



MEMORANDUM

TO: Lanelda Gaskins, MMC, Town Clerk

FROM: Eric Goldenberg

DATE: 03/15/2022

SUBJECT: Initial Vetting of Applicant: Nievécita Maraj

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On 03/14/2022 (date), I met with Nievécita Maraj (applicant's name) to discuss his/her community involvement, education, professional experiences and the positive impact he/she could bring to this Board for the betterment of the Highland Beach community.

Detail Explanation:

Ms. Maraj has been active in our community for some time. In the past she has served on our Natural Resource Preservation Advisory Board. I believe she is interested in helping protect the quality of our community. She would be an asset to the Planning Board.

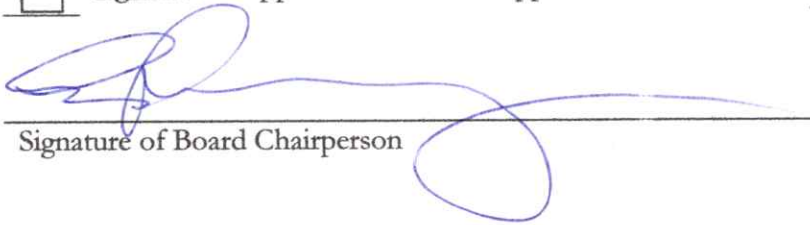
Based upon my review of the Resume', the Board Application and the Interview today, my recommendation is as follows:



For the Appointment of this Applicant



Against the Appointment of this Applicant



Signature of Board Chairperson



Town of Highland Beach

RECEIVED

Town Clerk's Office
3614 S. Ocean Boulevard

FEB 25 2022

Highland Beach, Florida 33487
Phone: (561) 278-4548 Fax: (561) 265-3582
Town of Highland Beach, FL
Town Clerk's Office

BOARDS AND COMMITTEES APPLICATION

This information is for consideration of appointment to a Town Board. Please complete and return this form to the Town Clerk, along with your *resume and proof of residency such as a government issued identification or voter registration card*.

PLEASE NOTE: Florida Public Records Law is very broad. Documents relevant to town business is public records and is subject to public disclosure upon request. Your information provided within this application may therefore be subject to public disclosure.

NAME: Nievecita Maraj PHONE: 561-245-1974

HOME ADDRESS: 1020 Bel Air Drive APT. NO. _____

SUBDIVISION: _____ EMAIL ADDRESS: nievecitasnow@gmail.com

PLEASE SELECT THE BOARD(S) / COMMITTEE(S) ON WHICH YOU ARE INTERESTED IN SERVING IN NUMERICAL ORDER FROM 1 THROUGH 5, WITH 1 BEING YOUR FIRST CHOICE AND 5 THE LEAST CHOICE. (A description of the responsibilities of each Board is on the back of this application.)

<input type="checkbox"/> Board of Adjustment & Appeals	<input type="checkbox"/> Code Enforcement Board
<input type="checkbox"/> Financial Advisory Board	<input type="checkbox"/> Natural Resources Preservation Board
<input checked="" type="checkbox"/> Planning Board	<input type="checkbox"/> Other Board /Committee

PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:

Are you a resident of Highland Beach?	Yes <input checked="" type="checkbox"/>	No _____
Are you a registered voter in Highland Beach/Palm Beach County, FL?	Yes <input checked="" type="checkbox"/>	No _____
Are you currently serving on a Town Board?	Yes _____	No <input checked="" type="checkbox"/>
Have you ever served on a Town Board/Committee?	Yes <input checked="" type="checkbox"/>	No _____
If so, please indicate the Board(s)/Committee(s)? <u>Natural Resources Preservation Advisory</u>	Date of Service: <u>3.5 Years</u>	
Are you willing to attend monthly board meetings? In Person / Telecom	Yes <input checked="" type="checkbox"/>	No _____
Per Town Code of Ordinance, I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee.	Yes <input checked="" type="checkbox"/>	No _____

Please list any special talent, qualification, education or professional experience that would contribute to your service on the Board/Committee you have selected?

I am a Virtual Executive Assistant and Realtor. Organization, administration, problem-solving, time management, communication, and being extremely deadline-driven have encompassed my past professional experiences. Whether working independently, with a team, or leading a team of people, I exercise strong interpersonal, and negotiating skills, to ensure the success of the projects at hand.

Serving on the Natural Resources Preservation Advisory Board gave me a good understanding of our town's strengths and needs from a preservation perspective. I would use this knowledge to help with future planning.

