



CITY OF OAKLAND PARK
APPLICATION FOR ADVISORY BOARD APPOINTMENTS

Your Service to our City is Earnestly Solicited

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the City of Oakland Park. Residents are cordially invited to apply for appointment by the City Commission to a City Board. **Applications are valid for three (3) years.**

Please check Boards/Committees for which you wish to be considered:

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Art and Cultural Board | <input type="checkbox"/> Code Enforcement Board* | <input type="checkbox"/> School Advisory Board |
| <input type="checkbox"/> Beautification Advisory Board | <input type="checkbox"/> Historic Preservation Board | <input type="checkbox"/> Unsafe Structures Board* |
| <input type="checkbox"/> Board of Adjustment* | <input type="checkbox"/> Planning and Zoning Board* | |
| <input type="checkbox"/> Civil Service Board | <input type="checkbox"/> Police/Fire Pension Board* | |

Application is for: ☐ New Appointment ☐ Re-submission ☒ If you currently serve on a Board, please state which Board Art and Culture

* Per Section 112.317 Florida Statutes, Members of Some Boards are required to file a Financial Disclosure Report.

Please type or print information.

PERSONAL:

Name: Brenda Ramirez E-Mail Address: Brenbren3@me.com
Residential Address: 2850 N Oakland Forest Dr Oakland Park, Zip: 33309 Telephone Number: () 9542347067
Business Number: () Cell Number: ()

(You must use your Oakland Park home address on this application.) Voting Precinct Number: _____

EDUCATION:

Name of High School: _____ Location: _____
College (if applicable): Fordham University Location: New York
Years Completed: 3 Degree: Masters Field of Study: Social Work

Other professional or technical training (Name of school, course name, etc.): _____

EMPLOYMENT:

Current or last employer: Safra Address: Remote
Position: _____ Years of Service: _____
Duties: _____

OTHER QUALIFICATIONS: Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board:

MEMBERSHIPS: Oakland Park Organization(s) Years in Membership Office Held (if any)

Outside City

ACKNOWLEDGMENT (Check Below):

- ☒ I understand that in accordance with the Florida Sunshine Law, this information will be available for public review and I waive any objections to such publication.
- ☒ I understand that appointment to any of the positions indicated above is a voluntary service.
- ☒ If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the City, County, and State of Florida, particularly those pertaining to the conduct of public office and the financial disclosure requirements, if applicable, to my position.
- ☒ I understand, if appointed, I will be provided the code requirements regarding absenteeism.
- ☒ I understand, if appointed, an updated application must be submitted to seek appointment to another advisory board.
- ☒ I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- ☒ I understand that I may sit on only one Commission appointed board.

Brenda Ramirez

Signature of Applicant

3/18/21

Date

Please Completely Fill Out & Return this Application to the City Clerk's Office for Processing.
City of Oakland Park · 3650 NE 12 Avenue · Oakland Park, FL 33334 · (954)630-4300
Applications will be valid for a period of three years



Advisory Board/Committee Member Confirmation of Request for Appointment

Name: Brenda Ramirez

Address: 2850 N Oakland Forest Dr. Apt. 115

Email: Brenbren3@me.com

Phone: 9542347067

Current Oakland Park Resident: ☒ Yes ☐ No

Advisory Board/Committee: Arts & Culture

☐ Original Appointment ☒ Request Re-Appointment ☐ Do Not Wish to Be Reappointed

Please Fill in Your Qualifications/Interest in Board:

I have been serving the board for years now

By completing this form, I certify the following information:

- ☒ I want to serve/continue to serve.
- ☐ I meet all legal requirements to serve (residency, etc.)
- ☐ I am aware of duties and other obligations as a board member (legal & ethical).
- ☐ I understand that should I fail to abide by the rules and obligations of this position, or fail to continue to meet the conditions of membership (relocate out of city), I must disclose to the CityClerk.
- ☐ I confirm the board member application attached is current, including contact information.
- ☐ I have no intention at this time to relocate outside of the City limits and understand that should this change, I will immediately provide notice to the City Clerk.

