

## General Job Application

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**Job Title**

Executive Director - Community ReDevelopment Agency

**Requisition Number**

56917

## Personal Data

### Contact

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**First Name**

Dave

**Middle Name**

Conrad

**Last Name**

Sinclair

**Address**

11451 NW 23 ST

**City**

plantation

**State**

Florida

**Zip Code**

33323

**Primary Phone**

9544481248

**Alternate Phone****Email Address**

davesinclair1961@gmail.com

## Salary Requirement

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**What is your desired salary range?**

75000 yearly

## Eligibility

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**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.**

n/a

## Education Information

### High School

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**High School Name**

STETHS

**City**

JAMAICA

**Did you graduate?**

Yes

**State**

Not Applicable

## College/University

Name of College/University/Other		Start Date	End Date
University OF Phoenix		1/4/2000	12/15/2003
City		State	
Plantation		Florida	
Degree	Major	Did you graduate?	
Bachelors	ECommerce	Yes	

## College/University

Name of College/University/Other		Start Date	End Date
Broward College		3/8/1985	5/3/1987
City		State	
Davie		Florida	
Degree	Major	Did you graduate?	
Associates	Computer Technology	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

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**Start Date**

1/7/2019

**End Date**

1/29/2020

Full Time

**Position Title**

Commercial and Residential Property Management

**Employer**

PREFERENTIAL MANAGEMENT & REALTY INC

**Phone Number**

7542460542

**Address**

4699 N. State RD. 7 ste j2

**City**

Tamarac

**State**

Florida

**Zip**

33319

**Duties**

- Prepared annual budgets
- Knowledge working with association attorneys and insurance attorneys
- Prepared monthly financial reports
- Worked with city attorneys & code enforcement officers, city planners and zoning board
- Managed residential & commercial properties
- Negotiated leases for Residential and Commercial Properties
- Managed office and maintenance staff
- Negotiated vendor contracts and bids submission
- Proficient with Yardi Management Software and Quickbooks
- Submitted listing for vacant land and residential & commercial properties

**Reason for leaving?**

Currently Employed

**May we contact for reference?**

Yes

## Previous Employer

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**Start Date**

11/7/2007

**End Date**

12/8/2018

Full Time

**Position Title**

Administrator

**Employer**

Florida Department of Health

**Phone Number**

9543943268

**Address**

1625 SE 3rd Ave Suite 415

**City**

Fort Lauderdale

**State**

Florida

**Zip**

33316

**Duties**

- Managed and coordinated daily office activities such as payroll, employee's work schedule, and inter-office personnel activities
- Conducted state asset inventory, disposal and generated asset inventory reports
- Trained new hires and conduct user classes for the region
- Supervised electronic Medical records implementation and support using HIPPA guidelines
- Managed contractor projects and complied progress report and feedback to leadership
- Coordinated and managed information technology task between Child Protection Team (State of Florida) and Broward County
- Collected and maintained departmental statistics, ensure quality documents meet customer standards and track customer satisfaction
- Conduct safety meetings and fire drills, work with the city regarding building safety

**Reason for leaving?**

The Agency was outsourced

**May we contact for reference?**

Yes

## Previous Employer

**Start Date**

08/13/1994

**End Date**

10/8/2007

Full Time

**Position Title**

Appraiser, Mortgage originator, Property Management

**Employer**

ALLSTAR REALTY OF BROWARD

**Phone Number**

9545307118

**Address**

8751 W Broward Blvd #304

**City**

Plantation

**State**

Florida

**Zip**

33324

**Duties**

- Conducted daily department meetings, to organize and prioritize work activities
- Provided written reports for operations identifying quality software and hardware issues and took corrective measures accordingly
- Provided and maintained quality charts and graphs illustrating trends, quality goals, vendor quality, customer surveys
- Managed property inventory and process surplus
- Drafted residential and commercial leases
- Negotiated real estate purchases and leases.
- Worked with real estate attorneys, surveyors, title insurance companies
- Qualify mortgage applicants, input mortgage application and process residential loans
- Penciled Title searches
- Conducted market analysis and residential sales trends

**Reason for leaving?**

Desire to become a public servant

**May we contact for reference?**

Yes

## Additional Work Experience Information

Please list any additional work experience below.