Please summarize your volunteer experience(s):

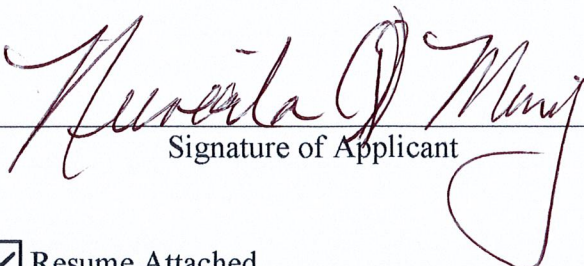
Executive Administrative Assistant, ARCHER DISABILITY FOUNDATION INC. Assisted the President with day to day operations, event planning, and video recording of the events.

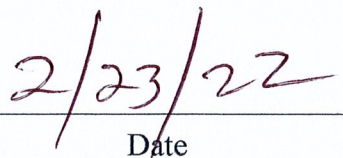
Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Form 1 - Statement of Financial Interests Disclosure form on an annual basis.

Vetting by the Board Chairperson. The Chairperson of each Board shall interview the applicant and submit a memorandum of recommendation to the Town Clerk's Office 14 days prior to the Town Commission Workshop Meeting for final appointment.

Palm Beach County Commission on Ethics requires appointed members to take the Code of Ethics Training every two (2) years.

I hereby certify that the statements and answers provided are true and accurate to the best of my knowledge.


Signature of Applicant


Date

☒ Resume Attached.

Contact

5612451974 (Mobile)
nievecitasnow@gmail.com

www.linkedin.com/in/nievecita-maraj-48aab845 (LinkedIn)
www.nievecita.com (Company)
vimeo.com/28169696 (Portfolio)

Top Skills

Video Production
Reality
Broadcast

Languages

English (Native or Bilingual)
Spanish (Native or Bilingual)

Certifications

Certificate in Hospitality

Nievecita Maraj

Independent Virtual Executive Assistant and Realtor
Boca Raton

Summary

Providing high-level administrative support for C-Suite executives, allowing them time to focus on the upper-level priorities of their business. Organization, administration, problem-solving, time management, communication, and being extremely deadline-driven have encompassed my past professional experiences. Whether working independently, with a team, or leading a team of people, I exercise strong interpersonal, and negotiating skills, to ensure the success of the projects at hand.

Experience

BELAY

BELAY Independent Virtual Executive Assistant
November 2020 - Present (1 year 4 months)
Atlanta, Georgia, United States

- C-suite executive administrative support.
- Inbox Management.
- Calendar management and scheduling.
- Project development, coordination, and team management.
- Optimize travel schedules and enable remote decision making, keeping projects on track.
- Coordination and planning of virtual and onsite meetings, and conference calls.
- Agendas and meeting material development.
- Manage social media sites (Facebook, Instagram, LinkedIn, Twitter).
- Use project management platforms for daily activities.
- Conduct research and prepare reports.
- Proficient with the use of cloud based project management and desktop software, as a well as web-based applications.
- Provide bookkeeping using Quickbooks Online.

Regency Realty Services

Realtor
2017 - Present (5 years)

Boca Raton, Florida, United States

- Prepare documents such as representation contracts, purchase agreements, closing statements, leasing, and deeds.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Accompany buyers during visits to and inspections of property, advising them on suitability and value of the homes they are visiting based on current market conditions.
- Evaluate mortgage options to help clients obtain financing at the best prevailing rates and terms.
- Coordinate property closings, overseeing signing of documents and disbursement of funds.
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Act as an intermediary in negotiations between buyers and sellers.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.

Rose Lee Productions Inc

Vice President of Operations

2011 - 2017 (6 years)

Boca Raton, FL

- Work with Executive Producer/Host to produce the weekly public affairs broadcast of The Rose Lee Show, which airs on ION Television in 5 Florida Markets.
- Managed daily operations of Rose Lee Productions, Inc. Instrumental in the business reorganization and sales increase.
- Remotely closed-captioned.

Various Film Production Companies

Producer

2006 - 2011 (5 years)

Santa Monica, California / Miami, Florida

- Managed and controlled project scope and the change control process to ensure that projects complete according to schedule and within budget.
- Production administration and support, which included: coordinating all dubbing needs, coordinating and tracking delivery of material by in-house and freelance producers to in and out-of-house facilities.
- Coordinated comp reels for on- and off-air needs.

- Set up the production office, organizing equipment, supplies and staff.
- Coordinated travel, accommodation, work permits for cast and crew.
- Distributed shooting schedules, crew and cast lists, scripts and script revisions.
- Coordinated transportation, locations, catering, billing, and communicating with crew members.
- Collaborated with public relations and marketing teams to ensure contractual deliverables and project success
- Provided production support including labels and coordinated all couriers and shipping.

Florida International University.