Brenda Ramirez

8/8/22

Signature

Date

To be completed by staff

Appointed by: Consensus
Board Expiration Date: 9/2022

Date Appointed: 9/16/2020

All information has been reviewed and confirmed
Reviewed by: **Robin Greco**

Date: 8/8/22

BRENDA RAMIREZ

About Me: I've honed my skills working with people in positions ranging from talent acquisition, recruitment, personnel services and social work. **This includes** human resources experience in pre-employment screening, academic admissions, on-boarding and establishing policies and procedures. **I have been trusted with complex tasks** including labor relations, new hire orientations, employee training and development as well as organizational development. **I have helped create** successful growth strategies and expansion initiatives to increase company revenue. **I have been executing these kinds of progressive roles** for over ten years within non-for-profit and private organizations. **I enjoy using my relationship-building skills** and international experience to work collaboratively with staff, stakeholders and business executives.

My Skills & Attributes:

- I am able to execute all full-life-cycle recruitment and talent acquisitions projects.
- I am an excellent communicator with refined presentation skills.
- I can perform markets research and fundraising efforts. I am also trained in leadership and have secured several brand partnerships for my previous employers. I have experience in employee training and development projects.
- I have been using Microsoft office/suite platforms (Word, Excel, PowerPoint, Outlook) PDF and Acrobat for over fifteen years. Most recently I've been flexible to learn new company required operation systems such as Inside Sales, People Soft, SharePoint among others.
- I pay close attention to detail and care for what is expected of me, I also enjoy working in team environments. I am fluent in English, Spanish and basic German.
- I created the first policy and procedures employee handbook for a New York based company. My career in recruitment, talent acquisitions and personnel services has enabled me to find, hire and train more than 50 employees.
- I have 7+ years of administration experience, and have focused on building a credible recruitment track record.
- I was one of the head fashion department interns at Oprah Winfrey's OWN Network.
- As an active participant and supporter of the community, I am passionate about giving back and about partaking in initiatives within the public service sector.

My Professional Experience:

September 2017 - March 2018

Lady M Confections

National HR Corporate Recruiter

- While at Lady M I created new strategies for the company's growth and expansion. I was the front-end representative for the company's national and international recruitment efforts.
- I located, interviewed and hired talent for the organization. I actively sourced and searched nationwide for qualified individuals according to the organization's needs.
- I conducted high volume cold and warm calls/interviews daily, implementing new recruitment techniques and applicant pipelines. Because of my efforts, the company grew by 15% within my first 4 months.
- I created Lady M's first national applicant database pool. I worked closely and trained with the HR department, and increased the company's overall online visibility by implementing my knowledge of expansion and business development techniques.

January 2017 - March 2018

Miss Dominican Republic US

Senior Manager of Recruitment & Business Development

- I oversaw all business development projects across the organization. I managed specific projects and worked with clients and team to define complex business objectives.
- I drove growth by focusing on expansion and development. I recruited, trained and retained high-quality staff and participants.
- I was the project leader for a range of the company's current projects, I maintained and developed good relationships with the company stakeholders.
- I created and streamlined multiple avenues for company revenue. I secured face-to-face and telephone interviews with major social, political and community influencers and advertisers.

February 2017 - May 2017

NY Performing Arts School

Director of Admissions & Talent Acquisitions

- I helped direct a small performing arts school that fostered at-risk youth involvement in positive activities in artistic fields.
- I screened and evaluated the prospective students. I developed my own admissions and organizational system. I managed 5+ staff at the headquarters location.
- I got to work with prospects and school administrators on elaborating recruitment and admissions strategies.
- I accomplished my admissions goals by researching the latest trends. I focused on enforcing the institution's values, policies and procedures.
- I accomplished a positive track record of high-gross matriculation and revenue.

October 2014 - October 2016

Team Administrator- North America & Canada

John Laing USA LTD

- I was the first administrative/operations staff hired by John Laing in the US, working in the company's Wall Street office within their starting North American branch.
- I interacted with the private investments teams as well as external stakeholders, advisors and clients. I directed all company events in and out of state/country.
- I liaised with the corporate staff in all of the company within their national and international divisions.
- I generated and tracked over 25 company vendor accounts. I was also responsible for the overall accounts receivable/payable operations of the company.

