

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Jocelyne

Middle Name**Last Name**

Antoine

Address

2109 nw 59 terrace

City

Lauderhill

State

Florida

Zip Code

33313

Primary Phone

9546106278

Alternate Phone**Email Address**

jojo2363fl@gmail.com

Salary Requirement

What is your desired salary range?

\$15.00 and up

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

Carteret high

City

Carteret

Did you graduate?

Yes

State

New Jersey

College/University

Name of College/University/Other	Start Date	End Date
Middlesex college	1/5/1982	5/5/1986
City	State	
Edison	New Jersey	
Degree	Major	Did you graduate?
Associates	Retail Management and Merchandising	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	End Date	
07/15/1994	03/15/2019	Full Time
Position Title		
Assistant Store manager		
Employer	Phone Number	
Sears Holdings	8888873277	
Address		
2251 N. Federal highway		
City	State	Zip
Pompano Beach	Florida	33062
Duties		
Customer Service -Cashier- Plannogram-Floor Layout-Coaching associates -merchandising		
Reason for leaving?		
Store close		
May we contact for reference?		
Yes		

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?		
Yes		

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?		

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?		

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?		

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?		

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?		

Additional Work Experience Information

Please list any additional work experience below.

Skills & Certifications

Professional Certifications and Licenses

List all jobs skills, abilities, qualifications, and volunteer experience relevant to the position for which you are applying.
Team Building-Problem Solver-Taking Inventory-Detail Oriented -Excel

Military Experience

Branch of Service

Enlistment Date

Discharge Date

Type of Discharge

Primary Responsibilities & Duties

Applicant Statement

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

Jocelyne Antoine

Date Signed: 5/3/2019 7:41 PM

Date Submitted: 5/3/2019 7:53 PM

IP Address: 73.139.85.13

Agency Wide Questions

Do you have any relatives working for the City of Margate?

No

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.

Yes

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

website

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

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

N/A

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

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).

Seeta Beharry -Store Manager Sears Holdings-954-871-7125-sbeharr@yahoo.com.
Beth Mesika-Store manager -Laz-Z-Boy Furniture-954-552-3259-bethmesika@yahoo.com

Mark Maycock-Store Manager-Best Buy Electronic -786-512-9385-Mark.maycock@bestbuy.com

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?

No

Do you possess a Master's Degree?

No

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

No

Do you have municipal government experience?

No

Do you possess a DD214 for military service?

No

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".

N/A

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

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.

N/A

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.

N/A

Do you have your ICMA Credentialed Manager Certification?

No

Jocelyne Antoine

Lauderhill, Florida 33313

954-610-6278

Jojo2363fl@aol.com

Customer Service Manager

Summary

I am dependable and result oriented, hard worker with over 20 years in Customer service management. Tri-language; fluent in English, French and French creole. Professional in work habits, problem solver and client management. Reliable with a record of punctuality and low absenteeism.

Professional Skills

Customer Service Relation

- Detail Oriented
- Team Building
- Computer Literacy
- Multitasking
- Managing groups of people
- Problem Solving
- Customer Relations
- Operational Process

Area of Expertise

Assistant Store Manager

Hiring, interviewing and coaching new hires

Coaching sales associates in order to achieve the highest level of customer services

Merchandising and floor layout

Manage over 30 people

Able to solve customer problem

Work History

Sears Holdings Company

July 1994 - March 2019

Assistant Store Manager, Pompano Beach, Florida

May 2010 - March 2019

Sales Supervisors Men's department, Plantation, Florida

October 1996 – May 2010

Home Fashion Manager, Plantation, Florida

July 1994 – October 1996

Education

Associate Degree in Retail Management

Middlesex college, Edison, NJ

Volunteer Work:

Guardian Ad Litem

Jocelyne Antoine

2109 NW 59 terrace Lauderhill FL,33313 | (954) 610-6278| jojo2363fl@aol.com

To whom it may concern:

I am excited about the opportunity to apply for this open position with your company. As a customer service manager with many years of experience in the field, this opening is the perfect opportunity for me to apply my knowledge and be a resource to your company. As someone who is flexible and hardworking, I see myself being the perfect asset to the team.

I began my journey back with Sears Holdings Inc. back in 1994 as a Sales Supervisor for the Men's Department in the Plantation, FL store where I aided the assistant store manager in maintaining department standards, supervising associates, and achieving high levels of customer service and satisfaction. After a few short years, I was promoted to Home Fashions Manager for the store where I maintained the overall merchandising and standard of a department that included luggage, linen, cookware and window shop. I also hired, trained and coached associates to provide exceptional customer support while still meeting all department goals. After almost five years of growing and learning in this position, I was then presented with the opportunity to advance my learning in the assistant store manager position. Where I was over a group of 30 people.