## Skills & Certifications

**Professional Certifications and Licenses**

License CAM, License Real Estate Broker, Six Sigma certification, OSHA certification

List all jobs skills, abilities, qualifications, and volunteer experience relevant to the position for which you are applying.

Volunteered my technical expertise for Hurricanes Wilma and Irma and assisted with disaster recovery for Broward County and Miami-Dade County

Proficient with Microsoft Suites, Visio, Microsoft Access, Quickbooks, Yardi Property Management

## 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

*Dave Sinclair*

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Date Signed: 1/29/2020 7:42 PM

Date Submitted: 1/29/2020 8:16 PM

IP Address: 73.85.66.201

## Agency Wide Questions

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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 work history in the Employment Information Section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Employment Information Section? If not, please return to the Employment Information Section to complete this information.

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

Javed Ali, Operations Manager, 954 394 3268  
Javed.ali@flhealth.gov  
Errol Gordon, President, 754 246 0542,  
gordonerrol@yahoo.com  
Roger Robinson, Broward County Manager, 321 377 0866,  
rogerrob120@gmail.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

## Executive Director - Community ReDevelopment Agency

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Do you have a Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Urban Planning, Real Estate? Do you have five years of experience in urban planning, real estate development, project coordination, or economic development?

Yes

Yes

Do you have at least three (3) years of supervisory experience?

Yes

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# DAVE SINCLAIR

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[DAVESINCLAIR1961@GMAIL.COM](mailto:DAVESINCLAIR1961@GMAIL.COM)

CELL:(954) 448-1248

FAX: (866) 548-5446

LINKEDIN URL

LINKEDIN ADDRESS:

[HTTPS://WWW.LINKEDIN.COM/IN/DAVE-SINCLAIR-2B5774163](https://www.linkedin.com/in/DAVE-SINCLAIR-2B5774163)

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## OBJECTIVE

To work as a Real Estate Broker or Property Manager Utilizing 30 years of Experience in the Real Estate Industry.

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## SKILLS

Seasoned Property Manager, Community Association Manager, Real Estate Broker, Mortgage Broker.

Extensive experience in vendor management, business continuity, budget preparation.

Proven ability to lead others and manage daily administrative operations.

Possess strong assessment skills.

Ability to successfully manage projects and employee's work activities.

Excellent communication skills. Proficient in Microsoft Office Suite, Visio, QuickBooks and Yardi Property

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## EDUCATION

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B.S. E-BUSINESS  
University of Phoenix

A.S ELECTRONIC TECHNOLOGY  
Broward College

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## PROFESSIONAL EXPERIENCE

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PREFERENTIAL MANAGEMENT & REALTY INC ,  
Commercial and Residential Property  
Management  
January 2019 - Present

- Licensed Community Association Manager
- CAM manager for 496 units a master association
- Member of Fort Lauderdale Board of Realtors
- Prepared annual budgets
- Knowledge working with association attorneys and insurance attorneys
- Prepared monthly financial reports
- Worked with city attorneys & code enforcement officers, city planners and zoning board
- Managed residential & commercial properties
- Negotiated leases for Residential and Commercial Properties
- Managed office and maintenance staff
- Negotiated vendor contracts and bids submission
- Proficient with Yardi Management Software and Quickbooks
- Submitted listing for vacant land and residential & commercial properties
- Licensed Real Estate broker
- Licensed Mortgage Broker 20 year' experience



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Management.

