

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Ifonia

Middle Name**Last Name**

Jean

Address

960 NW 80th Ave Unit 203

City

Margate

State

Florida

Zip Code

33063

Primary Phone

9549401457

Alternate Phone**Email Address**

ifonia.jean@gmail.com

Salary Requirement

What is your desired salary range?

40,000-55,000

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

Northeast High School

City

Oakland Park

Did you graduate?

Yes

State

Florida

College/University

Name of College/University/Other	Start Date	End Date
Florida Atlantic University	8/21/2005	12/7/2007
City	State	
Boca Raton	Florida	
Degree	Major	Did you graduate?
Bachelors	Multimedia Journalism	Yes

College/University

Name of College/University/Other	Start Date	End Date
Lynn University	3/31/2018	
City	State	
Boca Raton	Florida	
Degree	Major	Did you graduate?
Masters	Business Administration	No

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	
12/18/17	2/1/19	Full Time
Position Title		
Administrative Assistant		
Employer	Phone Number	
Partsbase	8889201718	
Address		
5401 Broken Sound Parkway NW		
City	State	Zip
Boca Raton	Florida	33487
Duties		
<p>Greeted guests in reception area. Answered incoming calls and transferred to appropriate department/personnel. Generated correspondence, work orders, reports, manuals, and other relevant materials appropriate to assigned unit. Processed various forms required of assigned department, i.e. personnel forms, invoices, work orders, purchase orders. Compiled, prepared, and distributed daily/weekly/monthly/annual reports, invoices, and other relevant materials appropriate to assigned department. Maintained department calendar, arranged scheduling for meetings, interviews, travel, equipment repair and service, and department functions. Performed a variety of essential record keeping duties, and manages department record keeping and filing system. Acted as liaison between senior management official(s) and outside agencies, gathering and relaying information as needed. Assisted other departmental employees by relaying instructions, advising on departmental policy, and requesting information as directed by supervisor.</p>		
Reason for leaving?		
To travel for a prolonged period of time.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
9/6/2017	12/15/2017	Full Time
Position Title		
Member Advocate		
Employer		Phone Number
Sutherland Healthcare Solutions		9542273258
Address		
3111 N. University Drive		
City	State	Zip
Coral Springs	Florida	33065
Duties		
Addressed and resolved a variety of member inquiries to help people understand, navigate, and pay for healthcare. Communicated with members via phone, email and chat. Solved complex member problems with research, intellect, grit, and empathy. Collaborated across the Operations department to find strategic solutions to member and physician denied claims. Supported and cultivated office culture that aligns with Sutherland Healthcare Solutions values and incorporated the unique aspects of the team.		
Reason for leaving?		
I was seeking professional growth.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
4/3/2017	5/12/2017	Full Time
Position Title		
Web Content Specialist		
Employer		Phone Number
Cendyn		5617503173
Address		
980 N. Federal Highway		
City	State	Zip
Boca Raton	Florida	33432
Duties		
Gathered and researched information that enhanced the value of the clientele's sites. Worked with marketing and graphics designers to ensure consistency. Wrote, edited, and developed web site content. Gathered user feedback for website improvement and enhancements.		
Reason for leaving?		
Temporary assignment		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
9/28/2016	3/14/2017	Full Time
Position Title		
Teacher Assistant		
Employer	Phone Number	
Delmar Multicultural Arts Academy		
Address		
1400 N. Federal Highway		
City	State	Zip
Fort Lauderdale	Florida	33305

Duties

Reinforced lessons presented by teachers; enforce school and class rules.
Assisted teachers with recordkeeping such as tracking attendance and calculating grades.
Wrote weekly lesson plans, daily reports and monthly blogs regarding classroom activities and students' progress.

Reason for leaving?

I wanted a change in career direction.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
2/15/2015	12/15/2015	Full Time
Position Title		
Social Media Content Specialist		
Employer	Phone Number	
Media Connect Partners	8886271265	
Address		
3860 N. Powerline Road		
City	State	Zip
Pompano Beach	Florida	33073

Duties

Managed clients' social media platforms by developing thought-leadership content that reflected the voice and goals of the clients; collaborated with Graphic Design team to develop ideas for visual content; actively participated in client and internal meetings.

Measured the performance of content initiatives and optimized efforts accordingly; created monthly client reports, providing important data from Google analytics, Facebook insights, CrowdBooster, and Google analytics; scheduled content on clients' social media platforms through Hootsuite.

Responded and engaged proactively on behalf of clients' social media channels and contributed to the company blog, which focused on social media.

Reason for leaving?