Executive Assistant to the CFO and University Treasurer

2005 - 2006 (1 year)

Miami, Florida, United States

- Maintained both executive's appointment schedules by planning and scheduling meetings, conferences, teleconferences, and travel.
- Conserved executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Welcomed university staff and students by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintained con dence and protected operations by keeping information confidential.
- Completed projects by assigning work to clerical staff; following up on results.
- Prepared reports by collecting and analyzing information.
- Provided historical reference by developing and utilizing ling and retrieval systems;
recording meeting discussions.

Doral Golf Resort and Spa

Night Auditor

2004 - 2005 (1 year)

Miami, Florida, United States

- Audited all resort transactions conducted during the day and reconciled all resort accounts.
- Working independently during overnight hours, managed front office and checked-in late night arriving guests.

The Joneses Production Company

Executive Assistant to the Executive Producer

2003 - 2004 (1 year)

Santa Monica, CA

- Assisted the Executive Producer oversee productions of national commercials from pre to postproduction.
- Marketed directors by creating reels for distribution to east coast, mid west, and west coast advertising agencies.
- Conducted bookkeeping for the Executive Producer, and made company deposits up to \$500,000.

Education

Florida International University

Bachelor of Arts, Liberal Studies, Mass Communication · (2003 - 2005)

Nievecita Maraj

VIRTUAL EXECUTIVE ASSISTANT

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PROFESSIONAL EXPERIENCE

Real Estate Sales Associate

Regency Realty Services. Boca Raton, FL (2017 - present)

- Prepare documents such as representation contracts, purchase agreements, closing statements, leasing and deeds.
- Generate lists of properties that are compatible with buyers' needs and financial resources.
- Accompany buyers during visits to and inspections of property, advising them on suitability and value of the homes they are visiting based on current market conditions.
- Evaluate mortgage options to help clients obtain financing at the best prevailing rates and terms.
- Coordinate property closings, overseeing signing of documents and disbursement of funds.
- Confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Act as an intermediary in negotiations between buyers and sellers.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.

Vice President of Operations

Rose Lee Productions, Inc. Boca Raton, FL (2011 - 2017)

- Worked with Executive Producer/Host to produce the weekly public affairs broadcast of The Rose Lee Show, which aired on ION Television in 5 Florida Markets.
- Managed daily operations of Rose Lee Productions, Inc.
- Provided bookkeeping using Quickbooks software.

Freelance Producer

Various Production Companies. CA/FL (2006 - 2011)

- Managed and controlled project scope and the change control process to ensure that projects complete according to schedule and within budget.
- Production administration and support, which included: coordinating all dubbing needs, coordinating and tracking delivery of material by in-house and freelance producers to in and out-of-house facilities.
- Coordinated comp reels for on- and off-air needs.
- Set up the production office, organizing equipment, supplies and staff.
- Coordinated travel, accommodation, work permits for cast and crew.
- Distributed shooting schedules, crew and cast lists, scripts and script revisions.
- Coordinated transportation, locations, catering, billing, and communicating with crew members.
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Executive Assistant to the CFO and University Treasurer

Florida International University. Miami, FL (2005 - 2006)

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- Conserved executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Welcomed university staff and students by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintained confidence and protected operations by keeping information confidential.
- Completed projects by assigning work to clerical staff; following up on results.
- Prepared reports by collecting and analyzing information.
- Provided historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.

Night Auditor

Doral Golf Resort and Spa. Miami, FL (2004 - 2005)

- Audited all resort transactions conducted during the day, and reconciled all resort accounts.
- Working independently during overnight hours, managed front office, and checked-in late night arriving guests.

Executive Assistant to the Executive Producer

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- Assisted the Executive Producer oversee productions of national commercials from pre to post-production.
- Conducted bookkeeping for the Executive Producer using Quickbooks, and made company deposits up to \$500,000.

📞 561.245.1974

✉ nievecitasnow@gmail.com

🏠 1020 Bel Air Drive,
Highland Beach, FL 33487



EDUCATION

Licensed Sales Associate State of Florida

Gold Coast School of Real Estate
(2015)

Bachelors Degree in Liberal Studies

Minor in Mass Communication
Florida International University
(2005)

LANGUAGES

- Spanish (Latin American): Native Proficiency

MEMBERSHIPS & BOARDS

- The International Virtual Assistants Association (IVAA)
- Vice Chairman of the Natural Resources Preservation Advisory Board for the Town of Highland Beach, FL

REFERENCES

Rose Lee Archer
DiCapua, Executive Producer
Rose Lee Productions, Inc.
561.241.7987

Debbie Margolis
Horwitz, Executive Producer
Kreative Kontent
305.308.5023

Debra Rondinella
Senior Vice President and GM
O2 Media, Inc.
954.673.2087