



**CITY OF GREENACRES  
BOARD AND COMMITTEE SERVICE APPLICATION**

NAME: Claudia Ayala PHONE: 561-800-5015

ADDRESS: 5042 Nautica Lake Circle

CITY, STATE & ZIP: Greenacres, FL, 33463

EMAIL ADDRESS: claudiamercia.rj@gmail.com

EMPLOYER NAME: PALM BEACH ATLANTIC UNIVERSITY OCCUPATION: International student counselor

Please provide a description of your education and experience as it relates to the board(s) on which you wish to serve and describe your interest for serving. (You may attach a copy of your resume.)

I have a bachelor's degree in law, and I am currently enrolled in MBA(master's in Business Administration) at Palm Beach Atlantic University, where I work as international student counselor.

I have worked as a volunteer for an organization called New Hope International Ministries for over twelve years; I taught English as second language to younger people and taught singler mother how to create Jewelry to sell and have an income.

During the pandemic in 2020, I worked as volunteer at Christ Fellowship for food distribution. Serving others is something that I have done for my entire life. I see now the oppotunity to serve my community.

Do you currently hold any City office?  Yes  No

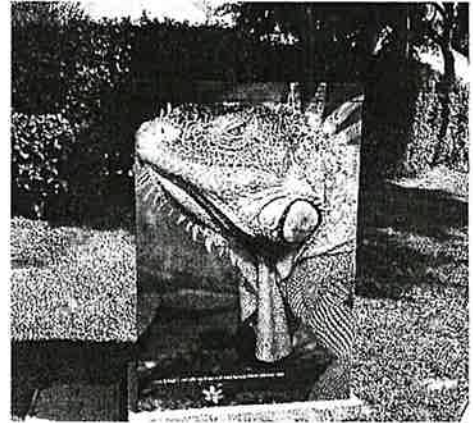
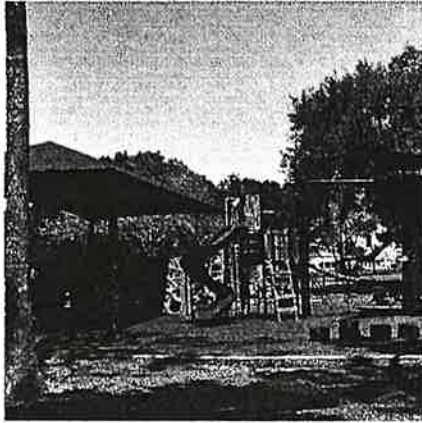
Do you own a business within the City?  Yes  No If yes, which one? \_\_\_\_\_

**On which Board or Committee are you interested in serving?**

- |                                                                            |                                                                                     |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> Board of Trustees – PSO & Firefighters Retirement | <input type="checkbox"/> Building Board of Adjustments & Appeals                    |
| <input type="checkbox"/> Charter Review Committee                          | <input type="checkbox"/> Planning and Zoning Board of Appeals/Local Planning Agency |
| <input checked="" type="checkbox"/> Education Advisory Committee           |                                                                                     |

Applicant Signature: *Claudia Ayala* Date: 3/25/2024

Nominated By: Peter Noble



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# CITY OF GREENACRES

BOARDS & COMMITTEES

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Greenacres has several volunteer boards that provide an invaluable service to the operations of the City. Residents interested in serving their community through volunteer service are encouraged to complete a City Board Application.

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**Building Board of Adjustments & Appeals:** A seven (7) member quasi-judicial board with two (2) alternates; hears appeals concerning the Chief Building Official's interpretations of technical building codes of the City; meets on an "as needed" basis.

**Charter Review Committee:** A nine (9) member board made of six (6) Council appointed members, one (1) local 2928 IAFF representative, and one (1) local business owner. The Committee meets on an "as needed" basis to review the City Charter and propose amendments for Council's approval.

**Planning and Zoning Board of Appeals/Local Planning Agency:** A five (5) member Advisory Board with two (2) alternates to hear, consider, and make recommendations relating to applications for annexations, zoning, site and development plans and special exceptions; meets monthly. Must be a Greenacres resident, except to obtain members with technical and professional expertise from Palm Beach County.

**Retirement Plan Board of Trustees for Public Safety Officers/Firefighters:** A five (5) member Board of Trustees: two (2) members appointed by City Council; two (2) members elected by the employees of Fire Rescue and former Public Safety Officers; and one (1) member selected by the four (4) members of the Board of Trustees. The Board oversees the Retirement Plan for the City's former officers and firefighters; meets on a quarterly basis.

**Education Advisory Committee:** A nine (9) member committee; initially five (5) members appointed for a 3-year period; four (4) members appointed for a 2 year period; one (1) Councilmember shall serve as liaison but shall have no voting power. The Committee serves to promote and provide public awareness for programs, opportunities, and initiatives of public, private and charter schools, to also recognize and promote the accomplishments of students, educators, and all schools located within the City; and to monitor school activities and report on those impacting the City as needed.

**Mayor Flores and the City Council encourage residents to participate in their local government process.  
For additional information regarding City boards please contact the City Clerk at (561) 642-2006.**

*A great place to live, learn, work & play!*

CLAUDIA MERCIA AYALA

(561)800-5015 — Greenacres, FL - 33463 — claudiamercia.rj@gmail.com

## PROFESSIONAL SUMMARY

- Enhanced international student satisfaction by providing personalized counseling and support services.
- Developed strong relationships with prospective students through consistent communication and outreach efforts.
- Streamlined the admission process for international students by implementing efficient procedures and documentation requirements.
- Assisted in increasing enrollment numbers by actively recruiting highly qualified international candidates.
- Guided visa regulations and immigration requirements, ensuring compliance and facilitating a smooth transition for incoming students.
- Facilitated effective communication between domestic and international students by creating opportunities for interaction and collaboration.