I was laid off due to budget cuts and restructuring of company.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
08/11/2008	2/12/2015	Full Time
Position Title		
Editorial Assistant		
Employer		Phone Number
Sun-Sentinel		9544251782
Address		
1701 Green Road		
City	State	Zip
Deerfield Beach	Florida	33069
Duties		
Performed general office duties; responded to correspondence, answered calls, archived digital content, and filing. Proofread and edited copy for accuracy and compiled and published material such as calendar and real estate listings, obituary and birth announcements; interviewed persons of interest for content. Wrote articles for a variety of publications, print and online. Created and scheduled content on company's social media platforms using Hootsuite; wrote articles when content was needed, including an education column on a weekly basis; attended weekly editorial meetings.		
Reason for leaving?		
To pursue opportunity for growth.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
11/1/2007	3/1/2008	Full Time
Position Title		
Shift Supervisor		
Employer	Phone Number	
CVS Caremark	9549737118	
Address		
7210 W. Atlantic Blvd.		
City	State	Zip
Margate	Florida	33063

Duties

Assigned tasks to employees.

- Oversaw opening and closing of store or warehouse.
- Scheduled employee hours and shifts.
- Monitored employee work habits and made sure tasks were completed in a timely fashion.
- Conducted performance reviews.
- Wrote up reports of employee behavior or customer complaints.
- Kept work area clean and organized.
- Motivated employees and offered incentives for strong work performances.
- Welcomed customers in a retail setting.
- Addressed and resolved customer complaints.
- Responded quickly and practically to emergencies, crises, or unexpected problems during the shift.
- Ensured that customers were satisfied and found what they were looking for.
- Restocked merchandise.

Reason for leaving?

My position was made redundant.

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.

Detail-oriented, time management, adept in technology, verbal and written communication, organization and resourcefulness.

Military Experience

Branch of Service

Enlistment Date	Discharge Date	Type of Discharge
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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

Ifonia Jean

Date Signed: 5/10/2019 9:08 AM

Date Submitted: 5/10/2019 9:13 AM

IP Address: 107.206.216.69

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?

On the City of Margate 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).

Laura Kokus, 561-517-1645, laurakokus@gmail.com, Social Media Coordinator

Tamesha Hector, 561-720-0508, thector612@hotmail.com, Recruiter

Jason Torres, 386-383-9644,

jtorres@sutherlandhealthcaresolutions.com, Training Manager

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".

Multimedia Studies

Do you possess a Master's Degree?

Yes

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".

Business Administration

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.

n/a

No

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.

N/A

No

Do you possess a DD214 for military service?

Do you have your ICMA Credentialed Manager Certification?

No

No

Ifonja Jean

960 Northwest 80th Avenue Apt. 203, Margate, FL 33063 | 954-940-1457 | ifonia.jean@gmail.com

PROFESSIONAL PROFILE

- Ability to work well with team members and all levels of management.
 - Excellent writing and editing skills, and ability to tailor messages to specific and multiple constituencies.
 - Knowledgeable in AP Style; WordPress.
 - Excellent organizational skills, including the ability to multitask, prioritize and meet deadlines.
 - Proficient in Microsoft Office, Apple and Google products, including PowerPoint and Word
 - Adept in relevant social media platforms including Facebook, Twitter, Instagram, LinkedIn, etc.
-

EDUCATION & CERTIFICATIONS

Florida Atlantic University-Boca Raton, FL

Bachelor of Arts, Multimedia Journalism/Multimedia Studies, *December 2007*

Lynn University-Boca Raton, FL

Master of Business Administration, Media Management, *expected graduation date August 2019*

EXPERIENCE

PartsBase

Boca Raton, FL

December 2017-Present

Administrative Assistant

- Create and manage content for company's Facebook and LinkedIn platforms.
- Sort and distribute incoming mail; shipping and mailing.
- Prepare, print and mail invoices in a timely and accurate manner.
- Process credit card and ACH transactions; post payments on clients' accounts.
- Update financial data in accounting drive using Excel to ensure that all information is accurate and available.
- Assist senior accountants with filing accounts payable statements and other projects.
- Prepare weekly deposits; scan and endorse checks received and fill out deposit slips.
- Process weekly commissions and bonuses for payroll.

Sutherland Healthcare Solutions

Coral Springs, FL

August 2017-December 2017

Healthcare Member Advocate

- Assisted policyholders with enrollment, benefits, and physician selections.
- Processed credit card and ACH payments; set up recurring payments; locate nearest payment center and provide address and direction to members.
- Assisted physicians and pharmacists in filing medical and prescription claims, respectively.

Cendyn

Boca Raton, FL

April 2017-May 2017

Web Content Specialist

- Created a variety of web-based content aligned with editorial calendar; repurposed content across distribution channels such as blog posts in WordPress.