September 2011 - October 2014

OTRIAD Digital Marketing Solutions

Recruitment & Acquisition Manager

- OTRIAD was a digital marketing-based startup company in Chelsea, NY; this is where career in recruitment began and where I was eventually positioned to become the company's first director of operations. I maintained and enhanced the organization's personnel department by planning, implementing, and evaluating employee relations and recruitment policies, programs, and practices.
- I maintained the company's work structure by creating/updating all job descriptions for all positions. I maintained staff organization by establishing a sourcing, recruiting, and interviewing program; I was responsible for conducting and analyzing all entry and exit interviews and recommending changes as well.

RamiBren11@gmail.com | 347.688.0154 | Fort Lauderdale, FL | 33309 | LinkedIn.com/BrenRam11

- I prepared all new employees for their assignments by establishing and conducting orientation and training programs. I scheduled and conducted job evaluations; recommending, planning and implementing pay structure revisions as well.

My Education:

I earned my Master's in Social Work & Administration in May 2011 from **Fordham University** in New York City.

I earned my Bachelor's in Criminology in May 2007 from **SUNY College at Old Westbury** in New York City.

I took Leadership & Management Courses from 2012-2013 at **Columbia University** in New York City.

I am taking courses to learn German as a third language.



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| <input type="checkbox"/> Board of Adjustment* | <input type="checkbox"/> Planning and Zoning Board* | <input type="checkbox"/> Local Government Academy (Ten week course) |
| <input type="checkbox"/> Civil Service Board | <input type="checkbox"/> Police/Fire Pension Board* | |

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Please type or print information.

PERSONAL:

Name: Duane Smith E-Mail Address: duanedean smith@gmail.com
Residential Address: 4830 NE 5th Ave. Oakland Park, Zip: 33334 Telephone Number: ()
Business Number: 561,392-2500 x210 Cell Number: 602,615-7196

(You must use your Oakland Park home address on this application.) Voting Precinct Number: D015

EDUCATION:

Name of High School: Tempe High School Location: Tempe, AZ
College (if applicable): Arizona State University Location: Tempe, AZ
Years Completed: 1996 Degree: BA Field of Study: Art History

Other professional or technical training (Name of school, course name, etc.):

EMPLOYMENT:

Current or last employer: Boca Raton Museum of Art Address: 501 Plaza Real, Boca Raton, FL 33432
Position: Adult & Community Programs Coordin Years of Service: 6 years
Duties: Research, plan, organize, and implement a schedule of adult educational programs relating to

OTHER QUALIFICATIONS: Briefly describe any specific expertise and/or abilities that would pertain to your service on a City Board:

Previously, Associate Director of Lisa Sette Gallery - Contemporary Art Gallery in Arizona

MEMBERSHIPS: Oakland Park Organization(s) Years in Membership Office Held (if any):

Outside City

American Alliance of Museums

ACKNOWLEDGMENT (Check Below:)

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- ☒ I understand that I may sit on only one Commission appointed board.

Duane Smith
Signature of Applicant

8/28/2020
Date



Advisory Board/Committee Member Confirmation of Request for Appointment

Name: Duane Smith

Address: 4830 NE 5th Ave., Oakland Park, FL 33334

Email: duanedean smith@gmail.com

Phone: 602-615-7196

Current Oakland Park Resident: ☒ Yes ☐ No

Advisory Board/Committee: Art & Culture Board

☐ Original Appointment ☒ Request Re-Appointment ☐ Do Not Wish to Be Reappointed

Please Fill in Your Qualifications/Interest in Board:

I am currently Adult Programs Manager at the Boca Raton Museum of Art, and previously served as Associate Director of Lisa Sette Gallery in Arizona for 16 years. I have served on the Art & Culture Board for 2 terms, and wish to continue serving to further the work we have done for the City of Oakland Park.

By completing this form, I certify the following information:

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Duane Smith

8/17/2022

Signature

Date

To be completed by staff

Appointed by: Consensus
Board Expiration Date: 9/2022

Date Appointed: 9/16/2020

All information has been reviewed and confirmed
Reviewed by:

Date: 8/22/22