## PROFESSIONAL SKILLS

- Ability to Work Under Pressure
- Ability to Multitask
- Effective Time Management
- Microsoft Office
- Research Support
- Policy development
- Accountability
- Emphaty
- critical thinking,
- decision-making
- Conflict Resolutions
- Onboarding
- Computer Skills
- Leadership
- Communication Skills
- Confidence Development
- Staff training
- recruitment and selection processes, students

## WORK EXPERIENCE

**INTERNATIONAL STUDENT COUNSELOR**  
**PALM BEACH ATLANTIC UNIVERSITY -**

**West Palm Beach, FL –Present**

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**COMMERCIAL MANAGER**  
**Busy Bee Commercial Cleaning**

January 2020 – June 2022  
**Coral Springs**

- Managed client relationships and identified opportunities for new contracts.
- Analyze data and create reports to identify areas of business growth.
- Monitor local and federal regulations.
- Bid on new projects and negotiated contract terms.

**EDUCATION**

**Bachelor's degree: Law**

*Universiade Veiga de Almeida, Rio de Janeiro, Brazil*

Jun 2016

**MBA – master's in business administration**

*Palm Beach Atlantic University*

Current - 2024

**LANGUAGES**

- English
- Spanish
- Portuguese: Native



CITY OF GREENACRES  
BOARD AND COMMITTEE SERVICE APPLICATION

NAME: MARITZA SIME PHONE: 717-405-4667

ADDRESS: 1111 OLIVE TREE CIR

CITY, STATE & ZIP: GREENACRES, FL 33413

EMAIL ADDRESS: SIMPLENQUEENZ@YAHOO.COM

EMPLOYER NAME: COSMOPOLITAN FLORIDA SERVICES OCCUPATION: PROJECT ACCOUNTANT

Please provide a description of your education and experience as it relates to the board(s) on which you wish to serve and describe your interest for serving. (You may attach a copy of your resume.)

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\_\_\_\_\_  
\_\_\_\_\_  
See Attached.  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you currently hold any City office?  Yes  No

Do you own a business within the City?  Yes  No If yes, which one? \_\_\_\_\_

**On which Board or Committee are you interested in serving?**

Board of Trustees – PSO & Firefighters Retirement

Building Board of Adjustments & Appeals

Charter Review Committee

Planning and Zoning Board of Appeals/Local Planning Agency

Education Advisory Committee

Applicant Signature:  Date: 4/1/04

Nominated By: SUSY DIAZ

April 1, 2024

Maritza Sime  
(717-405-4667)  
[simplenqueenzy@yahoo.com](mailto:simplenqueenzy@yahoo.com)

Dear Greenacres Board and Committee Team,

I am writing to express my interest in the position of Education Advisory Committee. I have 20+ years of experience in operations, including roles as a Project Accountant at Cosmopolitan Interior Florida Corp DBA Cosmopolitan Florida Service and an Office Manager/PM Admin at City View Blinds of NY Inc. and a special needs mother; I am confident that my knowledge and life experience make me an ideal candidate for the role.

- Inclusion of ESE students is overlooked; I see what's happening and I would like to be that voice.
- Develop a holistic representation of my community culture, racial and ethnic minorities, and diversity.
- Listen and understand the challenges and the changes the community needs for positive change.

I'm enthusiastic and genuinely interested in helping with the mission of the Education Advisory Committee to progress towards the goals. Please feel free to contact me to discuss my candidacy.

Thank you for your time and consideration.

Sincerely,

Maritza Sime

# MARITZA SIME

Greenacres, FL 33413 | (717) 405-4667 | simplenqueenz@yahoo.com

## Professional Summary

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Talented professional considered knowledgeable leader and dedicated problem solver. Brings 20+ years of valuable expertise to forward company objectives. Attentive to detail with experience in coordinating projects, programs and improvements.

## Skills

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- Notary Public, State of Florida
- QuickBooks,
- Textura
- Ethics-focused
- Scheduling
- MS Office
- Administrative support
- Financial Services Support
- Strategic planning
- Performance improvement
- Office administration

## Work History

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### **Project Accountant / Office Administrator**

05/2015 to Current

#### **Cosmopolitan Interior Florida Corp – Miami, FL**

- Produce high-quality communications for internal and external use.
- Compare vendor prices and negotiated for optimal savings.
- Apply advanced administrative and analytical skills in overseeing day-to-day operational activities.
- Maintain complete documentation and records of all purchasing activities.
- Maintain open communication with customers to foster positive relations and provide updates on issues.
- Maintain open communication with customers via email, phone or in person on the field.
- Train new employees on administrative procedures, company policies and performance standards.
- Coordinate communications, financial processing, registration, recordkeeping and other administrative functions.
- Monitored all purchase requisitions and handled adjustments with vendors.

### **Office Manager – PM Admin**

10/2004 to 05/2015

#### **City View Blinds of NY Inc – New York, NY**

- Established workflow processes, monitored daily productivity and implemented modifications

to improve overall performance of personnel.

- Sourced vendors for special project needs and negotiated contracts.
- Evaluated employee records and productivity and submitted evaluation reports.
- Compared vendor prices and negotiated for optimal savings.
- Coordinated and aligned corporate and office schedules and disseminated important work information to employees.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Coached new hires on company processes while managing employees to achieve maximum production.
- Coordinated special projects and managed schedules.
- Implemented project management techniques to overcome obstacles and increase team productivity.
- Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.
- Developed standard operating procedures for all administrative employees.

## Education

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**Flushing High School** - Flushing, NY