- Performed in-depth research for each project; produced quality content that adhered to templates, brand standards, and internal requirements.
- Wrote, edit and curated content for clarity and SEO landing pages; optimized existing web content.
- Worked with graphic designers and project managers to prepare content for publishing in various formats.

Delmar Multicultural Arts Academy
Teacher Assistant

Fort Lauderdale, FL

September 2016-March 2017

- Reinforced lessons presented by teachers; enforce school and class rules.
- Assisted teachers with recordkeeping such as tracking attendance and calculating grades.
- Wrote weekly lesson plans, daily reports and monthly blogs regarding classroom activities and students' progress.

Media Connect Partners, LLC
Social Media Content Specialist/Copywriter

Pompano Beach, FL

February 2015-December 2015

- Managed clients' social media platforms by developing thought-leadership content that reflected the voice and goals of the clients; collaborated with Graphic Design team to develop ideas for visual content; actively participated in client and internal meetings.
- Measured the performance of content initiatives and optimized efforts accordingly; created monthly client reports, providing important data from Google analytics, Facebook insights, CrowdBooster, and Google analytics; scheduled content on clients' social media platforms through Hootsuite.
- Responded and engaged proactively on behalf of clients' social media channels and contributed to the company blog, which focused on social media.

Sun-Sentinel
Editorial Assistant/Staff Writer

Tamarac, FL

August 2008-February 2015

- Proofread and edited copy for accuracy and compiled and published material such as calendar and real estate listings, obituary and birth announcements; interviewed persons of interest for content.
- Wrote articles for a variety of publications, print and online.
- Created and scheduled content on company's social media platforms using Hootsuite; wrote articles when content was needed, including an education column on a weekly basis; attended weekly editorial meetings.
- Performed general office duties; responded to correspondence, answered calls, archived digital content, and filing.

Personal Information:

Name: Jean, Ifonia
ID Number: 2790417
Mobile: (954) 940-1457
Email: ijean@email.lynn.edu

Career Hours Earned: 19.00
Career GPA: 3.95
Probation Status:
3.0 Status: Not Applicable
Visa Type:

Degree Information: (Catalog Year 2017)

Degree: Master of Business Admin.
Major: Business Administration
Specialization: Media Management

Holds and Warnings:
WARNING: MUST BE FULL-TIME

✗ MBA REQUIREMENTS (NOT MET)

MBA REQUIREMENTS:.....

✓ GSR -501 -IC GRADUATE ORIENTATION SEMINAR	P	1.00
✓ MBA -600 -IC LEADERSHIP & MGMT OF ORGANIZATIONS	A	3.00
✓ MBA -620 -I MARKETING MGMT IN A GLOBAL ECONOMY	A	3.00
● MBA -640 -I MANAGERIAL ACCOUNTING		(3.00 In Progress 2018 - 4M)
● MBA -645 -IB FINANCIAL MANAGEMENT		(3.00 In Progress 2018 - 5M)
● MBA -650 -IB OPERATIONS MANAGEMENT		(3.00 In Progress 2018 - 5M)
● MBA -690 -IB STRATEGIC MANAGEMENT SEMINAR		(3.00 In Progress 2019 - 0M)

✓ MBA ELECTIVES

✓ MBA -511 -I ECONOMICS & TECHNOLOGY APPLICATIONS	A	3.00
✓ MBA -512 -I ACCOUNTING AND STATISTICS ANALYSIS	A-	3.00
✓ MBA -651 -I CREATIVITY AND INNOVATION	A	3.00

✗ MEDIA MANAGEMENT (NOT MET)

MEDIA MANAGEMENT:.....

A 10 MINUTE MULTIMEDIA PRESENTATION MUST BE COMPLETED AND REVIEWED BY A FACULTY MEMBER IN THE COLLEGE OF COMMUNICATION AND DESIGN

● COM -510 -I COMMUNICATION & MEDIA TECHNOLOGIES		(3.00 In Progress 2019 - 1M)
✓ COM -550 -I MEDIA AND CULTURE	A	3.00
● COM -575 -I PROFESSIONAL MEDIA PRESENTATION		(3.00 In Progress 2019 - 0M)

✗ COURSES NOT TOWARD DEGREE (NOT MET)

COURSES NOT TOWARD DEGREE:.....

✗ COURSES NOT TOWARD DEGREE

Code Key:

- ✓ - Requirement is MET ✗ - Requirement is NOT MET
- - Course is In Progress
- ⚙ - An approved alteration or course substitution has been applied
- RED - Requirement has been completed unsatisfactorily (UN)
- ⓘ - Indicates that a hold will prevent the student from registering for classes
- BLUE - Transfer course work (TR)