

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

alejandro

Middle Name**Last Name**

ciffoni

Address

3407 W 99th pl

City

hialeah

State

Florida

Zip Code

33018

Primary Phone

9543268338

Alternate Phone**Email Address**

alejandrociffoni@hotmail.com

Salary Requirement

What is your desired salary range?

\$100.000

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

Flanagan High School

City

Pembroke pines

Did you graduate?

Yes

State

Florida

College/University

Name of College/University/Other	Start Date	End Date
University of Phoenix		
City	State	
Miramar	Florida	
Degree	Major	Did you graduate?
Masters		Yes

College/University

Name of College/University/Other	Start Date	End Date
Webber International Univ.		
City	State	
Babson Park	Florida	
Degree	Major	Did you graduate?
Bachelors		Yes

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	
10-1-2013	current	Full Time
Position Title		
Director of Tennis Aquatics & Fitness		
Employer	Phone Number	
Weston Hills Country Club	9543844646	
Address		
2600 Country Club Way.		
City	State	Zip
weston	Florida	33332
Duties		
Budget, end of the month reporting, Forecast, contract negotiation, employee training and development, oversee rules and regulations for the department, customer services.		
Reason for leaving?		
current		
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?		
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?		
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?		
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		

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.

Year Up Mentorship Program - volunteer
Nova SouthEastern Univ. Women's Tennis Assistant Coach - volunteer

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

alejandro ciffoni

Date Signed: 5/2/2019 1:47 PM

Date Submitted: 5/2/2019 1:47 PM

IP Address: 75.3.194.204

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?

internet

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.

non

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).

Jesus Arreaza- 305-804-3519
Vice President of Lending Total bank
arreazaja@gmail.com

jean Pier Edrei
Pilot
954-319-0020
jeanpi69@hotmail.com

Luis colmenares
954-297-3773
Logicarrier President

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

Do you possess a Master's Degree?

Yes

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.

I have over 12 years of experience in management

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

ALEJANDRO CIFFONI

3407 W 99th Place, Hialeah, FL 33018

☎ (954) 326-8338. ✉: alejandrociffoni@hotmail.com

EDUCATION

MASTER OF TENNIS PERFORMANCE
Professional Tennis Registry

July 2011
Weston, FL

MASTER OF SCIENCE IN BUSINESS ADMINISTRATION
University of Phoenix

April 2008
Weston, FL

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION
Webber International University

May 2002
Babson Park, FL

Major: Hospitality Business Management

Minor: Sports and Club Management

PROFILE

- Named 2016 Professional tennis Registry Florida member of the Year
- Professional tennis Registry Performance Certification Professor
- 8 years of professional experience in HR recruiting and development of staff.
- 10 years of professional experience in sales and 7 years of professional experience in marketing within the sports and hospitality industries.
- 5 years of experience in public relations and social media management
- 10 years of professional experience in management.
- More than 6 years of professional experience in budget, planning and execution of annual sales plans of over 1 million dollars.
- Results-oriented, high-energy, hands-on professional, with a successful record of accomplishments in sales, marketing and management.

Weston Hills Country Club – October 2013 - Present
Director of Tennis and Fitness

- Day to day application of leadership skills to mentor and develop staff and independent contractors.
- Applies strong mentoring and relationship building skills to players and parents to effectively manage conflict situation on and off the court.
- Responsible for the development of all member/on-member related tournaments, workshops and conferences.
- Creates presentations and continuing education workshops and training to certify instructors globally.
- Advises tennis committee and board of directors on emerging trends and potential areas of growth.
- Analyzes historic data to evaluate prior sales trends and/or consumer patterns and determine the appropriateness and effectiveness of their integration into the communications planning process.
- Responsible for the hiring, training and development of new staff to achieve departmental result-oriented goals.
- Contributes to the development and management of marketing and communications and manages departmental expenditures within budgetary requirements.
- Increased departmental revenue by 300% within 4 months.
- Responsible for managing 200 member accounts on a monthly bases.
- Responsible for exceeding monthly revenue forecast by a minimum of 10% through the implementation of new initiatives and programs.
- Negotiates all contract terms and agreements for the tennis, pool and gym facilities.
- Responsible for all the on going training for all gym, tennis and pool employees

- Performs employee performance and conduct issues review and corrective actions (such as performance improvements, progressive disciplinary procedures and recommendations for termination if applicable).
- Conflict resolution and counseling to employees to help them deal with co-workers and management.

