, FL 33313 • (954)839-5241 • Nalves1@fau.edu

PROFILE

Energetic FAU College of Business Graduate with over 5 years' experience in healthcare and general business settings. Strong interpersonal communication, organizational, and problem solving skills. Reliable and task-oriented professional seeking to further advance career in the Healthcare industry while utilizing diverse skills set and experience in benefiting the company.

PROFESSIONAL EXPERIENCE

***Housing Eligibility Specialist, Broward Regional Health Planning Council, Hollywood, FL
11/16-Present***

- Review HOPWA Department's applications for rent, mortgage and utilities for eligible clients living with HIV/AIDS, screen client's to determine eligibility and refer applicants
- Collaborate with Enrollment Specialist, HCM's, Coordinators, mortgage companies, utility companies and other housing assistance agencies to facilitate housing stability for the HIV population
- Audit client files for accuracy and concise documentation, conduct financial analysis, prepare payment vouchers

***HR Clerk, Employment Resources, Inc., Tamarac, FL
08/13-08/15***

- Conducted employee onboarding and helped plan training & development
- Assisted in talent acquisition and recruitment processes
- Maintained employee files and records in electronic and paper form

Lead Targeted Case Manager, Pickett Fences Family, Ft. Lauderdale, FL 07/15- 07/16

- Assisted client with identification, linkage, access and coordination of services
- Performed and Composed functionality and Activities of Daily Living utilizing the Functional Assessment Rating Scale
- Developed, prepared and implemented a comprehensive Targeted Case Management Service Plan which includes short and long term goals/outcomes based on client, provider and TCM team input.

***Executive Assistant, Florida Coast Recovery LLC, Sunrise, FL
12/13-12/14***

- Created patient satisfaction survey analyses used in analyzing company performance
- Supported COO in the facilitation of daily operations, maintained office supplies inventory
- Collaborated with CFO to complete basic bookkeeping, created financial/cash flow reports

***Service Coordinator, Life Care of Florida, Tamarac, FL
01/13-07/13***

- Prepared clinical files for offsite storage
- Reviewed client medical charts for regulatory compliance purposes
- Provided service coordination to children and adult clients with serious emotional and mental health disturbances to proactively identify and resolve issues

EDUCATION

Florida Atlantic University **Bachelors of Health Services Administration Graduated 05/13**

INTERNSHIP

Collaborated with hospital administrator to organize a Community Health Needs Assessment used in the identification and implementation of a strategy or program to address prominent, health related, needs among members of target community