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## **FLORIDA DEPARTMENT OF HEALTH**

### **Administrator**

**November 2007 to December 2018**

- Managed and coordinated daily office activities such as payroll, employee 's work schedule and inter-office personnel activities
- Conducted state asset inventory, disposal and generated asset inventory reports
- Trained new hires and conduct user classes for the region
- Supervised electronic Medical records implementation and support using HIPPA guidelines
- Managed contractor projects and complied progress report and feedback to leadership
- Coordinated and managed information technology task between Child Protection Team (State of Florida) and Broward County
- Collected and maintained departmental statistics, ensure quality documents meet customer standards and track customer satisfaction
- Conduct safety meetings and fire drills, work with the city regarding building safety

## **ALLSTAR REALTY OF BROWARD**

**Sales, Appraisal, Mortgage originator, Property Management**

**August 1994 - October 2007**

- Conducted daily department meetings, to organize and prioritize work activities
- Provided written reports for operations identifying quality soft ware and hardware issues and took corrective measures accordingly
- Provided and maintained quality charts and graphs illustrating trends, quality goals, vendor quality, customer surveys
- Managed property inventory and process surplus
- Drafted residential and commercial leases
- Negotiated real estate purchases and leases.
- Worked with real estate attorneys, surveyors, title insurance companies
- Qualify mortgage applicants , input mortgage application and process residential loans
- Penciled Title searches
- Conducted market analysis and residential sales trends

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Management.

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## **ASSOCIATION/ VOLUNTEER WORK**

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**President of Green Cable association,  
Board of Director and Treasurer Manors Club**

### **THE IJAMAICA PROJECT**

**Collaborate d with American Heritage High School and  
provide d Computers and equipment for rural  
Jamaica n Schools.**

### **BROWARD COUNTY HEALTH DEPARTMENT AND CHILD PROTECTION TEAM - HURRICANE RELIEF EFFORTS:**

**Volunteer ed and provide labor and management  
assistance for Wilma and Irma Hurricane relief and  
assisted with di saster recovery for Broward County  
and Miami-Dade County.**

## Licensee Details

### Licensee Information

Name: **SINCLAIR, DAVE C (Primary Name)**  
Main Address: **11451 NW 23RD ST  
PLANTATION Florida 33323**  
County: **BROWARD**  
  
License Mailing:  
  
LicenseLocation:

### License Information

License Type: **Real Estate Broker or Sales**  
Rank: **Broker Sales**  
License Number: **BK528121**  
Status: **Current,Active**  
Licensure Date: **11/07/1994**  
Expires: **09/30/2020**

**Special Qualifications**      **Qualification Effective**

### Alternate Names

### [View Related License Information](#)

### [View License Complaint](#)

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**2601 Blair Stone Road, Tallahassee FL 32399** :: Email: **Customer Contact Center** :: Customer Contact Center: 850.487.1395

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However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.

## **Dave Sinclair**

11451 NW 23 ST Plantation Fl. 33323

Phone: 954-448-1248

Email: [Davesinclair1961@gmail.com](mailto:Davesinclair1961@gmail.com)

Dear Sir/Madam,

I would be honored to be given the opportunity to work for your company and was enthused to see your job posting for Executive Director. With my extensive experience as a Community Manager, I can confidently say that I am the ideal candidate for this job.

I have a comprehensive work history as a Property Manager, License Community Association Manager and a Real Estate Broker for over 20 years and a proven track record of success. In addition to Property Management I am also experienced in Information Technology. My exceptional experience and knowledge in this field was gained through dedication, detailed and rigorous training, a solid educational foundation and progressive work experience,

In addition to being organized and dedicated I have a passion for property management and working with people. I have vast knowledge working with numerous database and vendors of the industry and possess the skills and expertise needed to be successful in this position.

Thank you for your time and consideration. I look forward to the opportunity to further discuss my qualifications in an interview setting.

Best Regards,

Dave Sinclair, B.S.



Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**COMMUNITY ASSOCIATION MANAGERS**

THE COMMUNITY ASSOCIATION MANAGER HEREIN IS LICENSED UNDER THE  
PROVISIONS OF CHAPTER 468, FLORIDA STATUTES

**SINCLAIR, DAVE C**

11451 NW 23 ST

PLANATAION FL 33323

**LICENSE NUMBER: CAM53262**

**EXPIRATION DATE: SEPTEMBER 30, 2020**

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