



# OFFICE OF THE CITY CLERK

5581 West Oakland Park Boulevard  
Lauderhill, FL 33313  
Ph: 954.730.3010 Fax: 954.730.3062  
[www.lauderhill-fl.gov](http://www.lauderhill-fl.gov)



## APPLICATION FOR BOARD APPOINTMENT/RE-APPOINTMENT

**ALL** applicants who would like to be considered for appointment or re-appointment as a member to a city board is required to complete this form prior to Commission approval.

### PLEASE SELECT

- ☒ Lauderhill Resident ☐ Business Owner  
☐ City of Lauderhill Staff ☒ Broward County Registered Voter

Please PRINT or TYPE

Name: Chaudette dePass R  
First Last Middle Initials  
Home Address: 6587 Racquet Club Dr, Lauderhill Zip Code 33319  
Home Phone: N/A Cell Phone: 954-608-7973  
Email: depass4@yahoo.com

### BOARD INFORMATION:

Have you served on a City Board before? ☐ YES ☒ NO

If YES, name Board: \_\_\_\_\_ How Many Years? \_\_\_\_\_  
Name of Board you wish to be ☒ Appointed ☐ Re-Appointed to: Community & Budget Advisory Board

Resume Attached: ☒ YES ☐ NO

If NO, briefly explain why you would like to serve on this board, and describe your qualifications, skills and abilities, you possess that would directly benefit this board:

Attach any additional information to this form if more space is needed

#### Return Completed Form To:

Andrea M Anderson, MMC  
5581 W. Oakland Park Blvd.,  
Lauderhill, FL 33313  
Email: [aanderson@lauderdale-fl.gov](mailto:aanderson@lauderdale-fl.gov)  
Fax: 954-730-3062  
Phone: 954-730-3013

Chaudette dePass Signature  
Dated this 20<sup>th</sup> day of December, 2018

## **Claudette dePass**

**Telephone: 954-608-7973; Email Address: depass4@yahoo.com**

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**Summary:** Seeking a position that will utilize my skills and offer the chance for advancement as well as allow me the opportunity to gain additional skills & experience. Dedicated and with exceptional work ethics. Works well under pressure, multi-task, fast learner, highly responsible, reliable and inter-personal skills

### **Work History (Patient Care):**

**Elayne Sigel – 4740 S. Ocean Blvd, Highland Beach, FL 33487 – December 20, 2014 – October 24, 2018 (relocate to New Jersey)**

Lived on premises Monday through Friday - nurse patient back to full health that had several medical issues.

Prepare daily meals: breakfast, lunch and dinner, make her bed, light housework, wash, and iron & fold laundry. Make her Doctor's appointment was kept and medications taken on time. She used a walker to assist her.

**Lillian Stein – 561-482-1284: April 2011 – November 2013 (Companionship 20 hours per week) 9:00am – 1:00pm**

Monday: upon arrival, prepare bathe for patient shower, make bed & prepare breakfast. Take patient to therapy, food shopping, make dinner.

Tuesday: Prepare bathe for patient morning shower, make bed, Doctor's visit then prepare dinner

Wednesday: Same as above

Thursday: Prepare bathe, change bed linen, prepare breakfast – Wash, iron & fold clothes

Friday: Prepare bathe, clean entire house (vacuum & wash floor)

**Doctor Irwin Bestman – Boca Raton, Florida May 2008 – February 2011**

### **Front Office/Authorization & Referral**

Performed clerical duties, such as Micro Soft Word & Excel

Answer phones, schedule appointments and filing

Insurance Verification/Referral/Authorization

Prepare patient charts

Schedule appointments and register patients in and out

**Carrier Corporation – Sales Department August 2005 – April 2008**

**Customer Service:** Answer phone and direct calls to department; provide information to technicians for class to upgrade their certification. Download new unit manuals to distribute to the Sales team.

**Register to multiple Temporary/Permanent Employment Agency – January 1998 through 2005**

Administrative Assistant/Customer Service Representative: Represent the agency on assignments on a short term basis with different corporation doing administrative duties. Needed the flexibility of working temporary due to parents & sibling illness.

**Essence Communications, Inc. – 1500 Broadway, New York, New York 10017 1987 – 1997**

### **Department Administrative Assistant**

Personal assistant to the Senior Vice President of Subscription/Circulation department. Answer department phones, set up appointments, make travel arrangement and prepare itinerary for department managers. Renew magazine subscription for subscribers and submit change of address. General administrative duties.

### **Skills:**

Micro Soft Word & Excel, Scanner, Fax machine

**Referrals:** Upon request