Tech Tennis Center – April 08 – present
President / CEO

- Maintains organization by establishing recruiting, testing, and interviewing programs and candidate selection.
- Conducts and analyze exit interviews; recommending changes.
- Increased revenues since company inception (2009) by 20% on a yearly bases.
- Increased client retention on a yearly bases by 18% through the implementation of new activities and programs.
- Increased new clientele traffic by 10% yearly through the implementation of social media marketing campaigns.
- Conducts job and performance evaluations.
- Responsible for achieving and exceeding monthly revenue goals by a minimum of 5%
- Responsible for the overall management of social media for the company.
- Creates and develop all marketing campaigns for the company.
- Maintains the work structure by updating job requirements and job descriptions for all new positions.
- Manage \$400,000 in sales for approx. 100 accounts annually.
- Development of month-end financial statements.
- Development of monthly and quarterly P&L ratios and overhead expense management.
- Manage all partnership negotiations.
- Analyze and develop pricing structures.
- Prepares weekly/monthly staff 's schedules.
- Payroll management.

Midtown Athletic Club – April 07 – June 08
Director of Junior Development

- Maintained business relationships with all levels of management to ensure policies were timely addressed.
- Prepared employees for assignments and related events, by establishing and conducting orientations and training programs
- Manage \$1 million dollar sales for approximate 280 accounts; lead the planning and execution of the club's annual sales plans and budget.
- Prepared forecasts, budget allocation, and end of the month financial reports and analysis.
- Monthly & quarterly payroll analysis and management.
- Develop cost savings proposals to decrease club's turnover, price increases, and managing labor costs.
- Development of monthly and quarterly P&L and overhead expense management.
- Troubleshooting and customer service, ensuring customer satisfaction through follow up and case resolutions.
- Produced Spanish language marketing materials, for Latin America and Caribbean market.
- Apply strong negotiation and analytical skills, flexibility and sound business knowledge
- Experience in negotiating and drafting contracts and agreements.

Top Gun Tennis Academy – August 06 – April 08**Director of Operations**

- Develop and assist in new employee trainings and implemented strategies to improve overall quality of training.
- Direct and manage coaches' training and development for the state of Kentucky
- Conducts job and performance evaluations
- Budget, forecast and expense analysis, including product price cost and variances, re-evaluation of inventory and operating expenses using pivot tables.
- Identified business opportunity areas, implemented improvement processes and coordinated monthly account close.
- Analysis of pricing structure and provided modifications where necessary
- Prepared month end financial reports and financial sales statements.
- Yearly Forecast and budget allocation.
- Extensive knowledge negotiating with Latin American countries
- Develop marketing tools which brought tremendous exposure to help reach and surpass projected revenue goals for Top Gun Tennis Academy
- Worked with several local tennis venues in South America on creating and distributing promotional materials that would attract certain clientele.

Hyatt Regency Miami – Dec 03 – Dec 05**Assistant Manager, Food & Beverage – Outlets Manager**

- Managed and train a staff of 40 employees ensuring schedule coordination and completion of assignments
- Conducts job and performance evaluations.
- Schedule payroll and supervised staff of 2 restaurants, room service, deli and bar.
- Managed daily hotel occupancy % to maintain cost of labor at a minimum.
- Responsible for yearly employee review and salary increase.
- Assisted in the implementation of new hotel policy and guidelines to ensure customer satisfaction.
- Responsible for the management of par levels at all F&B outlets.
- Collaborated with the Banquet Operations to develop and implement new labor allocation models, which drove \$1M in annual savings.
- Calculated and processed all commission payments to 3rd party banquet and sales representatives.

COACHING & TEACHING EXPERIENCE

- Organized educational workshops for academy players, outside players and coaches to help them identify areas of improvements.
- Worked as a High School Teacher for 3 years, assisting students in learning new software and computer applications.
- Worked as High School Teacher for 2 years in the T.V Production Department, responsible for the school's T.V channel.
- Coordinated monthly fitness programs for high performance players.
- Developed annual plans and tournament calendars for professional athletes.

SKILLS

- Proficient in Microsoft Word, PowerPoint, Excel, Internet Explorer, Word Perfect, Fidelio, Ras, Time Saver, Photoshop, Micros, Outlook and Access.
- Proficient in the use of social media (instagram, snap chat, Facebook, twitter)
- Social media campaign savvy.
- Fluent English/Spanish, intermediate level of Italian.